



Aurora Public Library

COLLECTION DEVELOPMENT POLICY

1. PURPOSE

Strong library collections are fundamental to excellent library service. Aurora Public Library is committed to developing diverse, robust collections which anticipate and meet customer needs and reflect the Library's Vision to ***transform lives by supporting literacy and cultivating creativity, conversation and joy.***

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 are of current interest and/or lasting value to existing or potential Library users.

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, knowledgeable staff.

Use of the Library's resources is the sole responsibility of the individual user. Parents and legal guardians are solely responsible for use of the Library by children and young adults, including use of the collections and the Internet. The Library believes in the right and obligation of parents or legal guardians 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 supports the freedom of the individual and recognizes its role in a democratic society to provide access to a wide range of opinions, including those which may be regarded as unpopular or unorthodox. Selection of material will not be made on the basis of anticipated approval or disapproval by any sector of the community, including majority public opinion.

Collection development is grounded in principles set out in the Aurora Public Library Vision, Mission and Values; the *Statement on Intellectual Freedom and Libraries* of the Canadian Federation of Library Associations (see Appendix A); and the Ontario Library Association *Statement on the Intellectual Rights of the Individual* (see Appendix B).

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.

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

APL collections are broad in scope and variety in order to fulfill the Library's Vision, Mission and Value statements. The Library materials budget is allocated in order to balance community needs and demands with maximum use of space, staff and fiscal resources. To accomplish this, the Library regularly assesses its collection scope and usage in order to provide the widest possible access to recorded knowledge, thought and creativity in a variety of evolving physical and electronic formats.

.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.

Aurora Public Library collections, in support of its Values, will:

- Provide access to diverse expressions of knowledge and creativity
- Foster literacy and nurture lifelong learning
- Record and interpret the past, including local history and genealogy
- Convey a balanced view of current conditions and events
- Support an individual's understanding of, and ability to function in, society
- Entertain and enhance an individual's enjoyment of life
- Include works by significant Canadian and local content creators
- Support accessible and equitable service by collecting a variety of languages and formats reflecting the diverse needs of the community

.4 Selection Criteria

The Library must balance the demand for availability of popular and recreational material with the responsibility for appropriately broad collections to meet the many and varied information needs of our community. Using the above guidelines, all materials, whether purchased or donated, are considered in terms of the following criteria:

- Anticipated and expressed community demand and interest
- Artistic excellence and literary merit
- Accuracy, relevancy and currency

- Reputation and/or significance of author/artist/creator
- Comments by independent reviewers, publishers, critics
- Relationship to existing collection and other resources on the subject
- Evaluation of subject, style and reading level for the intended audience
- Suitability of physical form for library use
- Budget and space considerations

.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 solely because of the age, disability, race, nationality, gender, sexual orientation, or 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 are also 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, trained staff.

Discarded and donated material not added to the collection may be sold to the public in book sales, donated to another institution or organization, or, if unsuitable for sale or donation, may be recycled at the sole discretion of the Library. Proceeds from the sale of these materials will remain with the Library.

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 C. 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 Federation of Library Associations *Statement on Intellectual Freedom and Libraries*

Appendix B: Ontario Library Association *Statement on Intellectual Rights of the Individual*

Appendix C: Request for Consideration of Library Materials

Related APL Policies

1. Internet Access Service Policy

Approval Date:	November 15, 2017	Motion #: 17.09.77
Effective Date:	November 15, 2017	
Date of Last Revision:	May 21, 2014	

Appendix A

Canadian Federation of Library Associations

Statement on Intellectual Freedom and Libraries

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.

*Approval History: ~ June 27, 1974;
Amended November 17, 1983; November 18,
1985; and September 27, 2015*

*Endorsed by the Aurora Public Library Board
June 8, 1999;
Affirmed October 17, 2007; March 24, 2010;
May 21, 2014; and November 15, 2017*

Appendix B

Ontario Library Association

Statement on the Intellectual Rights of the Individual

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.

*Approved by OLA Board of Directors
December 2003;
Reaffirmed December 2005*

*Endorsed by the Aurora Public Library Board
June 8, 1999;
Affirmed October 17, 2007; March 24, 2010;
May 21, 2014; and May 20, 2015*



Appendix C
Aurora Public Library
Collection Development Policy

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please complete and return to staff

Request initiated by:

Name: _____

Address: _____

Telephone: _____ Email: _____

Item or material being questioned: _____

Have you read/viewed/listened to the entire content of the above item? 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: 905-727-9494

DLR: October 26, 2017