



## Richmond Hill Public Library Board

# COLLECTION DEVELOPMENT POLICY

### 1.0 **PURPOSE**

Strong library collections are fundamental to excellent library service. Richmond Hill Public Library (RHPL) is committed to developing diverse, robust collections that anticipate and meet customer needs and reflect Library goals and strategies. RHPL collections are broad in scope and variety in order to fulfill the Library's mandate.

The library collection sets the foundation for literacy and lifelong learning. An accessible and responsive collection builds customer service excellence and community.

### 2.0 **RESPONSIBILITIES**

The RHPL Board endorses the CFLA/FCAB Statement on Intellectual Freedom and Libraries and therefore the Library acquires a wide range of materials representing various points of view, including materials which may be considered controversial and offensive to some individuals. Selections will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to developing collections and serving the community.

Use of the Library's resources is the responsibility of the user. Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the Library. Parents and legal

guardians are responsible for monitoring and limiting the use of library materials by their children.

RHPL does not acquire material that the Canadian courts have found to be contrary to the Criminal Code and all applicable laws, including the Charter of Rights and Freedoms. If items in RHPL's collections are found to be contrary to the above laws, RHPL will obtain legal advice regarding the question of whether to remove this material from the collection.

Collection materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the Library collection, and relevance to Library users. This is essential to ensuring the vitality, size, and scope of the overall library collection.

Library customers who object to materials located in the collection are asked to complete a written request for the reconsideration of the materials using the Request for Reconsideration of Library Materials form.

### **3.0 GUIDING PRINCIPLE**

- Responsive Collections
- Balanced Selection
- Responsible Investment
- Continuous Improvement

#### **3.1 Responsive Collections**

RHPL supports the interests and needs of all customers to make the collection community driven and diverse.

The collections support the interests and needs of all customers. These include:

- Collections for all ages, early literacy, children, teens, and adults;

- Collections in multiple formats, that help provide equitable access to all individuals;
- Multi-lingual collections to meet the needs of Richmond Hill's diverse population.

### **3.2 Balanced Selection – Customer Driven**

RHPL provides a balance of physical and digital library content to support and cultivate diverse and engaged library customers. A large part of this is the monitoring of annual budget objectives in these areas:

- Digital material and its growth relative to persistent demand for physical library material.
- Overall collection of multi formats
- Overall collection for all ages
- Multilingual collections – community driven

### **3.3 Responsible Investment**

RHPL recognizes its responsibility to invest public funds in the best collections for the community. This is accomplished through evidence based analysis and evaluation tools such as:

- Collection Development performance indicators for collection analysis such as rates for circulation, turnover, and percentage check outs;
- Demographics data to monitor pressures and trends and to project corresponding budget objectives.

### **3.4 Continuous Improvement**

RHPL strives to enhance and extend its internal and external relationships with the community to build a strong and resilient library. The library strives to connect, communicate, and create options for both customers and staff. RHPL

- Welcomes, feedback from the public and from staff for improvements to meet customer needs;
- Welcomes gifts of materials from individuals or groups with an emphasis on those materials of local interest. RHPL does however, maintain the discretion to accept gifts of materials and reserves the right to decide the disposition of gifts received;
- Enhances, collection discoverability by optimizing access points in the catalogue, best practices in material description, and marketing via multiple channels;
- Facilitates regular branch collection maintenance for currency, relevance, and condition;
- Offers training opportunities to staff to enhance their knowledge of trends in publishing, collection development and collection access;
- Encourages RHPL customers to place requests for purchase of library material missing from the collection. Customers can place request by filling out a form on the RHPL website. These will be considered in accordance with selection criteria;
- Offers Interlibrary Loan (ILL) service to RHPL customers to give them access to library collections outside Richmond Hill. This gives our customers access to a network of libraries across Ontario and Canada, who all share their resources. This expands our collection and range, improving access for all RHPL customers.

#### 4.0 **RELATED POLICY**

1. Richmond Hill Accessibility Policy

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| <b>Approval Date:</b>         | April 27, 2021<br>Motion: 21:28 |
| <b>Date of Last Revision:</b> | March 9, 2017                   |

## **CANADIAN FEDERATION OF PUBLIC LIBRARIES (CFLA-FCAB)**

### **STATEMENT ON INTELLECTUAL FREEDOM AND LIBRARIES**

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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.

You can find CFLA-FCAB's position on Third Party Use of Publicly Funded Library Meetings Rooms and Facilities: An Interpretation of the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries at [http://cfla-fcab.ca/wp-content/uploads/2019/03/CFLA-FCAB\\_statement\\_meeting\\_rooms.pdf](http://cfla-fcab.ca/wp-content/uploads/2019/03/CFLA-FCAB_statement_meeting_rooms.pdf).

*Approval History:*

- *CLA – June 27, 1974*
- *Amended November 17, 1983*
- *Amended November 18, 1985*
- *Amended September 27, 2015*
- *CFLA/FCAB – Adopted August 26, 2016*
- *Reviewed April 12, 2019*



**RICHMOND HILL 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:** \_\_\_\_\_

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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 at: \_\_\_\_\_ (Location) Date: \_\_\_\_\_

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

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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, Richmond Hill Public Library, 1 Atkinson Street, Richmond Hill, Ontario, L4C 0H5 Tel: 905-884-9288