Owen Sound & North Grey Union Public Library Policy	Policy # L 3
SUBJECT: Collection Development (formerly Materials Selection)	**Date: 1994** **Reviewed:** **November 19, 2018** **September 26, 2022** **October 19, 2026** **Next Review Date:** **October 2031**
BOARD AUTHORITY OR STAFF APPROVED: **Library Board Resolution 20-94** **Library Board Resolution 96-18** **Library Board Resolution 48-22** **Library Board Resolution 38-26**	**Page # 1 of 10**

Purpose

The purpose of this policy is to provide staff with the necessary guidelines to assist them in the development of collections that meet library goals, and to inform the public about the principles by which materials are selected for inclusion in library collections.

Scope

The Collection Development Policy applies to all formats including print, non-print, audiovisual, and digital materials. This policy applies to any library staff or organization that undertakes the selection or withdrawal of materials for the Library's collections and to all library staff involved with accepting and evaluating gifts to the collections.

Policy Statement

In its selection of materials, the Owen Sound & North Grey Union Public Library (OSNGUPL) is committed to four main goals:

- providing materials which meet the needs of its patrons
- upholding intellectual freedom
- applying established selection criteria, to ensure a high standard of materials
- making the best possible use of its budgetary resources

The Library's collection development strategies are developed with the goal of ensuring that the breadth and depth of the Library's collections are both reflective and inclusive of the diversity within our community. To ensure that content is discoverable, accessible and responsive to different needs, the Library continually seeks new ways of making resources available, by evaluating and implementing emerging formats, technologies and curation strategies.

In considering resources for inclusion in the collection, Library staff exercise their professional judgment, using criteria such as currency, accuracy, availability, imaginative quality, appeal and the unique contribution that each resource makes to the overall collection.

Other selection criteria include:

- the expressed and anticipated needs and interests of OSNGUPL's diverse community
- recommendations made by critics, reviewers, industry journals and other authorities
- suitability of the subject, style, presentation and reading level to the intended audience
- representation of Canadian and local perspectives
- representation of important movements, genres or trends
- support of OSNGUPL's commitment to learning and action for Truth and Reconciliation
- support of equitable access to individuals with disabilities
- insight into the human condition and social realities
- cost and availability
- space priorities
- availability of materials elsewhere
- suitability of the form for library use
- copyright and rights management
- currency and relevancy of the content

Accountability

The responsibility for the formulation of the Collection Development Policy rests with the OSNGUPL Board. Overall responsibility for carrying out the policy and selection of materials rests with the CEO, who delegates this professional activity to qualified and knowledgeable staff.

Intellectual Freedom

- OSNGUPL endorses the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries and the Ontario Library Services' Statement on the Intellectual Rights of the Individual. The Library selects materials based on the belief that individuals have the right to access all expressions of knowledge, opinion and creativity. Such freedom of access to information is essential to the health and development of a democratic society.
- The Library acquires and makes available a wide range of materials, representing all significant points of view, including those which express

controversial or unpopular ideas. Inclusion in the collection does not constitute endorsement by the Library.
- While recognizing the right of individuals and groups to criticize selections, we must not allow the freedom of choice within the Library to be limited by the personal views of any group or individual.

Parental Responsibility

Responsibility for children's or teens' choice and use of resources rests with their parents or legal guardians. Selection for the adult collection is not restricted by the possibility that children or teens may access resources their parents or legal guardians may consider inappropriate. The Library believes in the freedom of the individual and the right and obligation of parents and legal guardians to guide, develop, interpret and maintain their own code of values in their family.

Resource Sharing and Interlibrary Loans

The Library participates in resource sharing initiatives and Interlibrary Loans to ensure members have the greatest possible access to resources of interest to them.

Deselection

Deselection is a vital part of building and maintaining a living and responsive collection. The Library actively and continuously tracks and appraises the performance of our collections, to balance both immediate demand and long-term user needs. Removal of items from the collection through active deselection is integral to this process. Material of local historical importance and interest is retained where the content has enduring worth.

Gifts and Donations

The Library accepts gifts of books, other materials or money for the purchase of materials, with the understanding that they will be added only if appropriate, needed and contribute to a balanced collection. All donated material automatically becomes the property of OSNGUPL. The same criteria of selection and withdrawal applied to purchased materials also apply to gifts and donations. Donated materials not added to the Library's collection are discarded, donated or sold at the Library's discretion. Tax receipts are not issued for donations of materials.

Reconsideration of Library Materials

Library staff will review the selection of specific materials upon written request from any member of the public. A completed copy of the form "Request for Reconsideration of Library Materials" is reviewed by the appropriate library staff in light of the criteria outlined in this policy. A written response will be provided to the originator of the request. The final decision on any challenge to the collection rests

with the CEO. An annual report on challenges to library materials is provided to the Library Board.

The Library subscribes to services in which a third-party vendor, and not the Library staff, determines the specific titles or materials that are made available. In these circumstances, the Library is unable to reconsider specific materials that library users object to but may inform the third-party vendor of user concerns and/or take these concerns into account when determining whether to renew a subscription to a vendor.

Local History Collection

The Library has a particular interest in local history and takes a broad view of works about Owen Sound, Grey County and Bruce County and works by local authors, whether or not such materials meet the standards of selection in other respects. However, the Library is not under any obligation to add to its collection everything about the local area or produced by local authors, printers and publishers if it does not seem to be in the public interest. The Library will endeavour to not duplicate other municipal resources.

Artificial Intelligence

Materials created, either partially or wholly, with or by Artificial Intelligence (AI) may be added to library collections if they meet the materials selection criteria detailed above. Materials could include digital voice readers in audio materials, print or other items with video, images, and/or text generated in AI products.

When possible, AI-generated content will be given increased scrutiny regarding the quality and accuracy due to known limitations.

Patron Requests

OSNGUPL cardholders may place formal suggestions for the purchase of materials for the collection by completing the “Material Request Form”. All patron requests for purchase are reviewed by library staff who apply the same selection criteria that are applied to all materials purchased by the Library.

Appendix

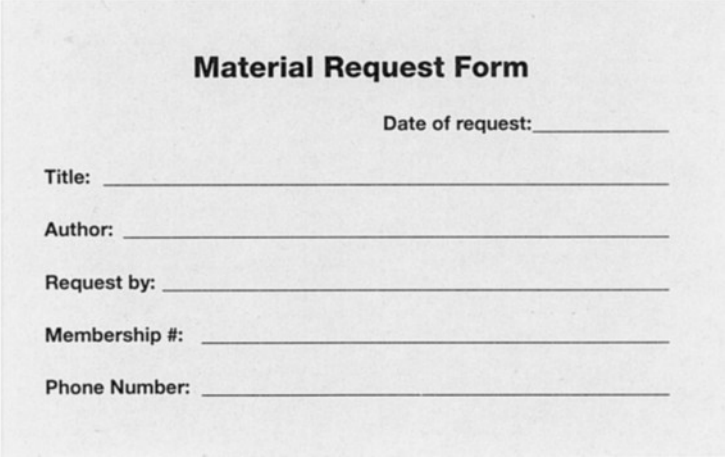
Owen Sound & North Grey Union Public Library Collection Development Plan 2023
R:\R-LIBRARY\R03 Collections\Collection Development Plan 2023-2.docx

Canadian Federation of Libraries and Archives Statement on Intellectual Freedom and Libraries
https://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/

Ontario Library Service Statement on Intellectual Rights of the Individual
https://accessola.com/wp-content/uploads/2020/08/2020_OLAIntellectualFreedomStatement.pdf

Reconsideration of Library Materials Form
Q:\Procedures & Memos Binder\Reconsideration of materials form 2023-07.pdf

Material Request Form



Material Request Form

Date of request:_____

Title: _____

Author: _____

Request by: _____

Membership #: _____

Phone Number: _____

the library

Request for Reconsideration of Library Materials

Title:_____

Author:_____

Publisher:_____

Publication Date:_____

Type of material (book, video, etc.):_____

Name:_____

Address:_____

Telephone:_____

Email:_____

Library Card Number:_____

Do you represent: yourself ☐ organization ☐_____

Did you read/view the entire work? If not, what sections did you review?

To what in the material do you object? Please be specific and cite pages.

What do you believe is the theme of the material?

What brought this material to your attention?

What do you think would be the appropriate action by the library in this situation?

Are there any additional comments you would like to make?

Have you read the appended Intellectual Freedom statement? Yes☐ No☐

Statement on Intellectual Freedom and Libraries

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

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.