

Policy Number:	P08	Pages: 8
Date Originated: (m/d/y)		Review Frequency: Annually
Date Revised: (m/d/y)	03/2018	Last Reviewed:
Point of Contact: Elaine Bird, Director of Support Services		

Resource Development Policy

Policy Statement

The collections of The City of Pickering Public Library exist to:

- Encourage reading readiness in all of our community's children
- Promote the joy and benefits of reading
- Support local authors and creators
- Support the community's use of digital collections
- Support self-directed learning and skill development for all ages and stages
- Support the learning and development needs of community groups

Policy Principles

1. Residents will have access to resources, information and ideas that are:
 - Accessible to all
 - Accurate
 - Appropriate for the target population
 - Convenient and easy to use
 - Cost effective
 - Authoritative and timely
2. Intellectual Freedom & Freedom to Read The City of Pickering Public Library recognizes its role in a democratic society to provide access to a diversity of opinions, including those that are unorthodox. Public opinion is not the sole guide for the selection of material. The

Library endorses the statements of the Canadian Library Association (See Appendix I) and Ontario Library Association regarding intellectual freedom (See Appendix II).

3. **Controversial Material** The Library recognizes that some materials may be controversial and that a given item may offend some clients. Selection will not be made on the basis of anticipated approval or disapproval by any sector of the community, but rather on an evaluation of the item's merit in accordance to the selection criteria outlined below, authenticity of material and presentation, topical interest and use to the audience for whom it is intended. The Library does not advocate particular beliefs or points of view and the presence of any item in the collection does not indicate an endorsement of its contents.
4. **Children's Access to Library Materials** Children and young adults have access to all materials in the Library. There may be some limitations on children borrowing technology items. Responsibility for use of materials by children rests with parents or legal guardians.
5. **Role of the Central Library** The Pickering Central Library is the largest library in the system and its collection serves as a resource for all branches. The Central Library offers a wider range and depth of collections.
6. **Roles of the Library Branches within the Library System** Branch libraries contain collections of current, popular and general interest material and materials of specific interest to the community served by the branch.
7. **Role of Digital Collections** The Library provides a collection of electronic resources that are available to clients. Digital collections are selected in response to the needs and expectations of Library clients, and according to the selection criteria identified below.
8. **Selection Criteria For All Materials:**
 - 8.1. The acquisition of resources, whether purchased or donated, is based on a broad set of criteria, including, but not limited to, the following:
 - 8.2. Selection of resources in the media and formats judged to meet most effectively the needs of the public.
 - 8.3. The present and potential relevance to community needs as stated in the Board's current Global Ends Policy
 - 8.4. The suitability of format for the intended audience.
 - 8.5. The comments of publishers, reviewers, critics and the public.
 - 8.6. Canadian and/or local content.
 - 8.7. The reputation and/or significance of the author, producer, director, reader, performer.
 - 8.8. The relationship to existing library resources on the subject.

- 8.9. The suitability of medium and format for library use
 - 8.10. The availability of materials through other libraries and electronically.
 - 8.11. Budgetary considerations.
 - 8.12. Expressed demand from the public
 - 8.13. The practical need for duplicates in high demand materials.
 - 8.14. Commercial availability.
 - 8.15. Representation of a variety views
 - 8.16. Relevance of curriculum related material to the general public.
 - 8.17. Physical characteristics: i.e. quality of paper and typography, binding, etc.
9. Specific Selection Criteria for Digital Collections
- 9.1. All criteria relevant to the selection of materials in traditional formats also apply to electronic resources. However, because digital formats require non-traditional means of acquisition, storage and access, some specific additional criteria must be considered:
 - 9.1.1. Ease of access and number of access points
 - 9.1.2. Hardware and software requirements; networking capabilities
 - 9.1.3. Vendor support and maintenance requirements
 - 9.1.4. Ownership of product and contractual issues
 - 9.1.5. Staff training and/or client assistance requirements
 - 9.1.6. Availability in other formats
 - 9.1.7. Client privacy considerations
10. New Formats
- 10.1. Budget considerations, impact on current formats, and community demand will all play a role in considering new formats for inclusion in the collection. As new formats are added, other formats may be considered obsolete and withdrawn from the collection.

11. Interlibrary Loan (ILLO)

- 11.1. The Library participates in resource-sharing programs with other public libraries and with the libraries of other institutions and agencies. The staff will make such referrals when this is the most appropriate means of assisting the client in accessing the materials.

12. Suggestions for Purchase

- 12.1. Client suggestions for purchasing materials are both welcomed and encouraged. Each suggestion is considered in accordance with the criteria in this policy. Suggestions can be made through the online catalogue.

13. Gifts and Donations

- 13.1. In general, unsolicited books and other items are not accepted as donations. Any items that are accepted are received with the understanding that they may be used or disposed of as the Library sees fit. Any materials acquired in this manner are subject to the Library's selection and withdrawal criteria. See the Library's Donation Policy for further information.

14. Maintenance of the Collection

- 14.1. Staff will periodically examine the collection for the purpose of withdrawing unused, duplicate, outdated, worn or damaged items. Replacement will depend on demand for the title, availability of the title, merit of the title, availability of more current material on the subject, space available to house the collection and the extent which the subject is already covered in the collection.

15. Reconsideration of the Library Materials

- 15.1. The Library recognizes the right of an individual or group to make their objections about the collection known to the Library. Any concern or objection not satisfactorily resolved by the public service staff should be addressed in writing to the Manager of Support Services preferably using the Request for Reconsideration of Library Materials Form in Appendix III.

Related Documents

- *Donation Policy*
- *Customer Service Accessibility Standards and Communication and Information Standards (See Section 6: Accessible Library Materials)*

Resources

- Appendix 1 – Canadian Library Association / Association Canadienne des Bibliothèques
- Appendix 2 – Ontario Library Association
- Appendix 3 – City of Pickering Public Library

For further information please contact: Elaine Bird, Director of Support Services, Pickering Public Library at 905-831-6265 ext. 6231 or email elaineb@picnet.org.

Alternate formats of this document are available upon request.
Please speak to Library staff for assistance.

Appendix 1 – Canadian Library Association / Association Canadienne des Bibliothèques

Position Statement on Intellectual Freedom

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

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.

[Link to policy on CLA Website.](#)

Appendix 2 – Ontario Library Association

STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL

Approved at the Ontario Library Association 1998 Annual General Meeting November 7, 1998.

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, and 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. [Link to Policy on OLA website](#)

Appendix 3 – City of Pickering Public Library

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date: _____ Title: _____

Author: _____

Publisher: _____ Date of Publication: _____

Type of Material: _____

Client Name: _____ Telephone: _____

Address: _____ Postal Code: _____

Email address: _____

Are you representing a group or organization? If yes please provide the name of the group:

What brought this material to your attention? (reviews, word-of-mouth, etc.)

If reviews, please give name and date of publication, if possible

Have you read, seen or listened to the entire item? _____

To what do you object? (Please be as specific as possible: cite pages or sections)

Library staff will prepare a written report in the light of the objection raised. The person making this request will be notified promptly of the Library's decision and action.

If the reconsideration supports the original decision to purchase the material questioned, the material will remain in the collection.

If the reconsideration does not substantiate the original decision to purchase the material questioned, the title will be removed from the collection. The final decision rests with the CEO.