

## 1. PURPOSE

The development of the collection of library materials is central to carrying out the Aurora Public Library mission of *Discovery and Inspiration ... Connecting Aurora to information, lifelong learning, literacy, and the love of reading.*

Library materials refer to all items that constitute the intellectual content of the Aurora Public Library's collections. The Library collects material in a variety of print, audio visual and electronic formats.

The purpose of the Aurora Public Library Collection Development Policy is to inform the public as to the principles upon which decisions about the collection are made; to define responsibility for selection and to identify the delegation of that responsibility; and to guide staff in the development of collections that support the role, mission, and strategic objectives of the Aurora Public Library and the needs of the community it serves.

## 2. RESPONSIBILITIES

Overall responsibility and authority for the Collection Development Policy rests with the Library Board, while implementation is vested in the Chief Executive Officer who delegates the responsibility to qualified, professional staff.

Use of the Library's resources is the responsibility of the user. Parents and legal guardians are responsible for use of the Library by children and young adults, including use of the collections and the Internet. Selection for the collection is not restricted by the possibility that children or teens may access materials their parent(s) or legal guardian(s) may consider inappropriate. The Library believes that it is the obligation of parent(s) or legal guardian(s) to guide, develop, interpret and maintain their own code of values in their family.

## 3. GENERAL PRINCIPLES OF SELECTION

### .1 Intellectual Freedom

Aurora Public Library believes in the freedom of the individual and recognizes its role in a democratic society to provide access to a diversity of opinions, including those that are critical and unorthodox. Public opinion is not the sole guide for the selection of material.

Consequently collection development is grounded in principles set out in the Aurora Public Library Mission statement, the Canadian Library Association *Statement on Intellectual Freedom* (see Appendix A); the Ontario Library Association *Statement on the Intellectual Rights of the Individual* (see Appendix B); and the Ontario Library Association *Statement on Children's Rights in the Public Library* (see Appendix C).

The Library recognizes that some materials may be considered controversial and that a given item may be offensive, in whole or in part, to some members of the community. Their right to reject such materials for their personal use is respected. However, that right does not extend to restricting the freedom of others to make use of that same material.

Selection will not be made on the basis of anticipated approval or disapproval by any sector of the community. Rather, selection decisions will be based on evaluation of the merit of the material in question, including authenticity, honesty of presentation, topical interest, and use to the audience for whom it is intended. Responsibility for the use of materials or the Internet rests with parents and legal guardians.

The Library does not advocate particular beliefs or points of view. The presence of any item in the collection does not indicate endorsement of its content.

## **.2 Collection Scope**

In keeping with the Aurora Public Library's Vision, Mission and Values statements, the Library provides the widest possible access to recorded knowledge, thought and creativity for information, learning, inspiration and enjoyment. To accomplish this, the Library provides a broad range of print, audio visual and electronic resources for every age and ability, to access in many different ways.

Through its collections, the Library encourages reading and the development of essential literacy skills, and fosters life-long learning within the community.

## **.3 Selection Guidelines**

Selection of library materials is assisted by use of authoritative reviews, consultation with the publishing industry, and recommendations from library users. All material selection is undertaken within the bounds of available funds. Collection development is also based on staff knowledge and expertise with respect to the strength of existing collections, needs and demand of the community, and knowledge of past, present and future trends in materials appropriate for public library use.

Selection is undertaken using the following guidelines that represent desirable characteristics for the collection:

- materials that record and interpret the past, including local history and genealogy
- materials that convey a balanced view of current conditions and news events
- materials that support an individual's ability to function in society
- materials that increase an individual's understanding of society
- materials that entertain and enhance an individual's enjoyment of life
- emphasis on Canadian materials that includes works by significant national and local authors, artists, filmmakers, producers and composers

#### **.4 Selection Criteria**

Using the above guidelines, all materials, whether purchased or donated, are considered in terms of the following criteria:

- suitability for meeting the needs of the community or appeal to the interests of the community
- accuracy, authority, and objectivity
- artistic excellence and literary merit
- reputation and/or significance of author
- comments by reviewers, publishers, critics
- expressed demand and current trends
- relationship to existing resources on the subject
- suitability of subject, style and reading level for the intended audience
- suitability of physical form for library use
- budget and space parameters

#### **.5 Exclusions from Selection**

The Library does not keep or acquire material that violates the Criminal Code definitions of obscene or seditious material or of hate propaganda.

No material will be excluded from selection because of the race or nationality, or the political or religious views of the author.

No material will be excluded from selection solely because it might come into the possession of a child.

#### **4. GIFTS AND DONATIONS**

Gifts and donations of new and used materials are accepted with the understanding they will be used or disposed of as the Library deems appropriate. The same criteria and guidelines for purchased material are used to evaluate donations. The cost of processing and availability of shelf space also are factors in determining the usefulness of gifts.

The Library does not accept the donation of items or collections that are owned or controlled by external groups or individuals. Once received, materials become the exclusive property of the Library.

The Library does not provide evaluation of gifts for tax receipts or other purposes.

#### **5. COLLECTION MAINTENANCE**

A maintenance program is essential to ensuring the vitality, size, and scope of the overall library collection. Materials are regularly assessed as to their condition, accuracy, currency, and relevancy. Materials are de-selected or withdrawn when they are found to be outdated, worn, redundant, or outside the desired scope of the given area of the collection. The de-selection of materials is a formal process which complements the initial selection process and similarly is undertaken by knowledgeable, professional staff.

## **6. RECONSIDERATION OF LIBRARY MATERIALS**

The content or manner of expressing ideas in material that is purposely selected to fill the needs of some library users may on occasion, be considered to be offensive by other library users. 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.

Requests for reconsideration of materials may be made in writing to the Chief Executive Officer using the Request for Reconsideration of Library Materials form in Appendix D. All such requests will be reviewed in light of the Collection Development Policy and a written response will be provided to the user.

## **7. ATTACHMENTS**

**Appendix A:** [Canadian Library Association Statement on Intellectual Freedom](#)

**Appendix B:** [Ontario Library Association Statement on Intellectual Rights of the Individual](#)

**Appendix C:** [Ontario Library Association Statement on Children's Rights in the Public Library](#)

**Appendix D:** [Request for Consideration of Library Materials](#)

### **Related Policies**

1. Internet Access Service Policy

Approval Date:	May 21, 2014	Motion #:	14.05.45
Effective Date:	May 21, 2014		
Date of Last Revision:	March 24, 2010		

## **Appendix A**

### **Canadian Library Association**

#### **Position Statement on Intellectual Freedom**

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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.

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

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*Endorsed by the Aurora Public Library Board  
June 8, 1999  
Affirmed October 17, 2007; March 24, 2010*

## **Appendix B**

### **Ontario Library Association**

#### **Statement on The Intellectual Rights of the Individual**

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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.

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*Updated and Approved  
Ontario Library Association  
1998 Annual General Meeting  
November 7, 1998*

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*Endorsed by the Aurora Public Library Board  
June 8, 1999  
Affirmed October 17, 2007; March 24, 2010*

**Appendix C**

**Ontario Library Association**

**Statement on**

**Children's Rights in the Public Library**

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*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.

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*Approved by the Ontario Library Association  
1998 Annual General Meeting  
November 7, 1998*

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*Endorsed by the Aurora Public Library Board  
June 8, 1999  
Affirmed October 17, 2007; March 24, 2010*



**Appendix D**

**Aurora Public Library  
Collection Development Policy**

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**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

**Please complete and return to staff**

**Request initiated by:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

Item or material being questioned: \_\_\_\_\_  
\_\_\_\_\_

Have you read/viewed/listened to the entire content of the item in question? Yes/No \_\_\_\_\_

If no, what portion of the item did you read/view/listen to: \_\_\_\_\_

To what in the material do you object? Please be specific. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to be informed of our decision? YES \_\_\_\_\_ NO \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*Personal information is collected under the authority of the Public Libraries Act, R.S.O. 1990, Chap. P44, Section 23, Subsection 4. This information will be used in the management of Library Services.*

*Questions about this collection should be directed to the Chief Executive Officer, Aurora Public Library, 15145 Yonge Street, Aurora Ontario, L4G 1M1 Tel: 905-727-9493*