



## Richmond Hill Public Library

# COLLECTION DEVELOPMENT POLICY

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### 1.0 PURPOSE

Library collections enrich the choices of Richmond Hill Public Library customers. Robust and diverse collections answer the questions, expand the explorations and drive the aspirations of our public. Developing the collection of library materials underpins Richmond Hill Public Library's purpose that ***We are Your Library. Your Knowledge Centre.***

The purpose of this policy is to inform the public as to the principles upon which decisions about the collection are made; to define responsibility for selection and to identify the delegation of that responsibility; and to guide staff in the development of collections that support the purpose, vision and strategic objectives of Richmond Hill Public Library and the community it serves.

### 2.0 SCOPE

This policy governs all collections in all formats held by Richmond Hill Public Library and made available to the public. The policy is in accordance with the principles of universal and equitable access, and intellectual freedom.

### 3.0 POLICY STATEMENT

It is the policy of Richmond Hill Public Library to provide collections that:

- Represent a wide range of knowledge;
- Meet the present and future problem-solving, decision-making, learning, reading, enjoyment and exploration needs of the community;
- Feature comprehensive, unique local history materials that are applicable to the community;
- Promote and encourage a love of reading and personal growth; and
- Support the cultural life of the community.

## **4.0 RESPONSIBILITIES**

The Richmond Hill Public Library Board assumes ultimate responsibility and authority for the Collection Development Policy, while implementation is vested in the Chief Executive Officer who delegates responsibility to qualified and knowledgeable library staff.

Use of the Library's resources is the responsibility of the user. Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the Library. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.

## **5.0 GUIDING PRINCIPLES OF SELECTION**

### **5.1 Intellectual Freedom**

Richmond Hill Public Library believes in the freedom of the individual and recognizes its role in a democratic society to provide access to a diversity of opinions, including those that are critical and unorthodox. Public opinion is not the sole guide for the selection of material.

In adopting this policy the Richmond Hill Public Library Board endorses the Canadian Library Association *Position Statement on Intellectual Freedom* (see Appendix A); the Ontario Library Association *Statement on the Intellectual Rights of the Individual* (see Appendix B); and the Ontario Library Association Statement on *Children's Rights in the Public Library* (see Appendix C).

The Library Board, in establishing this Policy, was cognizant of Section 2(b) of the Canadian Charter of Rights and Freedoms which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

### **5.2 Selection Guidelines**

The selection of materials is based on the professional judgment of library staff with appropriate consideration given to community needs and interests, existing resources, and the Library's ability to technically support various formats.

Materials are collected for all ages and levels of comprehension, in languages to support major linguistic groups in the community and to provide educational support for local elementary and high school students. Collection activities are responsibly exercised within the context of available funds/budgets.

Selection of library materials is assisted by use of authoritative reviews, consultation with the publishing industry, and recommendations from library users.

Through its collections, the Library encourages a love of reading and promotes lifelong learning and personal growth within the community.

Selection is undertaken using the following guidelines that represent desirable characteristics for the collection:

- contemporary materials representing varying points of view and which are of current interest and possible future significance, including materials which reflect current conditions, trends, and controversies;
- materials that record and interpret the past, including local history and genealogy;
- emphasis on Canadian materials that include works by significant national and local authors, artists, filmmakers, producers and composers;
- materials that record the Canadian experience or that relate to life in Canada or the lives and works of Canadians
- materials that support an individual's ability to function effectively as a member of society
- materials that expand an individual's understanding of the world in which they live;
- materials that entertain and may enhance an individual's enjoyment of life;
- materials that provide an aesthetic experience, stimulate the imagination and increase an individual's potential creativity;
- materials in the two official languages, English and French, as well as materials which reflect the diverse linguistic or cultural heritage of the Richmond Hill community
- materials in alternative formats that meet the needs of customers with accessibility needs, such as low literacy, vision loss or hearing loss;
- textbooks and curriculum-related works when they are considered to be useful as an introduction to a subject, are the only source of information, or because their content is considered essential to a library collection

Selection of an item for a library collection does not constitute endorsement by the Library of either the content or viewpoint expressed in that item.

### **5.3 Selection Criteria**

Using the above guidelines, all materials, whether purchased or donated, are considered in terms of the following criteria:

- suitability for meeting the needs of the community or appeal to the interests of the community;
- accuracy, authority, and objectivity;

- reputation, skill and competence of the originator of the work;
- artistic excellence and literary merit;
- comments of reviewers, critics and publishers;
- popular demand and current trends;
- relationship to the existing collection
- suitability of subject, style and reading level for the intended audience;
- suitability of format, durability and ease of use;
- budgetary and space considerations.

#### **5.4 Works Submitted by Self-Published Authors**

Works by self-published authors, submitted for consideration for purchase by the Library, will be accepted based on the guidelines and criteria outlined in Sections 5.2 and 5.3, above.

#### **5.5 Exclusions from Selection**

The Library does not keep, acquire or purchase material that the Canadian courts have found to be obscene, hate propaganda or seditious.

No materials are excluded from selection solely because of “race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, disability, family status, sex, sexual orientation and/or receipt of public assistance” of the creator of the work.

No materials are excluded from selection solely because they may come into the possession of a child. Responsibility for use of materials by children rests with parents or legal guardians.

### **6.0 GIFTS AND DONATIONS**

The Library welcomes gifts of materials from individuals or groups. The same criteria and guidelines for purchased material are used to evaluate gifts. It is understood that gifts are freely given without conditions attached, unless specifically negotiated beforehand, and that all donations will be used or disposed of as the Library deems appropriate.

Tax receipts are not issued for donations of materials.

### **7.0 CUSTOMER SUGGESTIONS**

Library customers may place suggestions for the purchase of materials for the collection. All suggested purchases are reviewed by Library staff who apply to the customer suggestion the same criteria that are applied to all materials purchased by the Library.

## **8.0 RESOURCE SHARING/INTER-LIBRARY LOAN (ILLO) SERVICES**

Items that fall outside the selection criteria of the Library or that are “out of print” or temporarily unavailable can be requested by Library customers from other library systems using the regular Inter-Library Loan services. Fees for the service occasionally apply. Application for Inter-Library Loan service can be made at any Richmond Hill Public Library location.

## **9.0 WITHDRAWAL OF MATERIALS**

Collection materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the Library collection, and relevance to Library users. This is essential to ensuring the vitality, size, and scope of the overall library collection.

To keep the collection timely and attractive, materials are withdrawn when they are found to be outdated, worn, redundant, or outside the desired scope of the given area of the collection.

Replacement of items depends upon the demand for that particular title, availability of more current materials and the extent of the coverage of the subject in the collection.

The withdrawal of materials is a formal process which complements the initial selection process and similarly is undertaken by knowledgeable, qualified library staff.

An item that is the subject of a libel action of which the Library becomes aware will be removed from the collection until the action is finally resolved when, depending upon the outcome of the action, it will be returned to the collection or permanently withdrawn.

## **10.0 RECONSIDERATION OF MATERIALS**

The Library believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. The Library consequently strives to provide the widest possible range of resources within Richmond Hill Public Library collections.

The content or manner of expressing ideas in material that is purposely selected to fill the needs of some Library customers, may, on occasion, be considered to be offensive by other Library customers. The Library recognizes the right of any individual or group to reject material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of the same material.

Library customers who object to materials located in the collection are asked to complete a written request for the reconsideration of the materials using the Request for Reconsideration of Library Materials form (see Appendix D).

Request forms are available for this purpose at all Richmond Hill Public Library locations.

Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review. The final decision concerning Library materials rests with the Chief Executive Officer.

## **11.0 RELATED POLICIES**

### **1.0 Donation of Discarded Library Materials**

#### ***Enriching Your Connections, Choices and Community***

<b>Approval Date:</b> March 9, 2017	<b>Motion # 17:27</b>
<b>Date of Last Revision:</b> June 18, 2015	<b>Motion # 15:57</b>
<b>Date of Last Revision:</b> January 16, 2003	<b>Motion # 03:20</b>

**CANADIAN LIBRARY ASSOCIATION**  
**POSITION STATEMENT ON INTELLECTUAL FREEDOM**

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All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

*Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985*

*Endorsed by the Richmond Hill Public Library Board January 16, 2003  
Affirmed June 18, 2015*

## ONTARIO LIBRARY ASSOCIATION

### STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL

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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.

Ontario Library Association, 1998 Annual General Meeting November 7, 1998; December 2003; Reaffirmed, OLA Board of Directors, December 2005

*Endorsed by the Richmond Hill Public Library Board January 16, 2003  
Affirmed June 18, 2015*



**ONTARIO LIBRARY ASSOCIATION**  
**POSITION ON CHILDREN'S RIGHTS IN THE LIBRARY**

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Children in public libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

*Approved by the Ontario Library Association 1998 Annual General Meeting November 7, 1998*

*Endorsed by the Richmond Hill Public Library Board January 16, 2003  
Affirmed June 18, 2015*



**RICHMOND HILL PUBLIC LIBRARY**  
**Collection Development Policy**

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

**Please complete and return to staff**

Request initiated by:

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

\_\_\_\_\_

Item or material being questioned: \_\_\_\_\_

Have you read/viewed/listened to the entire content of the item in question: Yes/No \_\_\_\_

If no, what portion of the item did you read/view/listen to: \_\_\_\_\_

To what in the material do you object? Please be specific. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you wish to be informed of our decision? YES \_\_\_\_ NO \_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received at: \_\_\_\_\_ (Location) Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*Personal information is collected under the authority of the Public Libraries Act, R.S.O. 1990, Chap. P44, Section 23, Subsection 4. This information will be used in the management of Library Services. Questions about this collection should be directed to the Chief Executive Officer, Richmond Hill Public Library, 1 Atkinson Street, Richmond Hill, Ontario, L4C 0H5 Tel: 905-884-9288*