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Request for Reconsideration of Library Materials Form

Multilingual Guidelines

Canadian Library Association's Position Statement on Intellectual Freedom

Ontario Library Association's position on Children's Rights in the Public Library

PURPOSE

Vaughan Public Libraries' Collection Development Policy outlines the principles which guide library staff in selecting resources for its collection. The Policy is also intended to familiarize library users with the philosophy on which selection decisions are made at Vaughan Public Libraries (VPL).

PHILOSOPHY

The development of collections for VPL is guided by the philosophy defined in the "Statement of Purpose and Principles of Operation". The collection supports the mission of the Libraries:

".....to serve the information, cultural, learning and leisure needs of a growing multicultural community. We offer every member of our community full access to all our resources."

The collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will cover sufficient depth and breadth to meet anticipated and expressed individual and community needs. Collections will provide efficient and equitable access to information. Resources in languages other than English and French are provided in accordance with the information needs and reading interests of the community. The Multilingual Collection Guidelines are appended to this document.

Current and retrospective collections will:

- support literacy for all ages.
- provide an opportunity for personal enjoyment and enrichment.
- provide a wide range of resources for self-development and lifelong learning.
- support the economic life of the community.
- support the cultural life and heritage of the City of Vaughan.

INTELLECTUAL FREEDOM

Basic to the Libraries' Collection Development Policy is the Canadian Library Association's Position Statement on Intellectual Freedom and the Ontario Library Association's position on Children's Rights in the Public Library. Both are appended to this Policy.

RESPONSIBILITY FOR SELECTION ACTIVITIES

While overall responsibility for library collections rests with the Vaughan Public Library 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 resource staff.

VPL endeavours to provide equitable access to extensive collections through a multi-tiered service delivery model which rationalizes the location, scope and focus of collections. The Libraries' resource budget is maximized through co-ordinated and controlled expenditure strategies.

SPECIAL COLLECTIONS

To ensure effective, efficient and equitable access to the wide range of information possible, VPL develops and maintains Special Collections. Special Collections are in-depth collections that respond to specific interests in the communities served by VPL. Current Special Collections are:

- Access Kyoto
- Business Access
- Black Heritage
- Cinema Collections
- Government Documents
- Local Studies

SELECTION CRITERIA

Selection of resources in VPL is undertaken by professional staff that has undergone specific education and training in the skills of library resource selection. A range of objective measures and standards, including the policies of the Vaughan Public Library Board, are applied when selecting resources. Some or all of the following criteria may be pertinent to selecting any specific item:

- Anticipated or expressed needs and interests of the community.
- Reputation and/or significance of the author/illustrator/publisher.
- Comments of critics, reviewers and the public.
- Relationship to the existing collection.
- Budgetary considerations.
- Technical characteristics of the resource.
- Suitability of physical form for library use.
- Physical limitations of the buildings.

Placement of resources is solely at the discretion of VPL.

NEW FORMATS

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

TYPES OF COLLECTIONS

Neighbourhood Libraries (Basic Collection)

Neighbourhood Libraries provide a basic collection of information, cultural, learning and leisure resources for the general public in the immediate neighbourhood. The collection emphasizes popular resources, resources which provide a general overview, and resources to support childhood literacy and learning. Needs beyond this definition are delivered through the Community and Resource Libraries.

The size of the collection ranges from 10,000 - 30,000 items. Catchment area is the immediate neighbourhood.

Community Libraries (Intermediate Collection)

Community Libraries provide an intermediate collection of resources that support most of the information, cultural, learning and leisure resources for the general public in the local community. The library provides a balanced collection of general knowledge, popular resources, and resources to support childhood literacy and learning. Needs beyond this definition are delivered through the Resource Libraries.

The size of the collection ranges from 40,000-70,000 items and may include special collections as described in the section on Special Collections. Catchment area is the local community.

Resource Libraries (Comprehensive Collection)

Resource Libraries have comprehensive collections. Resource Libraries hold advanced resources and collections as well as resources encompassed in the Intermediate Collection definition. In the City of Vaughan, Resource Libraries are the ultimate public source of information for learning and information from birth throughout life. As the centres of Vaughan Public Libraries' network, Resource Libraries support collections on a system-wide basis.

The size of the collection ranges from 80,000-150,000 items and may include Special Collections as described in the Section on Special Collections. Catchment area is the local community as well as the entire City of Vaughan.

ACCESS TO THE COLLECTION

Vaughan Public Libraries provide all members of the community with access to information and collections. Parents or guardians are responsible for supervising the choice of resources to minors. No item will be excluded from the collection solely because it may come into the possession of a minor. The VPL Internet Use Policy provides a framework for Internet use.

DESELECTION OF RESOURCES

Selected resources are regularly assessed for their condition, accuracy, currency and performance. The withdrawal of resources from any collection is a formal process conducted by knowledgeable staff as a necessary means to manage the collection's vitality, scope and size.

COLLECTION MAINTENANCE

Vaughan Public Libraries maintains its collections at a rate of 7% per year.

NON-ENDORSEMENT OF CONTENT

Selection of a resource for the collection does not constitute endorsement by Vaughan Public Libraries of either the content or viewpoint.

EXCLUSION FROM SELECTION

Vaughan Public Libraries does not acquire resources that violate the Criminal Code definition of "obscene material", "seditious material" or "hate propaganda" and the case law interpreting those provisions, including the application of The Canadian Charter of Rights and Freedoms.

GIFTS AND DONATIONS

Vaughan Public Libraries may accept unsolicited resources on the understanding that Vaughan Public Libraries has unconditional ownership of the resources. VPL reserves the right to decide whether the resources are integrated into the collection and/or disposed of by sale or otherwise. VPL is under no obligation to inform the donor of the disposition of the donated resources.

Vaughan Public Libraries has no obligation to retain intact, or to reserve, special library shelving for unsolicited gifts of private collections.

Gifts of money will be accepted on the understanding that selection of resources will be made in accordance with the Collection Development Policy.


The expending of funds will be at the discretion of the Chief Executive Officer.


1. Persons wishing to make donations of book and other materials should consult with the Library Manager.
2. Tax receipts will be issued, upon request, for donations of new resources with a value greater than \$10.00. New material must be accompanied by an official receipt.
3. If a book is deemed to be rare and is appraisable, a tax receipt will be issued on the appraised value. The cost of an appraisal will be paid by the donor to an appraiser recommended by VPL.
4. Monetary gifts will be acknowledged by dedication plates and tax receipts.
5. All donations of materials are subject to the Collection Development Policy principles and practices with respect to selection, weeding and discarding.

USER REQUESTS

Library users may place formal requests for the purchase of specific resources. Recommended Purchase Forms are located in all Libraries.

Completed forms should be directed to the Library Manager for review and consideration. Decisions will be in accordance with the Collection Development Policy.

 I RECOMMEND FOR THIS LIBRARY
<p>Use this form to tell us about an item you would like to see added to the Library's collection.</p> <p>Please</p> <ul style="list-style-type: none"> • read the information on the reverse • complete the form with the details you know • take your recommendation to the reference or information desk
<p>The item I would like to recommend is a:</p> <p><input type="checkbox"/> book <input type="checkbox"/> DVD</p> <p><input type="checkbox"/> book on CD <input type="checkbox"/> CD (music)</p> <p><input type="checkbox"/> magazine / journal</p>
<p>Title: _____</p> <p>Author: _____</p> <p>Publisher: _____</p> <p>Date of publication: (Month) <input type="text"/> (Year) <input type="text"/></p> <p>ISBN: _____</p> <p>or</p> <p>I would like to recommend you buy more on the topic of:</p> <p>_____</p>
<p>Please provide any additional information:</p> <p>_____</p> <p>Date: _____</p> <p style="text-align: right;">PAGE 1 Please see reverse</p>

 I RECOMMEND FOR THIS LIBRARY										
<p>Your recommendation will be forwarded to selectors, who will respond to you within seven days.</p> <p>If your recommendation is purchased, the item will be obtained as quickly as possible within the Library's purchasing policies and procedures which ensure all library resources are purchased cost-effectively and efficiently. The item will be reserved for you, and you will be notified as soon as it is available.</p> <p>All purchases are made within the Vaughan Public Library Board's Collection Development Policy which is available for consultation at the Reference Desk.</p> <p>Please fill in the information below so that we can contact you about the item you have requested.</p>										
<p>Name: _____</p> <p>Telephone: _____</p> <p>e-mail: _____</p> <p>Library card number: _____</p>										
<p>Library use only</p> <table border="0"> <tr> <td>Cat: _____</td> <td>Progress check: _____</td> </tr> <tr> <td>BIP: _____</td> <td>Received: _____</td> </tr> <tr> <td>Date order placed: _____</td> <td>User notified: _____</td> </tr> <tr> <td>Date hold placed: _____</td> <td>Item collected: _____</td> </tr> <tr> <td>Branch: _____</td> <td>Staff initial: _____</td> </tr> </table> <p style="text-align: right;">PAGE 2 Please see reverse</p>	Cat: _____	Progress check: _____	BIP: _____	Received: _____	Date order placed: _____	User notified: _____	Date hold placed: _____	Item collected: _____	Branch: _____	Staff initial: _____
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RECONSIDERATION OF MATERIALS

Library users who object to a specific item may place a formal request for the reconsideration of said item. Request forms are available for this purpose at all Libraries. Completed forms are to be forwarded to the Director of Information Services for review and subsequent final decision by the Chief Executive Officer. The library user will be notified of the final decision.