



COLLECTION DEVELOPMENT POLICY

1.0 Purpose and Scope

Richmond Hill Public Library (RHPL) is committed to developing and providing access to diverse and inclusive collections that anticipate and meet the needs of our community.

The purpose of the Collection Development Policy is to:

- state RHPL's commitment to intellectual freedom;
- inform the public of the principles guiding our collection development; and
- guide staff in decision-making about the selection and management of RHPL's collections.

2.0 Guiding Principles

2.1 Intellectual Freedom

RHPL endorses the CFLA/FCAB Statement on Intellectual Freedom and Libraries.

As such, the Library acquires a wide range of materials representing various points of view, including materials that may be considered controversial or offensive.

Inclusion of an item in the collection does not equal endorsement of its viewpoint or content. And the Library does not label materials to indicate approval or disapproval.

Library members are free to choose what they like within our collection, and to reject or ignore what they do not like. However, they do not have the right to restrict others' rights to choose.

2.2 Diversity Equity and Inclusion

RHPL prioritizes diversity, equity and inclusion in our decision-making, and strives to maintain a collection that is representative of the Richmond Hill community and its diverse identities, backgrounds and cultures, including marginalized and under-represented groups.

The Library will offer content in a variety of formats to provide equitable access to people of varied abilities.

The Library will also strive to apply an inclusive lens in terms of how collection items are catalogued, labelled, displayed and promoted.

2.3 Truth and Reconciliation

RHPL is committed to the recommendations and calls to action put forth by the Truth and Reconciliation Commission of Canada. The Library actively adds materials by Indigenous creators to our collection with the goal of increasing representation of Indigenous voices, history, and culture in our community.

2.4 Access to Collections and Formats

RHPL purchases materials in a variety of formats, keeping accessibility for all members in mind.

In accordance with the Accessibility for Ontarians with Disabilities Act (2005), Integrated Accessibility Standards, the Library provides access to materials in alternate formats where they exist, using the Selection Criteria outlined below. Further, the Centre for Equitable Library Access (CELA) provides RHPL members who have print disabilities with access to books, magazines, newspapers and described videos.

New formats and collections may be added as community needs are identified. Formats may also be removed from the collection as they become obsolete or experience limited use.

Except where limited by law, children are entitled to borrowing privileges and access to the materials provided by the library. However, access to some materials may be limited due to their value or risk.

RHPL follows the legal requirements of the Film Content Information Act and restricts the availability of videogames based on the rating classification of the game, where applicable. Films and TV shows rated 18A or R are limited to members 18 years of age or older.

No materials are excluded from the collection solely because they may be viewed or encountered by a child. Parents and legal guardians are responsible for monitoring the use of library materials by their children and determining what may or may not be age appropriate.

3.0 Selection Criteria

RHPL strives to support the interests and needs of the community by providing balanced collections:

- for all ages and reading levels;
- in a wide range of formats, with the goal of providing equitable access; and
- in the languages most commonly used in our community.

Library staff use professional judgment and expertise in making collection decisions. The following criteria are considered when selecting materials for the collection:

- artistic excellence, literary merit, quality of work;
- reputation and significance of the author or creator, including skill and expertise;
- accuracy, authoritativeness, objectivity of the work;
- reputation of the publisher;
- reviews of the work;
- popular demand and current trends;
- need for the material based on scope of current collection;
- balance of viewpoints within the collection;
- diverse and inclusive content;
- suitability of format;
- budget and space considerations; and
- compliance with Canadian law, including the Criminal Code and Canadian Charter of Rights and Freedoms.

4.0 Additional Considerations

4.1 Artificial Intelligence

Library materials will not be rejected based solely on the work being generated by AI. However, the Library will endeavour to provide transparency about whether collection items are produced by AI through our cataloguing practices..

4.2 Book Donations

The Library does not accept donations of books from community members. Exceptions may be made for donations requested by the Library and donations of multilingual materials or other special collection materials.

Items deposited in the Library's book drop by community members will not be added to the collection, but may be added to the Library's Book Sale or otherwise disposed of.

Any donated items will be assessed regularly for de-selection, just as any other collection items. The Library is not obligated to inform donors if or when the items they have donated are removed from the collection.

4.3 Library of Things

The Library of Things is a collection of items that provide opportunities for members to explore new interests, pursue hobbies, reduce waste, and minimize their environmental footprint. It includes Backpack Kits, Experience Passes, gardening equipment, kitchen equipment, outdoors equipment, small appliances, sports and recreation equipment, STEAM Kits, technology equipment, tools, and toys. While we do accept suggestions for additions to the Library of Things, this collection is limited by space constraints and is only added to periodically. The Library does not accept donations to the Library of Things.

4.4 Local Authors and Self-Published Works

The Library purchases works by local authors. The following guidelines are in place:

- The author of the book must live in the Greater Toronto Area.
- Exceptions may be made if the book is set in or written about the Greater Toronto Area.
- The book must be published with an ISBN.
- If it's a print book, the book must be properly bound (not stapled or coil bound).
- If it's an e-book, it must be available for purchase from OverDrive.

- The book must have been published within the last two years.
- The book must be in a language currently offered in our collection.

RHPL also considers submissions from self-published authors. Preference is given to works of fiction, and works that have been reviewed in professional, objective publications (i.e. Publishers' Weekly, Quill & Quire). Self-published authors are invited to fill out the Self-Published Author Submission form on the Library's website. The Library does not accept sample copies of self-published works for review. Any sample copies submitted to the Library become the property of the Library and will not be returned to the author should they not be added to the collection.

4.5 Local History

The Library maintains a collection of print and digital materials and records related to the history of the City of Richmond Hill. This collection is not intended to be comprehensive. New additions to the Local History Collection are considered on a case-by-case basis, with the goal of increasing the diversity of this collection to better reflect the current Richmond Hill community.

4.6 Multilingual Materials

In addition to English-language materials, RHPL also maintains a collection of French-language materials at all reading levels, but particularly to support the reading interests and needs of students attending French Immersion schools.

The Library also collects materials in the languages most relevant to the Richmond Hill community. Decisions to establish or discontinue language collections is based on Census data, community recommendations and other supporting statistical evidence.

4.7 Textbooks

RHPL does not purchase textbooks used in local elementary schools, high schools, colleges and universities. Academic materials will be added to the collection only when they provide the best general interest coverage of a subject.

5.0 Continuous Improvement

RHPL strives to make continuous improvements to our collection to meet the evolving needs of our community.

5.1 Collection Analysis and Maintenance

The Library undertakes ongoing analysis of collection and circulation trends using data analysis systems and tools, and uses these findings to make decisions about how to allocate spending to best meet our members' needs.

The Library undertakes collection maintenance activities on an ongoing basis and withdraws materials from the collection when the content is outdated, the items are in poor condition, or items are no longer being regularly used. The Library applies the Selection Criteria outlined above when making decisions about the removal of collection items. As out of date materials are removed from the collection, careful consideration is taken to add updated items on similar topics.

5.2 Community Feedback and Suggestions for Purchase

RHPL welcomes feedback from community members and staff about our collections, and regularly implements suggestions for improvements.

RHPL welcomes suggestions of books, magazines, DVDs and other items for our collection. Library members are invited to submit purchase suggestions via their library account. Suggestions are evaluated based on the Selection Criteria outlined above and the availability of the item for purchase.

5.3 Cataloguing Practices

RHPL regularly reviews its cataloguing practices to improve findability, inclusivity and accessibility, and to address systemic oppression found in historical library classification practices.

5.4 Staff Training and Development

RHPL regularly offers training opportunities to staff with the goal of enhancing their knowledge of trends in publishing, collection development and collection access.

5.5 Requests for Reconsideration

RHPL strives to provide a balanced collection, offering access to materials reflecting diverse and sometimes controversial ideas. Materials are not excluded because of political, economic, moral, religious or other positions, and the Library's collection may include proselytizing works. Inclusion of an item in the collection does not equal endorsement of its viewpoint or content by the Library.

However, the Library recognizes the right of Library members to question the inclusion of specific materials in the collection. Members who object to an item in the collection are asked to complete a written request for the Library to review the item using the Request for Reconsideration of Library Materials form (Appendix B).

The Library's Selection Criteria will be used to assess the item being reviewed. Items will remain in circulation during the reconsideration process.

6.0 Related Policies

- City of Richmond Hill Accessibility Policy
- Circulation Policy

Update Date:

Last Revision Date: June 05, 2025

CANADIAN FEDERATION OF PUBLIC LIBRARIES (CFLA-FCAB)

STATEMENT ON INTELLECTUAL FREEDOM AND LIBRARIES

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms 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, 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.

You can find CFLA-FCAB's position on Third Party Use of Publicly Funded Library Meetings Rooms and Facilities: An Interpretation of the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries at http://cfla-fcab.ca/wp-content/uploads/2019/03/CFLA-FCAB_statement_meeting_rooms.pdf.

Approval History:

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- *Amended November 17, 1983*
- *Amended November 18, 1985*
- *Amended September 27, 2015*
- *CFLA/FCAB – Adopted August 26, 2016*
- *Reviewed April 12, 2019*

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