

**POLICY STATEMENT**  
**COLLECTION DEVELOPMENT**

**APPROVED BY:** Richmond Hill Public Library Board

**Select Content for Web Site:** July 27, 2001

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## **AIMS, GOALS AND OBJECTIVES FOR COLLECTION DEVELOPMENT**

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The following general guidelines govern the development of the collection in all sites.

### **Aim**

To provide within Richmond Hill, a progressive, user-oriented library service which responds to and anticipates the educational, cultural, leisure and other information needs within the community.

To provide this service within the confines of the Public Libraries Act.

### **Goals**

- To facilitate access to all expressions of knowledge and intellectual activity.
- To provide a wide range of resources for self-development, to encourage independent study and complement formal education.
- To provide materials which stimulate and support cultural life.
- To provide access to information of local interest or concern.
- To provide materials related to leisure-time activities.

### **Objectives**

- To select materials which represent all sides of an issue (**See Appendix 1, CLA Statement of Intellectual Freedom**)
- To consider materials in terms of timeliness, demand, quality and/or authority.
- To develop collections of materials in a variety of formats including print; film; videotape; microform; audio cassettes and compact discs; computer software; electronic formats as appropriate.
- To purchase materials in formats specifically for the use of special needs patrons.
- To collect materials for all ages and levels of comprehension.
- To purchase materials for specialized collections such as the Local History and Genealogy Collection.
- To emphasize the inclusion of Canadian materials.

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## **RESPONSIBILITY FOR SELECTION**

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The ultimate responsibility for establishing this policy rests with the Library Board. Implementation of this policy is vested in the Chief Librarian and, under his/her direction, in the members of the specifically trained, professional staff.

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## **SELECTION CRITERIA**

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All acquisitions, whether purchased or donated, are considered in terms of the following criteria:

- the suitability of subject and style for the intended audience
- the reputation and/or significance of the author
- the comments of reviewers, critics and publishers
- the strength or weakness of the collection in a particular area
- the demand for a subject or title
- the relevance of textbooks and other curriculum-related materials to the general public
- the availability of materials through other libraries
- the suitability of physical form and construction
- budgetary considerations

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## **CENTRAL LIBRARY**

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### **General Statement**

The Central Library Collection will be comprehensive with an emphasis on reference materials. At the same time the collection will include current, popular, and general items. The collection will also anticipate the specific needs and interests of the community.

### **Special Collections:**

#### **Local History and Genealogy**

The Richmond Hill Public Library acknowledges a particular interest in local history and genealogy. The goal is to maintain a comprehensive collection of works about York Region with an emphasis on Richmond Hill. The collection will include:

- works and primary source material documenting local history and genealogy
- local research in various formats
- memorabilia for the vertical file
- oral histories
- cemetery records
- municipal records
- photographs and negatives
- copies of photographs
- tintypes
- monographs
- newspapers
- broadsides
- posters
- brochures, pamphlets and programmes of events
- personal papers, including correspondence
- maps
- electronic formats as appropriate

The Library's mandate is the collection, organization, restoration, preservation and conservation of the following materials in order to maximize their accessibility to users while maintaining their condition:

- photographs
- copies of photographs
- tintypes
- monographs
- newspapers
- broadsides
- posters
- brochures, pamphlets and programs of events
- personal papers, including correspondence
- maps

This will mean:

- making copies of fragile documents and monographs, so they can be used without damage to the originals
- creating displays of these materials to highlight events or the materials themselves
- making copies of the materials available to other community groups

Although this collection is non-circulating duplicate copies of some material may be acquired for the circulating collection.

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## **COMMUNITY BRANCHES**

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### **General Statement**

Community Branch Collections will be current, popular and general in nature. The Collection will also anticipate specific needs and interests of the community. In keeping with Richmond Hill Public Library's Goals and Objectives, more in- depth materials will be held by the Central Library.

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## **GIFTS AND DONATIONS**

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In accordance with Policy Statement: Donations (June 2, 1992), the Library will accept gifts of books and other materials with the understanding that they become the property of the Library and will be evaluated with the same criteria as purchased materials. If gifts of marginal value are offered, processing and handling costs and available shelf space will be prime considerations in acceptance of material.

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## **CONTROVERSIAL MATERIAL**

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The Library recognizes that some materials may be controversial and that a given item may offend some patrons. While acknowledging the provisions of the Criminal Code of Canada, notably Sections 46, 59, 60, 163.1 and subsections 163 (8) and 320 (8), selection will not be made on the basis of anticipated approval or disapproval by any sector of the community. The decision to acquire will be made on the librarians' evaluation of the publication's merit, authenticity of material, honesty of presentation, topical interest and use to the audience for

whom it is intended. Responsibility for use of materials by children rests with parents or legal guardians.

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 content.

(revised March, 1996)

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## **OBJECTIONS TO LIBRARY MATERIAL**

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The Board recognizes the right of the individual or group to make their complaints known to the Library Administration. Any concern or complaint not satisfactorily resolved by the Public Service Staff should be addressed in writing using the “Request for Consideration of Library Materials” form.

**Appendix 1**

CLA  
**STATEMENT OF INTELLECTUAL FREEDOM**

Basic to the Library's Collection Policy is the Statement on Intellectual Freedom adopted by the Canadian Library Association:

All persons in Canada have the fundamental right, as embodied in the nation's Bill Of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express his thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of the intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

**Ratified by the Canadian Library Association, June 1974 and amended November 18, 1985.**