



Whitby Public Library
doorway to discovery

Collection Development Policy

Policy Type: Public

Authority/Created: Library Board

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General Structure

Community Branches are designed to supply convenient access to library services and materials. Branch libraries contain collections of current, popular and general interest material and materials of specific interest to the community served by the branch.

The **Central Library** will provide a centrally located resource collection for the Town of Whitby and offers a wider range and depth of collections, with a particular emphasis on local business needs and on local issues and history.

Interlibrary loan and **networking** with other libraries will provide material not available in Whitby. Patrons wishing to engage in prolonged in-depth research requiring a great deal of material may have to develop independent relationships with specialized libraries.

The Library also provides **digital collections** in response to the needs and expectations of the community that augment the physical collections and provide an additional avenue of access to both information and recreational material.

Intellectual Freedom

The Whitby Public Library Board recognizes the diverse reading needs and interests of the community and endeavours, within budgetary limitations and within the guidelines outlined below, to satisfy the broadest range of these diverse interests.

The Whitby Public Library Board considers that every patron has the right to determine personal reading material. The Whitby Public Library Board endorses the Canadian Federation of Library Association's **Statement on Intellectual Freedom and Libraries** as it concerns collection development.

Responsibility for Collection Development

Final responsibility for book and material selection rests with the CEO, who operates within the framework of policies approved by the Whitby Public Library Board. Selection responsibility for specific portions of the collections may be delegated to individual staff members.

Collection Balance

The Library recognizes that some materials may be controversial and that a given item may offend some clients. Selection will not be made on the basis of anticipated approval or disapproval by any sector of the community, but rather on an evaluation of the item's merit in accordance to the selection criteria outlined below, authenticity of material and presentation, topical interest and use to 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.

Canadian Material

The Library's non-fiction and fiction collections will emphasize material relevant to Canadian society and culture.

Equity, Diversity, and Inclusion

The collection will be consciously developed to promote equity and inclusion by reflecting a diverse range of backgrounds and identities, with particular attention to content created by and representative of marginalized and unrepresented groups.

Access to Material

Processing and shelving of material shall not reflect a value judgment of the material itself. Video games rated "Mature" by the Entertainment Software Rating Board will be restricted to patrons 17 years of age and older. Some films may be subject to a voluntary rating system and may contain rating labels or information in the online record. All materials will be shelved in their proper order, easily accessible to the public.

The Library assures free access to its holdings, with the exception of Mature video games as outlined above, for all patrons. Children and teens have access to all materials in the Library although there may be some limitations on children borrowing technology items. Parents and guardians are responsible for monitoring use of library materials by their children. The Library is not in a position to act "in loco parentis."

Patron Suggestions

Patron suggestions are both welcomed and encouraged. Suggestions may be made via the Library's website, through the online catalogue or in-person. All recommendations for purchase will be subject to the same selection criteria applied to all material purchased by the Library.

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.

Accessibility

The Whitby Public Library purchases material in a variety of accessible formats, including but not necessarily limited to large print, audiobooks, e-audiobooks, e-books, a selection of Braille picture books, DVDs with closed captioning and DVDs with described video.

Selection Criteria

Selection decisions, both for purchased material and for donations, and for all formats should take the following into consideration:

- the suitability of subject and style for the intended audience
- the comments of reviews, critics, publishers, and the public
- the authority, popularity, and/or significance of the author, producer, director, or performer
- the present and potential relevance
- the strength or weakness of the collection in a particular area
- the demand for a subject, title, or type of material
- the relevance of curriculum-oriented material to the general public
- the availability of material through other libraries (if demand for the title is low)
- the suitability of physical form and construction
- budget considerations

Selection guidelines for digital resources also include:

- ease of access
- hardware and network requirements
- availability of-content in other formats
- licensing
- staff training and customer assistance
- cost related to the overall development of the collection

Self-published material maybe included if it is of local interest or has been positively reviewed in a national or major publication. Local authors can donate a

copy of their book to be considered for the Durham Indie Collection. Items donated to this collection must:

- be written by authors who reside in the Regional Municipality of Durham or are members of the Mississaugas of Scugog Island First Nation
- meet basic formatting and technical requirements available on request
- not contravene Canadian law
- not contain advertising

Collection Maintenance

The Library routinely withdraws outdated or inaccurate material, material no longer of interest or in demand, and worn, damaged or mutilated material. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Library material will not be saved for specific patrons to be given or sold to them upon eventual withdrawal.

Books in Memoriam

Patrons wishing to present book(s) or other items in memoriam are asked to consult with the Director, Technology and Operations in order that needless duplication is avoided. A memorial plate with the donor's name will be placed in each donated book and a charitable donation tax receipt will be issued for books purchased through the Library. All such books become the property of the Whitby Public Library and will be processed, catalogued, housed, and withdrawn as determined by the Library's needs and priorities.

Donations

The Library may accept donations of materials that are in good condition (free of mold, mildew, or other damage) and are generally less than five years old, with the understanding that they may be used or disposed of as the Library sees fit. The Library does not accept donations of encyclopedias or textbooks. Titles

acquired in this manner are subject to the same standards of selection applied to purchased material. Donated items will be integrated into the normal library collections, not housed separately. The Library does not provide evaluations of books for tax deduction or other purposes. Special historical collections pertaining to Whitby will be examined by Library staff for possible inclusion in the collection.

Reconsideration of Materials

While the Whitby Public Library Board regards the right of access to controversial fiction and non-fiction material as an important element in a democratic society and opposes the attempt of any individual or group to place a particular moral outlook upon the Library's materials, it recognizes that some material may be inappropriate for reasons stated within this policy or may be catalogued improperly.

Patrons objecting to material held by the Library may complete a [Request for Reconsideration of Library Material Form](#). The request will be formally reviewed by senior Library staff and the decision will be communicated to the requestor. Patrons who are not satisfied with the nature of the response will be invited to meet with the CEO and the staff review team. Patrons who are still not satisfied may be invited to make a deputation to the Library Board.

The Library may not have the ability to withdraw or deselect individual titles that are included as part of a larger subscription to a digital resource.