

<b>Policy Number:</b>	P08	<b>Pages:</b> 10
<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	02/04/2022	<b>Last Reviewed:</b> April 2022
<b>Point of Contact:</b> 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 CFLA (Canadian Federation of Library Associations) "Statement on Intellectual Freedom and Libraries" (see

Appendix I), and the OLA (Ontario Library Association) “Intellectual Freedom and the Intellectual Rights of the Individual” (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 based on anticipated approval or disapproval by any sector of the community, but rather on an evaluation of the item's merit based on the selection criteria outlined below, authenticity of material and presentation, topical interest, and 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**

The acquisition of resources, whether purchased or donated, is based on a broad set of criteria, including, but not limited to, the following:

- Selection of resources in the media and formats judged to meet the needs of the public most effectively.

- The present and potential relevance to community needs as stated in the Board's current Global Ends Policy

- The suitability of format for the intended audience.

- The comments of publishers, reviewers, critics, and the public.

- Canadian and/or local content.

- The reputation and/or significance of the author, producer, director, reader, performer.

- The relationship to existing library resources on the subject.

- The suitability of medium and format for library use
- The availability of materials through other libraries and electronically.
- Budgetary considerations.
- Expressed demand from the public
- The practical need for duplicates in high demand materials.
- Commercial availability.
- Representation of a variety views
- Relevance of curriculum related material to the general public.
- Physical characteristics: i.e., quality of paper and typography, binding, etc.

## 9. Specific Selection Criteria for Digital Collections

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:

- Ease of access
- Hardware and software requirements; networking capabilities
- Vendor support and maintenance requirements
- Ownership of product and contractual issues
- Staff training and/or client assistance requirements
- Availability in other formats
- Client privacy considerations

## 10. New Formats

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)

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

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

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

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 believes that a democratic, vital society encourages members of its community to participate in the open exchange of ideas and opinions. Consequently, material selectors strive to provide the widest possible range of resources within Pickering Public Library collections. 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.
- 15.2. The Library recognizes the right of an individual or group to express their concern or objection to materials in the Library collection. Any concern or objection not satisfactorily resolved by the public service staff should be addressed in writing to the Assistant Manager of Collections preferably using the Request for Reconsideration of Library Materials Form in Appendix 3 or online at this link [Request to Reconsider Library Materials Form](#). The request will be reviewed by Collections staff and the decision will be communicated to the requestor

## Related Documents

*Donation Policy*

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

## Resources

Appendix 1 – Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries

Appendix 2 – Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual

Appendix 3 – City of Pickering Public Library Request for Reconsideration of Library Materials

For further information on this policy, please contact the Director of Support Services. Contact information for all members of the Leadership Team can be found on the Pickering Public Library website.

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

**Appendix 1 – Canadian Federation of Library Associations CFLA/FCAB****Statement on Intellectual Freedom and Libraries**

Approved August 26, 2016

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.

[Link to Statement](#)

**Appendix 2 – Ontario Library Association****Statement on Intellectual Freedom and the Intellectual Rights of the Individual**

Approved at the OLA AGM, January 30, 2020

**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 \(justice.gc.ca\)](#): Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

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

[Link to Statement](#)

## Appendix 3 – City of Pickering Public Library

**Request for Reconsideration of Library Materials**

Date: \_\_\_\_\_ Title of item: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

Type of Material (book, movie, video game etc.): \_\_\_\_\_

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? \_\_\_\_\_

What are your concerns about this material? (Please be as specific as possible: cite pages or sections)

---

What action are you requesting the Library consider for this item, and why?

\_\_\_\_\_

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.