

PURPOSE

The purpose of this policy is to outline the principles which guide Vaughan Public Libraries (VPL) staff in selecting and maintaining materials for the collection. The policy is also intended to familiarize VPL customers with the principles with which collection decisions are made at VPL.

APPLICATION

This policy applies to all collections of VPL.

GUIDING PRINCIPLES

The development of collections for VPL is guided by the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries and the Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual.

The collection is an unbiased and diverse source of information representing as many viewpoints as possible. The collection is developed to be proactively inclusive, and it strives to broadly and equitably represent the community it serves in all its diversity. Materials in languages other than English and French are provided in accordance with the information needs and reading interests of the community.

The collection promotes literacy and enhances the community's business, culture and heritage, while supporting the learning and leisure needs of a diverse community. VPL provides collections that include popular materials, diverse collections of general knowledge, and materials to support literacy and lifelong learning for all ages. Materials selected will meet anticipated and expressed individual and community needs.

Collections are provided in print, electronic and digital formats as well as other special formats as needs arise.

VPL's collections are customer driven. Purchase requests are encouraged and most collections float between VPL locations as per customer demand.

The collection budget is maximized through coordinated and controlled expenditure strategies.

Children are entitled to borrowing privileges and have ready access to most materials and facilities provided by VPL. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children. No item will be excluded from the collection solely because it may come into the possession of a child.

COLLECTION MANAGEMENT

Responsibility for Selection

While overall responsibility for library collections rests with the Vaughan Public Library Board (Board), the responsibility for the selection of materials is vested in the office of the Chief Executive Officer, which delegates this professional activity to qualified and knowledgeable staff.

Selection of materials for the collection does not constitute endorsement by VPL of either the content or viewpoint.

Selection Criteria

A range of objective measures and standards, including the policies of the Board, are applied when selecting collections. Some or all of the following criteria may be taken into consideration during the selection process:

- Anticipated or expressed needs and interests of the community;
- Reputation and/or significance of the author/illustrator/publisher;
- Comments of professional and independent critics and reviewers;
- Relationship to the existing collection;

- Budgetary considerations;
- Format of material;
- Suitability of physical form for library use;
- Physical limitations of the buildings.

VPL does not keep, acquire or purchase materials that the Canadian courts have found to be obscene, hate propaganda, or seditious.

New Formats

New formats will be considered for purchase as demand and use dictates. Some materials are purchased in several formats in order to serve all members of the community. Availability of format, cost per item and VPL's ability to acquire and handle the material will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the collection.

Multilingual Materials

VPL collects materials in languages other than English or French that are relevant to the community. The decision to establish a new language collection or move a language collection to a different branch is based on census data, community recommendations, and other supporting statistical evidence. VPL's multilingual collections do not float.

Customer Suggestions

VPL customers may request the purchase of specific materials by filling out the Title Suggestion form on VPL's website. All suggested purchases are reviewed by VPL staff with decisions for purchase being guided by the principles and criteria outlined in the policy. Items that fall outside VPL's selection criteria or that are unavailable for purchase may be acquired through the Inter-Library Loan Service.

Collection Maintenance

Collections are assessed on an ongoing basis to ensure that materials continue to meet the principles and criteria outlined in this policy.

Collections are maintained through the identification of gaps, deselection, and the replacement of certain materials as needed. Deselection is the withdrawal of items from the collection that are in poor condition, contain old or inaccurate information, or are no longer of interest to the public.

Reconsideration of Materials

VPL recognizes the right of any individual to object to using certain library materials for personal use. VPL does not accord to any individual the right to restrict the freedom of others to make use of that same material.

VPL customers who object to a specific item in the collection may place a formal request for reconsideration by filling out a [Request for Reconsideration form](#). Decisions made about challenged materials will be communicated to the originator of the request following completion of a formal staff review.

Some of VPL's digital content is provided by third-party vendors VPL subscribes to services in which the third-party vendor, and not VPL staff, determines the specific titles or materials made available through the service. In these circumstances, VPL is unable to reconsider specific materials to which customers object but may inform the third-party vendor of customer concerns and/or take these concerns into consideration in determining whether to continue using the service.

GIFTS AND DONATIONS**Donations of Materials**

VPL accepts unsolicited materials on the understanding that VPL ownership is unconditional. It is understood that material donations are freely given without conditions attached, and that all donations will be used or disposed of as VPL deems appropriate. VPL is under no obligation to inform the donor of the decision.

VPL has no obligation to retain intact, or to provide, special library shelving for unsolicited gifts of private collections.

Persons wishing to make donations of books and other materials should consult with VPL staff.

Financial Donations

VPL helps customers honour or recognize special individuals or events through its financial donations. Monetary gifts will be used, at VPL's discretion, to select materials that meet the principles and criteria outlined in this policy.

Materials purchased through the Book Dedication Opportunity are not exempt from deselection.



Statement on Intellectual Freedom and Libraries

Approval History: ~ CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.

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.

Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual 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: Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda. Ontario Human Rights Code: Sub-section 13 pertains to infringing on freedom from discrimination.

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