

Board Motion Number:	2022-11	Date of Review:	2025
Date Approved:	06-20-2022	Chairperson's signature:	

**COLLECTION DEVELOPMENT POLICY**

**BACKGROUND**

The collections at the Oxford County Library are selected and maintained in support of the library's commitment to provide equitable access to ideas and knowledge. The library is committed to making the collections accessible to all by offering a variety of borrowing material.

The Oxford County Library strives to provide collections that:

- recognize the diverse nature, varied backgrounds, and needs of the residents of the many communities that make-up Oxford County;
- represent a wide range of ideas, creative thought, and information within the constraints of availability to purchase, space, and budget; and
- meet present and future literacy, learning, information, culture, and leisure needs of the residents of the communities the library serves.

**PURPOSE**

This policy serves to provide parameters for the development and maintenance of library collections and to provide a basis for collection evaluation, planning, and budgeting.

**PROCEDURES**

**Responsibility**

The Oxford County Library Board delegates the responsibility for library collections to the CEO/Chief Librarian, who may further delegate this responsibility to members of staff who are qualified by reason of education and training.

**Collection Scope and Size**

1. The library provides a collection of physical, digital, and non-traditional items that is responsive to the needs and interest of the community.
2. Collections shall include, but are not limited to, the following areas:
  - a. Fiction and non-fiction for adults, teens, and children;
  - b. Magazines and newspapers;
  - c. Audio/Visual material;
  - d. Local history and items of local interest;
  - e. Non-traditional collections such as equipment and technology.
3. Where possible, the library will provide materials in a variety of formats, including physical and digital formats.

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- Where possible, the library will work to pool resources with other libraries by participating in shared or consortia collections. To provide library customers experiencing print or perceptual disabilities with a broader collection, the library will work with the Centre for Equitable Library Access (CELA) as a member library.

### Access to the Collection

- Except where limited by law, children and teens are entitled to access all materials provided by the library. Oxford County Library believes in the freedom of the individual and the rights and obligations of parents and guardians to develop, interpret, and maintain their own code of values as a family. In support of this belief, parents and/or those responsible for the child are responsible for the selection, usage, and safe return of materials borrowed by the children in their care. No items will be excluded from the library collection because it may come into the possession of children.
- The library supports the Ontario Library Association's *Position on Children's Rights in the Library* (1998) and *Teen's Rights in the Public Library* (2010).
- Access to collections will not be restricted based on age of the borrower, except where restrictions are mandated in accordance with provincial or federal legislation.
- The library may control use of any collection material in order to protect items deemed susceptible to theft or damage, or to ensure the widest possible use of materials by borrowers.
- Placement of materials is solely at the discretion of the Oxford County Library.

### Selection Guidelines

- The selection of library materials is based on the professional judgement of library staff. In selecting items for inclusion in the library's collections, staff will use professional resources, knowledge, and experience, as well as knowledge of collection space, size, and budget.
- Some or all of the following criteria may be taken into consideration during the selection process for all materials, whether purchased or donated:
  - Anticipated or expressed needs and interests of Oxford County's diverse community;
  - Representation of a diverse range of experiences, including Canadian, Indigenous and/or local perspectives;
  - Reputation, authority or significance of the creator and/or publisher/producer;
  - Recommendations and comments of professional and independent critics and reviewers;
  - Quality of writing, production and/or illustrations;

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- f. Suitability of style and/or reading level for the intended audience;
  - g. Format of material, technical quality and/or effectiveness of medium to content;
  - h. Relationship to existing collections;
  - i. Availability through other libraries or institutions;
  - j. Purchase price and other budgetary considerations;
  - k. Availability through the Library's regular vendors or wholesalers.
3. The following criteria may be used for consideration of digital collections and resources:
    - a. Ease of access;
    - b. Hardware / Network requirements;
    - c. Comparison of content with other available formats;
    - d. Licensing requirements and restrictions;
    - e. Staff training and customer assistance requirements;
    - f. Cost considerations in relation to the overall development of the collection.
  4. Oxford County Library does not acquire resources that violate the *Criminal Code* (1985) definition of "obscene material," "sedition" or "hate propaganda", and the case law interpreting those provisions, including the application of *The Canadian Charter of Rights and Freedoms* (1982).

### **Indigenous, Inuit, and Métis Material**

1. In the spirit of Truth and Reconciliation and the *Ninety-Four Calls to Action* (National Truth and Reconciliation Commission of Canada, 2015), the Oxford County Library commits to collecting materials related to Indigenous, Inuit and Métis cultures and peoples.
2. The library commits to addressing the following *Calls to Action* (2015, p. 7-8) through collection development activities:
  62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators to:
    - i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory educational requirement for Kindergarten to Grade Twelve students.
  69. We call upon Library and Archives Canada to:
    - iii. Commit more resources to its public education materials and programming on residential schools.

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3. The library's collections will include titles by and about Indigenous, Inuit, and Métis communities that are representative of Canada and specifically Ontario. The library's collections will include titles presented in the First Nations Community Reads program.

### **Diverse and Inclusive Collections**

1. The Oxford County Library recognizes its responsibility to provide access to material created by diverse authors and creators.
2. With an aim to creating diverse and inclusive collections, the library will:
  - a. Seek content created by, and representative of, underrepresented and systemically oppressed groups protected by *The Canadian Charter of Rights and Freedoms* (1982).
  - b. Apply an inclusive lens on how materials and resources are catalogued, labeled, displayed, promoted, and withdrawn.
  - c. Advocate for inclusive and anti-oppressive cataloguing standards and strive to eliminate systemic oppression found in library classification.

### **Collection Maintenance**

1. An up-to-date, attractive, and useful collection is maintained through continuous and systematic withdrawal of materials to maintain the integrity of the library's collection. This work is essential to ensure the vitality, size, and scope of the overall library collection.
2. Qualified library staff will regularly assess the library's material using some of the following guidelines:
  - a. Physical condition;
  - b. Accuracy;
  - c. Currency;
  - d. Usage;
  - e. Availability of newer, more up-to-date material;
  - f. Relevance to needs and interests of the community;
  - g. Ability to meet the scope of the collection;
  - h. Space demands of individual branch and/or library system as a whole.
3. Withdrawn material may be discarded, sold, or donated to community groups and organizations.
4. Replacement of items depends upon the demand, availability of more current materials, market availability for repurchase, and the extent of coverage in the collection.

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### **Gifts and Donations**

1. The library accepts donations of new books and other materials that fit the library's selection guidelines as outlined above.
2. Guidelines on the donation material for the collection are available in library branches.
3. The library accepts cash or monetary donations for the purchase of library materials. Specific titles or requests will be added only if they fit the library's selection guidelines as outlined above.
4. The library reserves the right to refuse donations which it deems inappropriate or unsuitable or that do not meet selection guidelines.
5. The library may limit the acceptance of donated materials to specific times or branch locations.
6. Library staff will use the collection maintenance guidelines as outlined above for the withdrawal of donated items.
7. Materials that are not added to the collection will be discarded, sold, or donated.
8. The library does not evaluate donated items for addition to the collection and will not provide a receipt for tax purposes for said items.

### **Requesting an Item for Purchase**

1. Requests from library customers for the purchase of items are accepted and are given due consideration. To make a request, library customers are asked to use the form available on the library's website or speak with a staff member in branch.
2. Requests must meet the following criteria in order to be considered:
  - a. Requestor must be a current Oxford County Library cardholder who resides in Oxford County (library barcode is required).
  - b. Book requests must include the ISBN for the title being suggested.
3. Requests for local author's/creator's material will be considered based on the selection guidelines as outlined above.
4. The library reserves the right not to respond to unsolicited purchase request emails.
5. Requests not selected for purchase may be diverted to our Interlibrary Loan process, depending on availability.

### **Intellectual Freedom**

1. The Oxford County Library Board has adopted the Canadian Federation of Library Association's (CFLA) *Statement on Intellectual Freedom and Libraries* (2019) and the

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Ontario Library Association's *Statement on Intellectual Freedom and the Intellectual Rights of the Individual* (2020). These statements are available as an addendum to this policy and are available on the library's website.

2. The library's collection development activities incorporate and endorses these Intellectual Freedom statements by endeavoring to make available a wide variety of materials and by encouraging Freedom of Expression and access to library services and resources.

### **Requests to Reconsider Material**

1. The library recognizes that some items are controversial and that any given item may offend some customer. Not all items selected for inclusion in the collection will be suitable for every customer.
2. Library customers who object to material in the collection are asked to complete a written request using the *Request for Reconsideration of Oxford County Library Material* form. These forms are available at branches and on the library's website.
3. Responses to these requests are guided by the Board's position that:
  - a. 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.
  - b. It is the right and obligation of parents and guardians to develop, interpret, and maintain their own code of values as a family. However, one's family values cannot restrict the intellectual freedom of others.
4. Decisions made about challenged library materials will be communicated to the originators of the request following the completion of a formal staff review.
5. The final decision concerning library materials rests with the CEO/Chief Librarian.

### **References and Related Documents:**

#### **Position Statements**

Canadian Federation of Library Associations. (2019, April). *Statement on Intellectual Freedom and Libraries*. CFLA-FCAB. <http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>

Ontario Library Association. (1998, November). *Position on Children's Rights in the Library*. OLA: Ontario Library Association. <https://accessola.com/wp-content/uploads/2020/08/1998-OLAChildrensRightsLibrary.pdf>

Ontario Library Association. (2010, June). *Teen's Rights in the Public Library*. OLA: Ontario Library Association. [https://accessola.com/wp-content/uploads/2020/08/2010-OLAPosition\\_TeenRights.pdf](https://accessola.com/wp-content/uploads/2020/08/2010-OLAPosition_TeenRights.pdf)

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Ontario Library Association. (2020, January). *Statement on Intellectual Freedom and the Intellectual Rights of the Individual*. OLA: Ontario Library Association.  
[https://accessola.com/wp-content/uploads/2020/08/2020\\_OLAIntellectualFreedomStatement.pdf](https://accessola.com/wp-content/uploads/2020/08/2020_OLAIntellectualFreedomStatement.pdf)

### **Legislation**

*Canadian Charter of Rights and Freedoms*, Part 1 of the *Constitution Act*, 1982, being Schedule B to the *Canada Act 1982* (UK), 1982, c.11, s. 2(b) and s. 7.

*Criminal Code*, R.S.C., 1985, c. C-46.

*Human Rights Code*, R.S.O. 1990, c. H. 19.

*Public Libraries Act*, R.S.O. 1990, c. P. 44.

### **Other Documents**

Canadian Federation of Library Association. (2016). *Truth and Reconciliation Report and Recommendations*. CFLA-FCAB. <http://cfla-fcab.ca/wp-content/uploads/2018/10/Truth-and-Reconciliation-Committee-Report-and-Recommendations-ISBN1.pdf>

National Truth and Reconciliation Commission of Canada. (2015). *Truth and Reconciliation Commission of Canada: Calls to Action*. National Centre for Truth and Reconciliation: Reports. [https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls\\_to\\_Action\\_English2.pdf](https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls_to_Action_English2.pdf)