

PURPOSE

The purpose of this policy is to outline the principles which guide library staff in selecting materials for the collection. The policy is also intended to familiarize library customers with the principles with which selection decisions are made at Vaughan Public Libraries (VPL).

APPLICATION

This policy applies to all collections of Vaughan Public Libraries.

GUIDING PRINCIPLES

The development of collections for VPL is guided by the Canadian Library Association's Position Statement on Intellectual Freedom (Appendix A) and the Ontario Library Association's position on the Intellectual Rights of the Individual (Appendix B). The collection supports the VPL Mission.

The collection will be an unbiased and diverse source of information representing as many viewpoints as possible. Materials selected will meet anticipated and expressed individual and community needs. Materials in languages other than English and French are provided in accordance with the information needs and reading interests of the community (see Multilingual Collection Guidelines).

The collection will promote literacy and enhance the business, culture and heritage of the community, and support the learning and leisure needs of a diverse community.

Scope

VPL endeavours to provide access to an extensive collection. The resource budget is maximized through coordinated and controlled expenditure strategies within a multi-tiered service delivery framework.

Branch Library Collection

Branch Libraries provide collections that range from an emphasis on popular materials to balanced collections of general knowledge, and materials to support literacy for all ages and lifelong learning. Access to extensive electronic resources complements the print collection.

The size of the collection ranges from 10,000 to 70,000 items and may include special collections as listed below.

Resource Library Collection

Resource Libraries provide a collection of materials that include and surpass the scope of the Branch Libraries Collection. The collection includes materials up to and including an undergraduate level of study as well as professional level support resources. Access to extensive electronic resources complements the print collection.

The size of the collection ranges from 70,000 to 150,000 items and may include special collections as listed below.

Special Collections

VPL develops and maintains special collections that respond to specific interests in the City of Vaughan.

Current special collections are:

- Adult Basic Literacy
- Black Heritage
- Cinema
- English as a Second Language
- Local Studies
- Professional Collection for Libraries and Information Professionals

COLLECTION MANAGEMENT

Responsibility for Selection

While overall responsibility for library collections rests with the Vaughan Public Library Board, the responsibility for the selection of materials is vested in the office of the Chief Executive Officer, which delegates this professional activity to qualified and knowledgeable staff.

Selection of materials for the collection does not constitute endorsement by Vaughan Public Libraries of either the content or viewpoint. Parents or guardians are responsible for supervising the choice of resources to minors. No item will be excluded from the collection solely because it may come into the possession of a minor.

Selection Criteria

A range of objective measures and standards, including the policies of the Vaughan Public Library Board, are applied when selecting resources. Some or all of the following criteria may be taken into consideration during the selection process:

- Anticipated or expressed needs and interests of the community;
- Reputation and/or significance of the author/illustrator/publisher;
- Comments of critics, reviewers and the public;
- Relationship to the existing collection;
- Budgetary considerations;
- Format of material;
- Suitability of physical form for library use;
- Physical limitations of the buildings.

Vaughan Public Libraries does not acquire resources that violate the Criminal Code definition of “obscene material”, “seditious material” or “hate propaganda” and the case law interpreting those provisions, including the application of The Canadian Charter of Rights and Freedoms. Placement of materials is solely at the discretion of VPL.

New Formats

New formats will be considered for purchase as demand and use dictates. Some resources are purchased in several formats in order to serve all members of the community. Availability of format, cost per item and VPL's ability to acquire and handle the resource will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the collection.

Customer Recommendations

Library customers may request the purchase of specific materials. Recommended Purchase Forms are available in all Libraries and on the VPL website.

Decisions for purchase will be guided by the principles and criteria outlined in this policy.

Collection Maintenance

Collections are maintained on an ongoing basis to ensure that materials continue to meet the principles and criteria outlined in this policy.

An annual formal collection evaluation identifies areas of need and ensures that collections are current, accurate, in good condition, and meet the needs of the community.

In addition to the purchase of new materials, collections are maintained by de-selection, identification of gaps, and recommendations/requests from the community. De-selection is the withdrawal of items from the collection that are in poor condition, contain inaccurate information, or are no longer of interest to the public.

Reconsideration of Materials

Library customers who object to a specific item in the collection may place a formal request for reconsideration. Request for Reconsideration forms are available in all Libraries. Completed forms are forwarded to the Director of Service Delivery for review and subsequent final decision by the Chief Executive Officer. The library customer will be notified of the final decision.

GIFTS AND DONATIONS

Donations of Materials

Vaughan Public Libraries may accept unsolicited resources on the understanding that VPL ownership is unconditional. VPL reserves the right to decide whether the resources are added to the collection or disposed of by sale or otherwise. VPL is under no obligation to inform the donor of the decision.

Vaughan Public Libraries has no obligation to retain intact, or to reserve, special library shelving for unsolicited gifts of private collections.

Persons wishing to make donations of books and other materials should consult with the Library Co-ordinator.

Tax receipts will be issued, upon request, for donations of new resources with a value greater than \$10.00. New material must be accompanied by an official receipt.

If a book is deemed to be rare and is appraisable, a tax receipt will be issued on the appraised value. The cost of an appraisal will be paid by the donor to an appraiser recommended by VPL.

Donated materials are not exempt from de-selection criteria.

Monetary Donations

Gifts of money will be used at the discretion of VPL to select materials that meet the principles and criteria outlined in this policy.

Monetary gifts will be acknowledged through the Book Dedication opportunity.

Materials purchased monetary donations are not exempt from de-selection criteria.



Canadian Library Association

Statement on Intellectual Freedom

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

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.

Canadian Library Association

328 Frank Street, Ottawa, Ontario K2P 0X8

(613) 232-9625 • (613) 563-9895 (fax) • info@cla.ca • www.cla.ca



∴ ontario library association

ONTARIO LIBRARY ASSOCIATION STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL

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.

Updated and Approved,
Ontario Library Association
1998 Annual General Meeting
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