

Title	Collection Development Policy
Policy Number	CPL-16-12
Policy Type	Operating
Approval Date	June 20, 2016
Review Date	June 2018
Notes	Last revised May 1, 2013



Purpose:

The Caledon Public Library is committed to developing and maintaining collections that best serve and inspire the community. In order to achieve this, the Caledon Public Library's Collection Development Policy will:

- Support the mission and core values of the Caledon Public Library
- Provide clear and consistent guidelines for the selection and de-selection of Library materials
- Respond to and anticipate the educational, informational, cultural, leisure and recreational needs of the community
- Recognize and accommodate the diverse needs, abilities and interests of individuals, including providing materials in accessible formats
- Defend Intellectual freedom, access to information and protect against censorship
- Consider the adoption of new technologies, formats and mediums as they become relevant

Guidelines:

Intellectual Freedom

The Caledon Public Library selects materials based on the belief that all individuals have to the right to freely access information and knowledge. Caledon Public Library endorses the Statement on Intellectual Freedom adopted by the Canadian Library Association ([Appendix A](#)) as well as the Statement on Intellectual Rights of the Individual adopted by the Ontario Library Association. ([Appendix B](#))

Responsibility for selection

General responsibility for Library collections rests with the CEO/Chief Librarian. Ongoing responsibility for the selection of materials and maintenance of collections may be delegated to appropriate staff.

Criteria for selection

All acquisitions, whether purchased or donated, will be considered using the following criteria. An item need not meet all of the criteria to be considered acceptable.

- Present and potential relevance to community interests and needs
- Relationship of subject to existing collection and other materials on the subject
- Authority or significance of the author, producer or publisher
- Value as a document providing insight into the psychological, social or cultural climate
- Public and popular demand and trends, both existing and anticipated

- Recommendations by critics or reviewers
- Suitability of format for library use
- Purchase price and other budgetary considerations
- Clarity and accuracy of the material
- Space considerations
- Canadian content
- Local content and local significance of author and/or subject matter
- Historical value

Materials needed for formal courses of study by elementary, secondary, and post-secondary schools will not necessarily be provided. Textbooks shall be purchased only when they provide the best coverage of a subject and are also useful to the general public.

Selection of materials will be made without bias toward subject matter, ideology, point of view or frankness of language. Inclusion in the collection does not constitute endorsement by the Library. Caledon Public Library complies with any laws enacted at the federal, provincial and municipal level and therefore does not collect or maintain items which have been banned by the courts.

Collection maintenance

In order to maintain an active collection of quality material, Caledon Public Library will regularly de-select items based on some or all of the following criteria:

- Worn and damaged items
- Items that contain outdated material
- Duplicates that are no longer needed due to reduced demand
- Items that are no longer circulating
- Number of items in the collection on a particular subject

Weeded materials will not automatically be replaced. Missing and withdrawn materials are selectively considered for replacement based on the Criteria for Selection outlined in this policy. Withdrawn materials will generally be sold in the book sale, donated to another organization or recycled.

Access to collections

The Caledon Public Library allows access to all collections for all library users, with the exception of M-rated video games and R-rated movies. Borrowing of these collections by individuals under 17 and 18 and under respectively must have the express permission of a parent or legal guardian. The Library does not mark materials in order to indicate approval or disapproval of item contents, but will mark items to indicate if they are rated M (mature) or R (restricted), as determined by the Ontario Film Review Board (OFRB) or the Entertainment Software Rating Board (ESRB)

Responsibility for the reading activities and use of the collection by children and teens rests with the parent or guardian, as outlined in the Caledon Public Library's Rights and Safety of Children and Youth policy and pursuant to the Ontario Library Association's position on Children's rights in the public library.

Recommendations for purchase

Suggestions from the public for the purchase of books and other materials are encouraged and will be referred to the appropriate staff person. Electronic forms are available online at the Caledon Public Library website. Suggestions are considered within the context of the Caledon Public Library's Collection Policy and criteria. If requested, individuals submitting the suggestions will be contacted by Library staff regarding the outcome of the decision, but the Library makes no guarantee of specific placement in the holds queue.

Gifts and donations

The Caledon Public Library welcomes gifts and donations that meet the criteria for selection, as well as the donation criteria which states that the Library will accept items in good condition, no more than five years old. The Library is not able to accept damaged or stained items, magazines or text books. No condition may be imposed on any book or item after its acceptance. Donations not added to the collection will be sold or discarded. Tax receipts will not be issued for donations.

Requests for reconsideration

Individuals or groups who object to materials in the collection may express their concern by filling out a "Request for reconsideration of library material" form ([Appendix C](#)) and submitting it to the appropriate staff member. The final operational decision regarding materials rests with the CEO/Chief Librarian. When the review is complete, the individual or group will receive an explanation of the decision.

Office of the CEO and Chief Librarian
Caledon Public Library,
6500 Old Church Road
Caledon East, Ontario
L7C 0H3

Related Documents:

- Caledon Public Library Strategic Plan
- CPL's Rights and Safety of Children and Youth Policy
- [Position of Children's Rights in the Public Library](#) Ontario Library Association

Appendix A

Canadian Library Association Statement on Intellectual Freedom and Libraries

The Canadian Library Association recognizes and values the *Canadian Charter of Rights and Freedoms* <http://laws-lois.justice.gc.ca/eng/Const/page-15.html> as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Library Association supports and promotes the universal principles of intellectual freedom as defined in the *Universal Declaration of Human Rights* <http://www.un.org/en/universal-declaration-human-rights/index.html> which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Library Association affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Library Association affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Library Association holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approved by Executive Council ~ June 27, 1974

Amended November 17, 1983; November 18, 1985; and September 27, 2015

Appendix B

ONTARIO LIBRARY ASSOCIATION

STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

- 1) That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
- 2) That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.
- 3) That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
- 4) That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
- 5) That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the internet.
- 6) That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.
- 7) That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

Updated and Approved,
Ontario Library Association
1998 Annual General Meeting
November 7, 1998

Appendix C

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author: _____

Title: _____

Request initiated by: _____

Address: _____

Phone number: _____

What is the basis of your objection? (please be specific, cite passages.)

What do you think might be the result of reading/viewing/listening to this material?

Have you examined the entire work? Yes No

If not, which parts have you examined?

Date: _____

Signature: _____

Represents: Self Group Name of group: _____

Internal Record of Reconsideration of Library Materials

Material being challenged is: Adult _____ Children's/YA _____

Staff member dealing with challenge: _____

Date staff member received request: _____

Was the challenge forwarded to a manager: Yes _____ No _____

If "Yes", name of manager: _____

Date staff member responded to patron: _____

Response given to patron:

Was patron satisfied with the response: Yes _____ No _____

If answer is "No", request given to CEO/Chief Library on: _____

Date CEO/Chief Library responded to patron: _____

Response give to patron:

Was patron satisfied with the response: Yes _____ No _____

If answer is "No" request given to the Library Board on: _____

Date responded to patron: _____

Final decision/response from Board: