



SUBJECT: COLLECTION MANAGEMENT POLICY

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PURPOSE

The purpose of the Collection Management Policy is to guide Staff in making decisions about the selection, management, and preservation of Library materials (in all formats, including print and digital/electronic); provide guidance on the allocation of Library budgets; and inform the public of the principles that govern collection development at the Innisfil ideaLAB & Library. This policy reflects the mission statement and strategic priorities of the Library. It constitutes a public declaration of the Library's commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

POLICY

General

The Innisfil Public Library Board recognizes that the community served includes persons of all ages, viewpoints and cultural backgrounds. The Library will provide equal access to information for all members of the community in an unbiased and non-judgmental environment. The Library's collection will attempt to reflect the community's diverse interests in a balanced way without implying endorsement of any particular view.

The Library will maintain a collection that is varied in age suitability, intellectual content and physical format which fosters, responds to and anticipates the educational, cultural, recreational and other information needs of the community within the framework of the **Ontario Public Libraries Act**, the *Ontario Library Association's Statement on the Intellectual Rights of the Individual* (Appendix #1); the Library's **Children's Services Policy** and **Youth Services Policy**; the **Canadian Criminal Code**, the Accessibility for

Ontarians with Disabilities Act (**AODA**), and any other applicable legislation.

Application

All who manage and use the collection of the Innisfil ideaLAB & Library.

Definitions

The term "**materials**" refers to all items in all formats, including print and digital/electronic, that comprise the intellectual content of the Library's collection.

The term "local author" refers to authors living in the Town of Innisfil or authors whose work(s) pertain to or are of interest to the Town of Innisfil.

The Term "self-published **author**" refers to an author whose work is printed independently and/or at one's own expense.

Guidelines

General Principles of Collection Development

Collection development at the Library is based on the principles of intellectual freedom, equal access for all and the preservation of the documentary record of culture. The Library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Using selection criteria that are flexible and responsive to the changing needs of the community, the Library builds and maintains a collection for the general public, while recognizing the need to reflect differences in perspective, authorship, audience and subject.

Selection Criteria

Library staff judge impartially and evaluate critically. Selection is made by use of authoritative book reviews, knowledge of the reputation and reliability of the author, selection aids such as authoritative discussions of the literature of the subject, pertinent bibliographical publications, publishers' advertising media and requests from library users. At times, the staff may consult with subject area specialists outside the institution to obtain advice about certain fields.

Assessment of materials for inclusion in the collection takes place on several levels: intellectual content, technical quality, and practical considerations. It is necessary that the material meet some, but not necessarily all, of the criteria established. The selection criteria defined below are considered when selecting materials for the Library's collections:

- Availability of funds and space
- Priced fairly for its production quality
- Relationship to existing collections and other material on the subject
- Interests and cultural composition of the community

- Diversity of content in relation to the Library's wider collection
- Popular demand and current needs
- Literary or artistic value
- Reputation, skill competence and purpose of the originator of the work
- Comprehensiveness and depth of treatment
- Quality, accuracy, and reliability of the information
- Clarity and logic of presentation
- Balance of viewpoints in the collection
- Timeliness or permanence of the work
- Suitability of format for library use
- Informs an understanding of or is designed for underrepresented groups and experiences
- Presents a uniquely Canadian viewpoint

The collection will be intentionally developed to promote equity, inclusion, and diversity, with particular attention to materials that expand access to Indigenous content and knowledge or support progress towards truth and reconciliation.

De-Selection and Collection Maintenance

The Library strives to maintain strong physical collections while increasing or providing access to content that reflects the growing demand for information, books, music and videos in digital formats. The Library's de-selection policy and procedures reflect this approach.

Selected materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the Library collection, and relevance to Library users. The withdrawal of materials from any collection is a formal process conducted by knowledgeable Staff, according to written guidelines, as a necessary means to maintain collection vitality, size and scope.

Should the Library become aware of an item that is the subject of a libel action it will be removed from the collection until the action is resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

Materials that are accessible through a consortium agreement may not be removed if they are outside the control of the Library, and may be subject to the policies of other consortium members.

The Library continually identifies items from its collections for discard based upon the following criteria:

- Currency of the material;
- Interest in and demand for material;
- Overabundance of material or subject as interest changes;
- Condition of copies.

Once an item is identified for possible de-selection based on the above criteria, additional criteria are employed to make a final decision, including, but not limited to, whether:

- It is of local, regional, or national significance, including works of local or Canadian authors, artists, recording artists or film makers, and works pertaining to local history;
- It is a work by a famous author, artist, recording artist, film maker or universally accepted as a classic work;
- It is unique to the collection, in that there is little or no information available on that topic elsewhere, and the information is still relevant and useful;
- It represents a diverse experience and/or point of view and removing it could result in an imbalance in representation of the voices of a generally under-represented group within the local community or wider culture.

Every attempt is made to repurpose those items withdrawn from the collection. Where inclusion in book sales or re-sale to an outside vendor is not possible, material will be discarded through appropriate waste management streams.

French and Other Language Collections

Print materials will be selected for a juvenile French collection that supports the Ontario Curriculum French as a Second Language Grades Kindergarten to 8 and will provide leisure reading materials for children enrolled in French immersion programs up to and including Grade 6.

French language magazines will be purchased for print and electronic collections.

Materials will be selected for other juvenile language collections as deemed relevant based on the evolving demographics and needs of the community.

To meet community demand for multilingual collections, the Library will participate in provincial and/or regional multi-lingual pools where appropriate, and available.

Local History Collection

The Local History Collection has a separate set of criteria as outlined in the current 'Local History Policy'.

Local or Self-Published Authors

The Library wishes to recognize the creative efforts of local residents and includes their materials in the collection where suitable. These materials are subject to the same Selection Criteria outlined above.

In order to be considered for the collection, local authors must submit a copy of the attached form with the work (see Appendix #2).

- The Library only accepts donated material, which can be dropped off at any of the Library's branches or sent by post. The Library does not accept any work in electronic format.
- Once the work has been submitted, the materials are reviewed by the selector responsible for that particular collection (i.e. adult fiction, adult nonfiction, children's) with consideration for the Library's established Selection Criteria (see above).
- The Library is not obligated or able to notify every author of the final decision nor can the Library meet with individuals to discuss their work.
- Materials selected for inclusion into the collection become property of the Library. The Library reserves the right to include or exclude any title from the collection for any reason. Materials donated to the Library may be removed for any reason, at any time.
- The Library is unable to offer promotional services for the material, including but not limited to, marketing, reviews, or any promotions.
- The Library is under no obligation to purchase additional copies. If the Library does choose to acquire more copies, it may do so through a vendor established with the Library and not directly through the author.
- Authors may donate up to three (3) items per year. Only one copy of each work will be accepted.
- Book submissions must be professionally printed and bound. No works with spiral binding will be accepted.

Book Club Collection

The Book Club collection consists of sets of titles for use by the Library's Book Clubs, and clubs throughout Ontario, which are affiliated with a public library. Each set has multiple copies of the same title (usually between 10 and 20 copies).

Book Club collection titles are selected based on input from members of the Library's Book Clubs and in consideration of the selection criteria.

Exclusions from Selection

The Library does not knowingly keep, acquire or purchase material that violates the Criminal Code definitions of "obscene material", "hate propaganda" or "seditious material" as defined by case law interpreting those provisions, including the application of The Canadian Charter of Rights and Freedoms.

No material will be excluded from selection because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, level of literacy, language and/or socio-economic status.

No materials will be excluded from selection for Library collections solely because they may come into the possession of a child.

Textbooks and curriculum-related works are not purchased unless they are considered useful to the general reader as an introduction to a subject, are the only source of information, or because their content is considered essential to a library collection.

Responsibility for Selection Activities

The overall responsibility for Library collections rests with the CEO. The responsibility for selection of materials is vested in the Collection Development Committee. All Library Staff and customers are able to make recommendations to the Committee through the use of the Purchase Request Form.

Intellectual Freedom

The Library recognizes the right of any individual or group to reject Library 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 that same material.

The Library endorses the "Ontario Library Association Statement on the Intellectual Rights of the Individual" (See *Appendix 1*) and the Ontario Library Association Position on Children's Rights in the Library (See *Appendix 3*). Responsibility for children's use of Library collections rests with their parents or legal guardians.

The Library Board, in establishing this Collection Management Policy, is cognizant of Section 2(b) of the [Canadian Charter of Rights and Freedoms](#) that guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

Merchandising and Promotion

The Library displays physical materials, including various print formats and media, in all its Branches. The Library also shares information about materials in its Collections through promotions using various communication methods, including the Library's website and social media accounts. Materials are displayed and promoted in order to make customers aware of the range of content available to them, and to make accessing materials easier.

Final responsibility for the display and promotion of Library materials resides with the CEO, and various employees throughout the system share day-to-day responsibility. Materials are selected for display or promotion for a wide variety of reasons, including but not limited to: relation to current events, news, and pop culture; interest and demand for genres and specific types of content; relation to Library programs, services, and organizational goals; cultural, historical, or educational significance.

The Library strives to include a wide spectrum of opinions and viewpoints in Library-initiated displays and promotions, as well as highlight materials that appeal to a range of ages, interests, and information needs. Materials will not be excluded from display or promotion because the specific title/item, creator, topic, or content may be considered controversial.

Requests for Reconsideration

While professional staff are available to discuss the make-up of the collection, the Library is obliged to withdraw only that material judged illegal by the higher courts in Canada.

Requests for Reconsideration will adhere to the following guidelines:

- Requests will only be accepted by residents of Innisfil who are active cardholders.
- Requests must be submitted using the Request for Reconsideration form (Appendix #4).
- The Library will respond in writing within ten business days, and a decision will be made and communicated to the submitter within three months from the date of receipt.
- A given title/item will be reviewed no more than once in a three-year period,

regardless of the number of Reconsideration Requests received by the Library.

- Items will continue to remain available to the public in the Library's collection while under review, except when needed by Staff for the purposes of assessment.
- A maximum of 10 items will be reviewed in a given calendar year, subject to change depending on the level of complexity involved in assessing each item.
- The Library is unable to reconsider specific materials available through third-party vendors.

Non-Endorsement of Content Statement

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

Gifts and Donations

Gifts and donations of materials are accepted subject to the Library Board's current Gifts and Donations Policy.

New Formats

Careful consideration is given to the introduction of new formats to the Library's collections. Budget, community needs and the impact on existing resources are all reviewed before items in a new format are considered and introduced into the collection.

To responsibly accommodate trends in user demands and/or changes in technology, the selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections.

Housing

The Library will maintain its collection as a single entity. Each branch will house a representative selection of the Library's materials, in addition to materials of specific interest to the area served. More in-depth materials will be housed primarily in the largest branch. The depth and breadth of the collections will vary from branch to branch based on community needs. On a temporary basis, some portion(s) of the collection may be placed in storage.

Access

The Innisfil Public Library Board affirms that all persons have the right of access to varied expressions of intellectual activity and creativity in a non-judgmental environment. While recognizing that some of these expressions may be considered "controversial", and that a given item may offend some customers, the Library will not deny access to any Library materials. The ultimate responsibility for choice rests with the customer.

In accordance with the above principle, the Library will not label or shelve "controversial" materials separately from the general collection.

Guidance in the choice of Library materials for children, as well as limitations on use and ongoing monitoring, are the sole responsibility of the child's parent or legal guardian, as outlined in the Library's Children's Services Policy.

The Library will reserve the right to shelve irreplaceable materials, and materials which are essential to daily service, in non-circulating reference areas.

The Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users or to ensure the widest possible use of materials by Library customers.

Assessment

The collection will be assessed for quality and balance on an on-going basis. Access to retrospective materials will continue through the provincial Interlibrary loan system, when they are available and in accordance with interlibrary loan service parameters.

Resource Sharing

The Innisfil Public Library Board affirms the value of resource sharing within the library community and supports the provincial Interlibrary loan system. Priority for borrowing materials through interlibrary loan will be given to requests of an educational or research nature. The Library will strive to complement the information services of schools, agencies and other organizations within the Town of Innisfil, but will not assume their function. Customers will be referred to appropriate information sources when the Library's collection does not meet their needs.

Appendices

Appendix #1 - Ontario Library Association - Statement on the Intellectual Rights of the Individual

Appendix #2 - Local Author Submission Form

Appendix #3 - Ontario Library Association - Position on Children's Rights in the Library

Appendix #4 - Request for Reconsideration of Library Materials

Related Policies

Local History Policy

Book Club Policy

Children's Services Policy

Youth Services Policy

Approved by the Innisfil Public Library Board, April 17, 2023, Motion #2023.35

Supersedes Policy #2021-07, approved March 15, 2021, Motion #2021.28; &
Policy#2017-04, approved February 21, 2017, Motion #2017.17 & Policy #2013-18,
approved November 18, 2013, Motion #2013.102; &
Policy #2010-21, approved November 8, 2010, Motion #2010.74; &
Policy #2007-06, approved October 15, 2007, Motion # 2007.51 &
Policy # 2006-04, approved March 20, 2006, Motion #2006.22 &
Policy #2001-02, approved February 1999, Motion #99.10.

**Ontario Library Association
Statement on Intellectual Freedom and the Intellectual Rights of the
Individual**

Introduction

The Ontario Library Association and its divisions are committed 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.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to 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. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. 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, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.

6. It is 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, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

[Canadian Charter of Rights and Freedoms](#): Section 2(b) of the *Charter of Rights and Freedoms* protects "freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication".

[Criminal Code](#): Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

[Ontario Human Rights Code](#): Sub-section 13 pertains to infringing on freedom from discrimination.

Revision approved at the OLA AGM, January 30, 2020



Local Author Submission Form

In order for the Library Staff to serve you better, please provide the following information when submitting your work for consideration:

Author Information

First Name: _____ Last Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Author's credentials (mandatory for non-fiction):

Book Information

Title of Book: _____

Vendor/Publisher Information: _____

ISBN: _____

Audience: _____

Fiction/Nonfiction: _____

A **brief** summary of the book's contents:

Information about illustrations (children's books only):

Reviews or links to reviews of your book (if available):

Why this book would be of interest to Innisfil ideaLAB & Library's customers:

To submit your work, you can visit one of our Branches or mail donations to:

Innisfil Public Library
Attn: Collection Services Librarian
967 Innisfil Beach Road
Innisfil, ON
L9S 1V3

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

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.

Adopted at the Ontario Library Association
Annual General Meeting
November 1998

Source: http://accessola2.com/data/1/rec_docs/380_ola3.pdf



**REQUEST FOR RECONSIDERATION
OF LIBRARY MATERIALS**

Submitter Information

First Name: _____ Last Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Library Card Number: _____

Are you a resident of Innisfil? Circle one: YES NO

Item Information

Author/Creator: _____

Title: _____

ISBN: _____ Call Number: _____

Have you read/viewed the entire item (video, book, etc.)? Circle one: YES NO

(If not, which parts have you reviewed? Include page numbers)

What are your concerns? (Please be specific, include page numbers)

How does the item fail to fulfill the Selection Criteria outline in the Library’s Collection Management Policy?

What do you suggest the Library do about this item?

Have you read the attached Collection Management Policy? Circle one: YES NO

Signature

Date

ADMINISTRATIVE USE ONLY:

Date Received _____

Received by: _____
(Staff Name)

Review undertaken by:

Staff Name: _____

Position: _____

Attach the full written report to this document

Summary of Recommendation:

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Action Taken:

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Date of communication of decision to submitter: _____

Staff Member

Date

CEO/Chief Librarian/Designate

Date