

# Ajax Public Library Collection Development Policy



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## 1. Purpose

The objective of this policy is to support Ajax Public Library (the Library) in developing robust and diverse collections to best serve and inspire our public by:

- providing guidance for collection development staff to achieve consistency in the selection of relevant materials for the collection.
- define the scope of collection for staff, customers, Board members, and the public.
- inform the public of the principles upon which selection and deselection decisions are made.

## 2. Scope

This policy applies to all Ajax Public Library staff and Library collections.

## 3. Definitions

**Collection:** a set of materials that a library owns or has access to, and that are available for use by the library's community.

**Collection Development:** the process of building a library's collection of materials to meet the needs of its community.

**Collection Management:** the process of selecting, acquiring, storing, and maintaining a library's holdings.

**De-selection:** the process by which an item is permanently removed from the Library's holdings.

**Digital Resource:** any type of information or media that is stored or transmitted in a digital format.

**Inter-Library Loan:** materials loaned to and by other libraries at the request of a customer.

**Selection:** the process of adding an item to Library's holdings.

**Self-published:** a piece of work published by the author independently and at their own expense.

**Withdrawal/Weeding:** the process by which an item is permanently removed from the Library's holdings.

## **4. Guiding Principles**

### **4.1 Intellectual Freedom**

Ajax Public Library will uphold the right of all individuals to access knowledge, information, and ideas through Library materials, resources, and services. The Library will provide a wide array of diverse views, opinions, and expressions. This will include those which may be unpopular, considered controversial, or offensive to some. Selection of materials for the Library's collection will not be made based on anticipated approval or disapproval, but solely on the merits of the work in relation to developing collections and serving customers. Selection or de-selection of an item for the Library collection does not constitute endorsement by the Library of either the content or viewpoint expressed in that item.

The Library will protect individual privacy and avoid censorship as part of its dedication to intellectual freedom. Restrictions, limitations, and/or exceptions will be made under law or Library policy. The Library will safeguard access to and expressions of knowledge, imagination, ideas, and opinions.

Intellectual freedom is a core value for public libraries, endorsed by the International Federation of Library Associations, Canadian Federation of Library Associations, and the Ontario Library Association

### **4.2 Responsibility for Selection**

The responsibility for the selection/de-selection of materials is delegated to the Chief Librarian and Executive Officer, who may further delegate this function to members of the staff who are qualified by reason of education and/or training.

### **4.3 Governing Legislation**

The Library abides by all laws, including the prohibitions in the Criminal Code of Canada against sedition, hate propaganda, and obscenity, and the Film Content Information Act, 2020 which restricts access to video games. Video games are rated by the Entertainment Software Rating Board. The Library shall not lend video games rated "Adult Only" to a person who is under 18 years of age. The Library shall not lend video games rated "Mature" to a person who is under 17 years of age.

Loaning of Library materials will not be limited to customers of any age, unless restriction by laws and legislation dictate otherwise.

## **4.4 Customer Responsibility**

The Library recognizes that many materials are controversial and any given item may offend some members of the community. The materials selected for the Library's collection will be varied to suit the needs of a diversified community. Not all materials selected, therefore, will be suitable for every customer or community member. While Library staff will attempt to assist individuals and groups to locate materials suitable for their use, the ultimate responsibility for the choice to engage with resources rests with the customer.

The responsibility for the choice of Library materials used by children or teens rests with the parents/guardians. No item will be excluded from the Library collection because it may come into the possession of a child/teen. Library users, regardless of age, have unrestricted access to the Library's varied and diverse collections, except as outlined in 4.3 Governing Legislation.

## **5. Principles of Selection**

### **5.1 Indigenous Consideration and Truth & Reconciliation**

The Library is committed to supporting learning and action for Truth and Reconciliation by building a collection in alignment with the Canadian Federation of Library Associations' (CFLA) position statement on *Library & Literary Services for Indigenous (First Nations, Metis & Inuit) Peoples of Canada*.

The Library and Town of Ajax is situated within the traditional territory of the Mississaugas. More specifically, the Mississauga's of Scugog Island First Nation, signatories of the Gunshot Treaty of 1788 and the Williams Treaties of 1923. As such, the Library is committed to selecting materials, when available, that represent and speak to the history and identity of the Mississauga Nation. Per the CFLA position statement, the Library will "Respect the First Nations, Métis and Inuit cultural concept of copyright with regard to Aboriginal history or heritage, which is often located in but not limited to oral traditions, songs, dance, storytelling, anecdotes, place names, hereditary names and other forms of indigenous knowledges."

### **5.2 Equity, Diversity and Inclusion**

The Library will ensure the collection is representative of the Ajax community while balanced with global and cultural interests and trends. The collection will reflect a diverse range of backgrounds and identities, with particular attention to content created by and representative of marginalized and underrepresented groups. The Library's statement on Equity, Diversity, and Inclusion is available on the [Library's website](#).

### **5.3 Canadian Content & Local Authors**

The Library endeavours to develop and maintain a collection which represents significant local and Canadian authors, artists, film makers, and composers. Works by local authors and works about the local area are of particular interest. Works by Canadians and about Canadians/Canada are chosen based on the selection criteria outlined in this policy.

### **5.4 Local History**

Materials regarding the history of the Town of Ajax may be collected; however, the Library does not intend for this collection to be comprehensive or archival in nature.

The mandate of the Ajax Archives is outlined in LIB-AP-110 Archives Management Policy.

### **5.5 Formats**

Materials are purchased in the most appropriate format for Library users within the Library's budgetary guidelines and constraints. The Library monitors the development of new and emerging formats and considers the feasibility and usefulness of new technologies when making selection decisions. As new formats are added, other formats may be considered obsolete and withdrawn from the collection.

### **5.6 Textbooks**

The Library does not buy textbooks used by local schools, colleges, or universities. Material complementary to textbooks may, however, be purchased in those subject areas where there is little or no material in any other format or in those instances where they substantially add value to the collection. Workbooks and study guides intended for personal study that rely on "fill-in-the-blank" type exercises will not be selected.

### **5.7 Accessibility**

The Library provides resources suitable for customers with print disabilities.

- Downloadable e-books with adjustable font options.
- Downloadable graphic novels/comics with zoom capabilities.
- Downloadable e-audiobooks.
- DAISY (Digital Accessible Information Systems) books.
- CELA (Centre for Equitable Library Access) books on CD.
- C-Pen, adaptive pens that read text out loud.
- Large print books.
- Playaway audiobooks.
- DVDs and downloaded videos with sub-title options.

- Databases with text-to-speech.

## **6. Procedures**

### **6.1 Material Selection**

To build collections of merit and significance, materials must be measured by objective guidelines. Materials, whether donated or purchased, will be examined and evaluated in regard to the following standards. An item need not meet all criteria to be acceptable.

#### **6.1.1 General Criteria**

- Relevance to community needs.
- Suitability of subject, style, format and reading level for intended audience.
- Insight into human and social conditions.
- Reputation and/or significance of author.
- Demand for material.
- Positive reviews by critics and professionals.
- Reputation of the publisher or producer.
- Availability and accessibility of materials on the same subject or genre.
- Clarity, accuracy, and logic of presentation.
- Canadian, Ontario, or Ajax content.
- Date of publication.
- Format.
- Price.

### **6.2 Digital Resource Selection**

Through its website, the Library directs users to informational and entertainment resources on the Internet that complement, enhance, and in some cases, parallel resources in the Library's traditional collections. These links may be to in-house databases, commercial research databases, downloadable collections, or other Internet sites that may satisfy the informational, educational and/or entertainment needs of Ajax's residents.

#### **6.2.1 Digital Resource Selection Criteria**

- Reference and entertainment value.
- Availability of print equivalent.
- Canadian Content (or lack thereof).
- Cost.
- Availability of remote access.
- AODA compliancy.
- Technical considerations/requirements.
- Customer demand.

### **6.3 Self Published Works**

Generally, the Library will not purchase self-published materials unless they have been positively reviewed in a national/major publication or established journals. Exceptions may be made for self-published materials of local interest or of popular demand.

The Library will not accept samples or copies of self-published works. Any sample copies of the work sent to the Library become the property of the Library and will not be returned to the creator.

## **7. Collection Management**

The systematic withdrawal of materials that are no longer useful is necessary to maintain an up-to-date and relevant collection. The decision to withdraw Library materials shall be based on the physical condition, the use of the material as determined by the last date of loan or by the number of loans in a designated time period, the age of the material, or the accuracy and currency of the content.

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

The Library's process regarding collection management is outlined in LIB-OP-201 Collection Management.

## **8. Suggest to Purchase**

The Library welcomes suggestions from customers for materials to be purchased by the Library and added to the Library's collection. Customers should submit purchase requests online or to staff at any customer service point within any of the Library's branches.

Customer suggested purchases are not guaranteed to be acquired. Titles that have been requested by customers may not fit the scope of the Library's collection and may be inconsistent with this policy, and thus, a better candidate for inter-library loan.

## **9. Gifts and Donations**

The Library, as a publicly owned institution, is for the use and enjoyment of all residents. Interest and support are greatly appreciated. Gifts of money for the purchase of materials are welcome. On occasion gifts of materials may be accepted but are not encouraged. See the Library's Gift Acceptance Policy (LIB-AP-088) for further detail.

Materials which are not needed for the collection may be sold, redistributed to other agencies, recycled, or discarded. The Library is not responsible for informing the donor of such dispensation.

Unsolicited materials from authors and publishers are treated as donations and as such any accompanying invoices shall not be honoured.

## **10. Resource Sharing/Inter-Library Loan**

For items that are not suitable for the Library to purchase, out of print or unavailable, an Inter-Library Loan (ILL) request might be suitable. ILL is a province-wide service in which customers may request items not owned by the Library. These items may be borrowed from other institutions and subject to the availability and inter-library loan policies of the lending institution.

Items published in the current calendar year are not available for ILL.

## **11. Reconsideration of Material**

A customer may object to a title in the Library's collection and submit a request to reconsider a titles inclusion in the collection. The Library will review the selection of any material upon written request from members of the community. The Library might not have the ability to remove titles from subscriptions to digital resources.

A completed copy of form LIB-031 Request for Reconsideration of Library Material is reviewed per LIB-WI-204 Reconsideration of Library Material, and in light of the criteria outlined in this policy as well as the Board's statement on Intellectual Freedom. Library leadership will review all requests to reconsider materials and provide a written response to customers.

## **12. Related Documents**

- 11.1 LIB-OP-201 Collection Management.
- 11.2 LIB-031 Request for Reconsideration of Material.
- 11.3 LIB-WI-204 Reconsideration of Library Material.
- 11.4 LIB-AP-110 Archives Management Policy.
- 11.5 LIB-AP-088 Gift Acceptance Policy

## **13. Distribution**

This policy will be publicly distributed and made available on the Library's website.

The DMS distribution list will be notified of any policy revisions.