

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: OP-05

Policy Type: Operational

Effective Date: April 9, 2026
Date of Last Revision: March 12, 2020
First Approved: June 25, 2009

1. Purpose

The purpose of this policy is to guide the selection, acquisition, and maintenance of materials for the Stormont, Dundas and Glengarry County Library's (SDG Library) collections. This policy applies to all formats in the SDG Library collection, including print, non-print, audio-visual and digital materials.

2. Definitions

"Collection" refers to the total body of materials made available by the SDG Library to meet community needs.

"Digital Collections" refers to materials accessed electronically, including eBooks, audiobooks, databases, and streaming media.

"Materials" refers to items acquired, owned, licensed, or otherwise made available by the SDG Library, including print, digital, audiovisual, and non-traditional items.

3. Responsibility for Selection

- 3.1. Ultimate responsibility for the collection rests with the SDG Library Board. The Board, in turn, delegates the selection, acquisition, management, and deselection of materials to the Director of Library Services, who may further delegate to members of staff who are qualified by reason of education and/or training.

4. Principles of Selection of Materials

- 4.1. The SDG Library endorses the *Statement on Intellectual Rights of the Individual*, adopted by the Ontario Library Association (Appendix A). All materials are selected and retained in accordance with the principles of intellectual freedom.
- 4.2. The SDG Library is committed to the recommendations and Calls to Action of the Truth and Reconciliation Commission of Canada. The SDG Library actively develops its collection to include works by Indigenous creators, with the goal of strengthening the representation of Indigenous voices, histories, and cultures within the community.
- 4.3. Materials are selected to reflect the needs and interests of the community, based on the professional judgment of SDG Library staff and guided by the following criteria:
 - 4.3.1. Relevance to community interests and needs
 - 4.3.2. Demand and anticipated use
 - 4.3.3. Reputation and/or significance of the creator or publisher
 - 4.3.4. Quality of presentation, including illustrations or design
 - 4.3.5. Contribution to diversity of viewpoints and representation
 - 4.3.6. Quality, accuracy, and timeliness of content

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- 4.3.7. Suitability of format, with the goal of providing equitable access
- 4.3.8. Contribution to understanding human experience and social issues
- 4.3.9. Positive reviews in recognized library reviewing sources
- 4.3.10. Importance as a document of the times
- 4.3.11. Relationship to the existing collection
- 4.3.12. Cost and value for money
- 4.3.13. Availability through consortia or shared services
- 4.3.14. Representation of Canadian and/or local perspective
- 4.4. The SDG Library operates within the framework of applicable federal and provincial legislation, including the Criminal Code of Canada.
- 4.5. The SDG Library recognizes the growing importance of digital resources and will:
 - 4.5.1. Provide access to digital collections in a variety of formats
 - 4.5.2. Evaluate platforms and vendors based on usability, accessibility, cost, and privacy considerations, where applicable
 - 4.5.3. Balance licensing models and budget constraints to maximize access
 - 4.5.4. Strive to ensure equitable access to digital resources across the service area
- 4.6. Materials regarding the history of the Townships of Stormont, Dundas and Glengarry may be added to the collection; however, this collection is not intended to be comprehensive.
- 4.7. The SDG Library supports students by providing a wide range of cultural, recreational, and informational materials. The SDG Library does not typically acquire textbooks or curriculum-specific materials unless they also serve the general public.

5. Community Input

- 5.1. The SDG Library welcomes input from the community regarding collection development. Suggestions for purchase are encouraged and considered within the framework of this policy.
- 5.2. Community needs and interests are assessed through usage data, feedback, and engagement.

6. Artificial Intelligence in Collections

- 6.1. The SDG Library respects the intellectual property of human authors and creators. SDG Library will make reasonable efforts to not purchase wholly AI-generated content, or AI-generated audio editions of human-created works.
- 6.2. The SDG Library recognizes that authors, illustrators, and publishers may use artificial intelligence (AI) tools in varying capacities during the creation of materials, including research, editing, or content development. The use of such tools does not, in itself, define a work as AI-generated, and materials will not be excluded from the collection on this basis.
- 6.3. When selecting materials, the SDG Library will exercise due diligence, where feasible, in identifying the nature of authorship or creation. Where information is available, the SDG Library will strive to provide transparency in catalogue records to inform users of materials that are fully AI-generated or that incorporate AI-generated elements, such as narration.

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6.4. The SDG Library acknowledges that content accessed through third-party digital platforms may include AI-generated materials that are not clearly identified as such, and that the SDG Library may have limited control over this content.

7. Collection Evaluation and Maintenance

7.1. The collection is continuously evaluated to ensure its relevance and effectiveness. SDG Library staff regularly assess library materials for condition, accuracy, demand, alignment with community needs, space, and usage.

7.2. Deselection of materials is essential to ensure the vitality, relevance, and manageability of the overall SDG Library collection. Materials may be deselected based upon the following:

- 7.2.1. Poor physical condition
- 7.2.2. Outdated or obsolete formats
- 7.2.3. Outdated or inaccurate information
- 7.2.4. Low or no usage
- 7.2.5. Duplication or superseded editions
- 7.2.6. Space limitations

7.3. Materials may be replaced or repaired. Replacement depends on the demand for the title, the availability of more current materials on the topic, and the extent of the coverage of the subject in the collection.

8. Donations

8.1. The SDG Library may accept donations of materials, that meet the criteria for selection, in accordance with its *Donations, Sponsorships, and Fundraising Policy*.

9. Request for Reconsideration

9.1. The SDG Library regards the right of access by an individual to information, controversial or non-controversial, through the public library as an important element of a democratic society. The presence of any material in the SDG Library does not indicate an endorsement of its contents. The SDG Library recognizes that some materials are controversial, and that any given item may offend some patrons.

9.2. Patrons who object to materials within the SDG Library's collection are asked to complete a written request using the *Request for Reconsideration of Library Materials* form (Appendix B).

9.3. Materials will not be removed or restricted during the review process.

9.4. The Director of Library Services, or designate, will review the request in accordance with this policy.

9.5. A written response will be provided within a reasonable timeframe, typically within fourteen (14) business days.

9.6. If the patron is still not satisfied, the complaint can be appealed to the SDG Library Board for its consideration. The SDG Library Board will review the appeal and render a final decision to the complainant within thirty (30) days of the next regular Library Board meeting.



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10. Access and Responsibility

10.1. The SDG Library does not restrict access to materials based on age or content, except where required by law. However, some access to material may be limited due to their value or risk.

10.2. Parents, caregivers, and/or guardians are responsible for guiding their children's use of library materials.

10.3. The SDG Library supports individuals' right to choose materials for themselves.

11. Related Documents

SDG Library's Donations, Sponsorships, and Fundraising Policy (Policy No. OP-08)

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Appendix A

Ontario Library Association

Statement on Intellectual Freedom and the Intellectual Rights of the Individual

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within

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Appendix A

the public space of the library including rented public space by individuals and community organizations.

8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

Canadian Charter of Rights and Freedoms: Section 2(b) of the Charter of Rights and Freedoms protects “freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication”.

Criminal Code: Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

Ontario Human Rights Code: Sub-section 13 pertains to infringing on freedom from discrimination.



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Appendix B

Request for Reconsideration of Library Material

First Name(s)

Last Name

Address

Town/City

Postal Code

Telephone: Home

Cell

Email

Organization Represented: _____

Request for Reconsideration of Library Material

Author/Producer: _____

Title: _____

Date/Edition: _____

Type of material:

- | | |
|---|--|
| <input type="checkbox"/> Book | <input type="checkbox"/> Electronic Database |
| <input type="checkbox"/> Magazine/Newspaper | <input type="checkbox"/> Audio |
| <input type="checkbox"/> DVD/CD | <input type="checkbox"/> Other (please specify): _____ |

Did you read, view, or listen to the entire work or a portion of the work?

- All
 Portion
 None



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Appendix B

What do you find objectionable or unsuitable about the material?

(Please be specific: cite pages, scenes, quotations, etc.)

Do you wish to be informed of our decision?

- Yes
- No

Date: _____ Signature: _____

LIBRARY USE ONLY

Receiving Branch: _____

**Please send immediately to Director of Library Service's attention.*

Personal information on this form is collected under the authority of the Public Libraries Act, R.S.O. 1990, c.P44, and is subject to the provisions of the Municipal Freedom of Information and Personal Privacy Act. This information is used for the administration of Library operations only. Questions about this collection should be forwarded to: SDG Library, 26 Pitt St., Cornwall, ON K6J 3P2 613-936-877