

Title	Collection Development Policy	
Policy Number	CPL-16-12	
Policy Type	Operating	
Approval Date	June 20, 2022	
Review Date	June 2024	
Notes	Adopted May 1, 2013; Amended June 20, 2016; June 11, 2018; August 17, 2020; and December 13, 2021	

Purpose:

This policy reinforces the Caledon Public Library’s commitment to developing and maintaining physical and digital collections that inform, educate and inspire the community by supporting the mission and core values of the Caledon Public Library by:

- Defending intellectual freedom, access to information and protections against censorship;
- Providing clear and consistent guidelines for the selection and de-selection of Library materials;
- Responding to and anticipating the educational, informational, cultural, leisure and recreational needs of the community;
- Recognizing and accommodating the diverse needs, abilities and interests of individuals, including the provision of materials in accessible formats and in a variety of languages;
- Reflecting and highlighting the stories, experiences and voices of our diverse community;
- Considering and anticipating the adoption of new technologies, formats and mediums; and,
- Supporting local and Canadian authors and creators.

Guidelines:

Intellectual Freedom

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

Diverse and Inclusive Collections

The Caledon Public Library recognizes its responsibility to select materials by diverse authors and creators and to provide access to information on a wide breadth of subjects and from a variety of perspectives. In order to provide access to collections that meet —as closely as

possible—the needs, interests, and abilities of all members of the Caledon community, the Library will:

- Seek content created by and representative of marginalized and underrepresented groups, including but not limited to Indigenous peoples, people of colour, members of the LGBTQ+ community, persons with disabilities, and those of diverse faiths;
- Consider resources from self-published, independent, small, and local producers;
- Evaluate how diverse collection resources are catalogued, labeled, displayed, and promoted; and,
- Undertake regular diversity audits of the collection.

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 relevant staff. Staff is responsible for developing profiles for each area of the collection to define the scope of the collections and to be used as tools for further collection development and evaluation.

Selection staff will also determine suitable branch locations for selected materials. The Caledon Public Library collection is considered a system-wide collection, with larger branches such as Albion Bolton being resource locations providing more comprehensive collections, and the village branches housing smaller collections. The Library is not able to provide the same selection of materials at all locations, but all materials are accessible from any location through the inter-branch courier system.

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, reputation 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 and availability of formats for library use;
- Purchase price and other budgetary considerations;
- Quality, clarity and accuracy of the material;
- Space and shelving considerations;
- Balance of viewpoints within the collection, including those considered unpopular while ensuring that material does not promote the dissemination of misinformation;

- Canadian content;
- Local content and local significance of author and/or subject matter; including indigenous peoples;
- Historical value; and,
- Not broadly considered to be harmful to a specific group, demographic or people.

The Library will support acquisitions made through shared resources or consortium purchasing as a means of providing a greater breadth of library resources. Caledon Public Library acknowledges that purchases made by the consortium, while conforming with the consortium guidelines, may or may not align with the Caledon Public Library's criteria for selection.

Materials needed for formal courses of study by elementary, secondary, and post-secondary schools will not necessarily be provided. Textbooks may 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.

New Formats

Careful consideration is given to the introduction of new formats to the Library collection. Budget considerations, community needs, and the impact on existing resources are all reviewed prior to the selection or introduction of any new medium. In order to responsibly accommodate trends in user demands and/or changes in technology, the selection of materials in any new format may result in the Library's decision to retire specific items or material formats from its collections.

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;
- Materials that are no longer relevant to the needs of the community;
- Items which are available elsewhere, including other libraries and online; or
- The number of items in the collection on a particular subject.

Deselection guidelines will be applied to all library materials including donations and works by local authors. Deselection or removal of digital materials that have been made accessible through a consortium agreement may not be possible due to electronic access configurations. Weeded or deselected 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-branch or by the Friends of Caledon Public Library, donated to another organization or recycled.

Access to collections

As per the *Caledon Public Library Operational Policy (CPL-16-004)*, the Library supports the right and responsibility of parents or caregivers to determine and monitor their child's use of library collections and services. However, use of the following materials is limited:

- Borrowing of video materials may be restricted to users aged 18 or older in the case where the material has been thus rated in accordance with a recognized industry or government system
- Borrowing of video games rated "Mature" may be restricted to users aged 17 or older.
- Audio-visual materials may not be viewed publicly unless public performance rights have been confirmed.
- Borrowing of hotspots is limited to those aged 18 or older, or those accompanied by a parent or legal guardian.
- Borrowing of Personal Flotation Devices (PFDs)/Lifejackets is limited to those aged 18 or older.

The Library may also limit access to a collection of materials if deemed susceptible to theft, damage or liability. Limits may also be placed on the number of items that may be borrowed from a specific collection so as to ensure the widest possible use of materials by Library customers.

Local History Collections

Caledon Public Library recognizes its responsibility to maintain and preserve a local history collection, including materials reflective of local indigenous groups, both in print and in digital formats. The purpose of this collection, which includes the materials housed at branch locations and through the Library's website, is to preserve and make available to the public, materials that document the culture, heritage, and identity of the Town of Caledon.

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 this policy

and related 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. Items that are not purchased for the Library collection may instead be available through the Interlibrary Loan system.

Gifts and donations

The Caledon Public Library welcomes gifts and donations that meet the criteria for selection, adhere to *Caledon Public Library Fundraising and Gift Acceptance Policy (CPL-18-23)* and comply with the donation criteria which states that the Library will accept items in good condition, no more than five years old. The Library does not 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 of library collections.

A completed Material Donation Waiver Form ([Appendix C](#)) must accompany each group of donated items.

Requests for reconsideration or deselection of materials

The provision of collections that are balanced and represent diverse points of view may result in the availability of materials that some members of the public consider to be controversial in nature. Caledon Public Library is committed to a comprehensive review of all such materials; however, the library will only automatically withdraw material that is judged illegal by the higher courts of Canada.

Inclusion of items will not be influenced by anticipated or unanticipated lobbying by individuals, groups or organizations. The Library will not unilaterally accept imposed conditions by publishers, creators, or their representatives relating to any items after its inclusion; however, such conditions will prompt the Library's review process.

The Library recognizes that the collection contains items that portray stereotypes now broadly recognized as inappropriate and harmful. The Library will work to ensure that the collection includes relevant educational and contextual resources to provide a greater frame of reference and improved understanding.

Individuals, groups or organizations who object to materials in the collection may express their concern by filling out a "Request for Reconsideration" form ([Appendix D](#)) and submitting it to the appropriate staff member. Responses to these requests are guided by the Library's core value of intellectual freedom, including the following key principle:

Individuals have the right to reject for themselves material of which they do not approve but this right does not extend to allow them to restrict the intellectual freedom of others.

Caledon Public Library has a Collection Review Committee which is comprised of the CEO/Chief Librarian, Manager of Information Services, Manager of Youth Services and two representatives from staff teams responsible for collection development. This committee will review requests for reconsideration or deselection that escalate beyond the Manager of Information Services or Manager of Youth Services. The Committee's mandate includes the review of materials that become highlighted through societal perceptions, media focus or may have imposed conditions placed upon them by publishers, creators, or their representatives. Any member of this Committee may also make recommendations for the retrospective review of collection materials based on increased awareness of harmful stereotypes, inaccurate or inappropriate content, or other areas of concern. The Committee will make informed recommendations for the treatment of such materials within the library collection.

Reviews will be conducted on a quarterly basis and completed within 6 months of receiving a request for reconsideration. Multiple requests for reconsideration of the same material will be consolidated within one review.

In the majority of cases, the final operational decision regarding materials rests with the CEO/Chief Librarian; however, some patrons may subsequently choose to escalate their request to the Library Board's attention. In such cases, the request for reconsideration will be received by the CEO/Chief Librarian who will inform the Board of the request and related considerations. The Board is the final authority in such cases. When the review is complete, the individual or group will receive an explanation of the decision from the office of the CEO/Chief Librarian.

Office of the CEO and Chief Librarian
Caledon Public Library
150 Queen Street South
Bolton, Ontario L7E 1E3
ceo@caledon.library.on.ca

Related Documents:

- [Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries](#)
- [Ontario Library Association Statement on the Intellectual Rights of the Individual](#)
- Caledon Public Library Strategic Plan
- CPL-16-004 Caledon Public Library Operational Policy
- CPL-16-08 Caledon Public Library Rights and Safety of Children and Youth Policy
- CPL-18-23 Caledon Public Library Fundraising and Gift Acceptance Policy

Appendix A

Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries

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

The Canadian Federation of Library Associations 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.

Approval History:

CLA ~ June 27, 1974. Amended November 17, 1983; November 18, 1985; and September 27, 2015; CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.

Appendix B

Ontario Library Association's Statement on the Intellectual Rights of the Individual

Introduction

The Ontario Library Association and its divisions are committed 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.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to 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. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. 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, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is 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, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Appendix C Book and Media Donation Waiver Form



I hereby agree that the following items, donated to the Caledon Public Library, have become the property of the Caledon Public Library and will be governed solely by the wishes of the Caledon Public Library Board.

These materials may be added to the collection; kept indefinitely; sold to raise funds for the Library; given to another Library or organization; or disposed of in any other manner without prior notification.

Donor Information

Name of Donor:					
Organization Name: <small>(if applicable)</small>					
Address:					
City:		Province:		Postal Code:	
Phone:		Email:			

Description of Donated Item(s)

Are you the creator of this work? Yes No

I confirm that I, _____ (insert donor name), have full authority to make a gift of the donated item(s). Further, I hereby relinquish all claims, now or in the future, to the items given.

Signature of Donor

Date

As per the CPL Fundraising and Gift Acceptance Policy (CPL-18-23), acceptance of directed or conditional donations, both monetary and in-kind, may require approval of the CEO/Chief Librarian or Library Board. Those considering such donations should direct their inquiry to the attention of the CEO/Chief Librarian.

For Staff Use:

Date Received: mm-dd-yyyy		Staff member:	
Date Reviewed: mm-dd-yyyy		Staff member:	
Recommended Action:	<input type="checkbox"/> Add to collection <input type="checkbox"/> Sell <input type="checkbox"/> Recycle <input type="checkbox"/> Other: _____		
Comments:			

Note to Receiving Staff: This original document should be submitted along with donated materials.

Appendix D Request for Reconsideration



Request submitted by:

Name:					
Organization Name: (if applicable)					
Address:					
City:		Province:		Postal Code:	
Phone:		Email:			

Do you represent:

- Yourself and/or your child/children
- An organization (please include organization name above)

What is the title of the material or program of concern? Please include relevant details such as author, publication and/or date and location of event or display.

What is the basis of your objection? Please be specific, cite passages, describe image, program details, etc.

What do you think might be the result of reading/viewing/listening to this material, exhibit or display or attending this program?

Have you read or examined the entire work? Yes No Not applicable

Did you attend the entire program? Yes No Not applicable

Did you view the display or exhibit in person? Yes No Not applicable

If not, what portion have you viewed, attended, or examined?

What action would you recommend that the Library take in response to this request?

Is there other information that you wish to share or other points of view on this topic that you would like the Library to consider when reviewing this request?

I understand that this Request for Reconsideration will be reviewed within the guidelines of the Caledon Public Library Collection Development Policy (CPL-16-12) and/or the Caledon Public Library Programming Policy (CPL-18-25) and that, as such, the submission of this request may not prompt any changes to the collections, programs or services of the Caledon Public Library.

Signature

Date

For Staff Use:

Date Received: mm-dd-yyyy		Staff member:	
Date Reviewed: mm-dd-yyyy		Staff member:	
Recommended Action:			
Comments:			

Reported to Books and Periodicals Council Freedom of Expression	https://www.freedomtoread.ca/challenged-works/	Staff member:	
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