

Policy Name:	Collection Development
Policy Type:	Operational
Policy Number:	OP-04
Original Adoption Date:	December 2008
Current Approval:	September 2024
Review:	September 2027
Motion:	2024:39

Collection Development

1. Purpose

Orillia Public Library actively promotes collections of a diverse nature, including and highlighting a broad range of authors, content creators, and experiences, recognizing that access to a wide range of ideas and experiences is necessary to the health and growth of a free society. The bibliographic database will use subject headings and descriptors which are more inclusive, including the use of Indigenous Subject Headings as they become available.

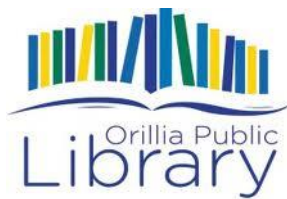
The Orillia Public Library Board has adopted the Canadian Federation of Library Associations' ***Statement on Intellectual Freedom and Libraries (2019)*** and the Ontario Library Association's ***Statement on Intellectual Freedom and the Intellectual Rights of the Individual (2020)***. The Orillia Public Library is committed to providing access to a wide variety of materials and to encouraging Freedom of Expression.

2. Policy

This policy sets out the parameters for the development and maintenance of library collections and is the basis for collection evaluation, planning, and budgeting.

3. Responsibility

The Orillia Public Library Board delegates the responsibility for library collections to the CEO. The CEO may delegate aspects of collection management to members of the Library staff who are qualified by virtue of education and training.

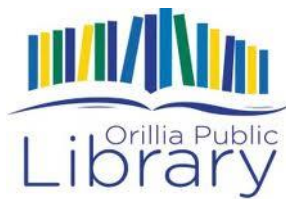


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4. Procedure

Section 1 - Scope and Size of the Collection

- a. The Library provides a collection of physical and digital items that are responsive to the needs and interests of the community.
- b. Where possible, alternative and accessible formats will be provided. The Library is a member library of the Centre for Equitable Library Access (CELA) in order to serve customers experiencing print or perceptual disabilities. In addition, the Library will pursue consortia purchasing and collective efforts with other libraries to pool efforts and improve access.
- c. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
- d. The presence of an item in the Library does not indicate an endorsement of its content by the Library.
- e. Collections shall include, but are not limited to, the following areas:
 - i. fiction and non-fiction for adults, teens, and children
 - ii. magazines and newspapers
 - iii. audio/visual material
 - iv. local history and items of local interest
 - v. multilingual materials based on demonstrated community need
 - vi. non-traditional collections such as equipment and technology
- f. Recognized, professional standards will be used to determine the appropriate size and organization of the collection. Planning for budgets and facility usage must reflect these standards.



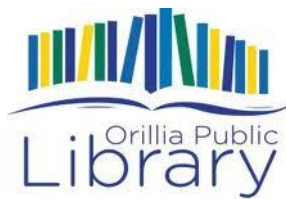
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Section 2 - Access to the Collections

- a. The Orillia Public Library Board has adopted the Ontario Library Association’s ***Position on Children’s Rights in the Library (1998)*** and ***Teens’ Rights in the Public Library (2010)***. Except where limited by law, children and teens are entitled to equal access to the full range of services and materials provided by the Library. It is the right of parents and legal guardians to determine and select what they believe to be the most appropriate materials for the minor-aged children in their care. Library staff will not act “in loco parentis”.
- b. The Orillia Public Library will meet its obligations under the ***Canadian Charter of Rights and Freedoms (1982)*** and the ***Ontario Human Rights Code (1990)*** that guarantee everyone the fundamental freedoms of freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication, within the limits prescribed by law.
- c. The Library reserves the right to protect items considered vulnerable to theft or damage through methods of controlled access.

Section 3 - Selection Guidelines

- a. The selection of library materials is based on staff judgement, knowledge, and, experience as well as available professional resources.
- b. Some or all of the following criteria will be taken into consideration during the selection process for all materials, both purchased and donated:
 - i. Community interest or demand.
 - ii. Importance of the subject matter in relation to community needs.
 - iii. Relationship of subject to existing collection to ensure broad and diverse representation.
 - iv. Reputation, authority, and significance of the author.

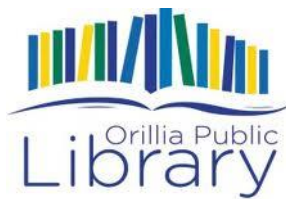


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- v. Authority and standards of the publisher.
- vi. Recommendations of professional and independent critics and reviewers.
- vii. Quality of writing, production, and illustrations.
- viii. Suitability of format for library use.
- ix. Currency and relevancy of content.
- x. Canadian content.
- xi. Availability through other libraries or institutions.
- xii. Purchase price or other budgetary considerations.
- xiii. Availability through the library's regular vendors or wholesalers.
- c. The Orillia Public Library recognizes the value of Indigenous collection materials and enables Indigenous authors, content creators and, experiences to be included and highlighted.
- d. The Orillia Public Library does not acquire resources that violate the ***Criminal Code (1985)*** definition of "obscene material", "sedition" or "hate propaganda", and related case law.

Section 4 - Collection Maintenance

- a. An up-to-date, attractive, and useful collection is maintained through a systematic withdrawal and replacement process.
- b. Qualified library staff will regularly monitor and assess library material and will base the withdrawal of material on any of the following guidelines:
 - i. Physical condition.
 - ii. Accuracy and currency of content.
 - iii. Usage.
 - iv. Availability of newer, more up-to-date materials on the subject.
 - v. Space demands of the Library collection.



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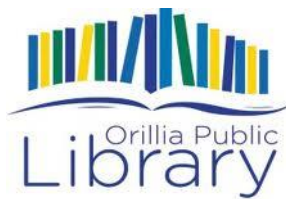
- c. Withdrawn material may be discarded, sold, or donated at the Library's discretion.
- d. Replacement of items depends upon demand, market availability of more current materials on the subject, market availability for repurchase, and the extent to which the subject is already covered in the collection.

Section 5 - Gifts and Donations

- a. The Library accepts donations of books and other materials that fit the selection and deselection guidelines as outlined above.
- b. The Library accepts monetary donations for the purchase of library materials. Monetary donations tied to specific titles will be accepted only if those titles meet established selection criteria.
- c. Donated books and other materials may be rejected based on the physical condition or storage requirements of those materials.
- d. All donated material automatically becomes the property of Orillia Public Library.
- e. Donated materials not added to the collection will be discarded, donated, or sold at the Library's discretion.

Section 6 – Individuals Requesting an Item for Purchase

- a. Requests to purchase items not already included in the Library collection are accepted from anyone with a valid Orillia Public Library card (with the exception of those who have purchased a non-resident one-month membership).
- b. All requests will be given due consideration but will be subject to the selection guidelines as outlined above.
- c. The Library reserves the right not to respond to unsolicited purchase requests.



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Section 7 – Authors or Publishers Requesting an Item for Purchase

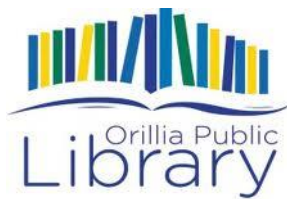
- a. Requests to purchase items not already included in the Library collection are only accepted via an online form on the Orillia Public Library website.
- b. All requests will be given due consideration but will be subject to the selection guidelines as outlined above.
- c. The Library reserves the right not to respond to unsolicited purchase requests.

Section 8 - Requests to Reconsider Material

- a. Library patrons who wish to object to specific material in the collection are asked to complete a Request for Reconsideration Form found at the Circulation Desk at the Orillia Public Library.
- b. Responses to these requests are guided by the Board’s position that people have the right to reject for themselves material of which they do not approve, however, they do not have the right to restrict the intellectual freedom of others.
- c. Decisions made about challenged library materials will be communicated to the requester following a formal staff review.
- d. The final decision concerning library materials rests with the CEO.

Related Documents

- [*Canadian Charter of Rights and Freedoms \(1982\)*](#)
- [Canadian Federation of Library Associations \(2019\): *Statement on Intellectual Freedom and Libraries*](#)
- [*Criminal Code, R.S.C., 1985, c. C-46.*](#)
- [*Ontario Human Rights Code, R.S.O 1990*](#)



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- [Ontario Library Association \(1998\): *Position on Children's Rights in the Library*](#)
- [Ontario Library Association \(2020\): *Statement on Intellectual Freedom and the Intellectual Rights of the Individual*](#)
- [Ontario Library Association \(2010\): *Teens' Rights in the Public Library*](#)
- Orillia Public Library: Intellectual Freedom Statement (FN-04)
- Orillia Public Library: Materials Reconsideration Form