



STAFF REPORT ACTION REQUIRED

Materials Selection Policy – 2023 Revisions

Date: January 23, 2023

To: Toronto Public Library Board

From: City Librarian

SUMMARY

The purpose of this report is to recommend changes to the Materials Selection Policy that arise from the ongoing review of policies to improve Toronto Public Library service. The Materials Selection Policy guides staff in the acquisition of materials and is driven by the principles defined in the Library's Values and Intellectual Freedom Statements and Vision and Mission described, in part, as providing "universal access to a broad range of human knowledge, experience, information and ideas..."

The following changes are recommended:

- inclusion of the consideration of Truth and Reconciliation in materials selection;
- inclusion of the Library's Intellectual Freedom Statement;
- inclusion of the appeal process and request for consideration final decisions
- update to the language used to refer to reasons why materials are not solely excluded;
- addition of a public domain content digitized by Special Collections;
- update to how donations are handled;
- update of the term 'user' to 'customer';
- addition of the term 'licence' for digital content licenced by the library

- addition of the Inter-Library-Loan form online for accessibility;
- removal of reference to the Film Classification Act;
- the replacement of the Canadian Library Association to the Canadian Federation of Library Associations; and
- update of the Ontario Library Association's Statement on Intellectual Rights of the Individual.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the revised Materials Selection Policy (Attachment 1).

Implementation Points

The revised Materials Selection Policy will be posted on the Library's website and communicated to staff.

FINANCIAL IMPACT

This report has no financial impact beyond what has been approved in the current year's budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and agrees with it.

ALIGNMENT WITH STRATEGIC PLAN

Approval of the revised Materials Selection Policy will enable TPL to advance its strategic priorities by further demonstrating the Library's focus on the stated values. The policy facilitates work in each of TPL's five strategic priorities.

EQUITY IMPACT STATEMENT

The policy has a positive impact on improving selection of materials in relation to sharing stories and information about Truth and Reconciliation and equity-deserving groups.

DECISION HISTORY

The Library Board first approved the Materials Selection Policy on June 26, 2000. In 2007 and 2016, further clarification was added to the policy regarding both selection criteria and content from digital vendors. Also in 2012, the Board endorsed the *Statement on the Intellectual Rights of the Individual and Teen Rights in the Library* from the Ontario Library Association as appendices to the policy.

ISSUE BACKGROUND

The Board-approved Materials Selection Policy provides the policy framework for all of the Library's collections. The overall responsibility for the selection of library materials is vested in the City Librarian who delegates this professional activity to qualified and knowledgeable staff. The policy provides both guidance for staff when selecting material and information for the public about the principles that guide selection decisions. It also establishes a process for members of the public to identify concerns about items in the Library's collections.

COMMENTS

In December 2022, the Board approved the Intellectual Freedom Statement. This policy has been updated to reflect the role the principles in the Statement have on selection of library materials including being a true force for democracy by providing universal access to knowledge.

To align with TPL's Strategies for Indigenous Initiatives, this policy has been revised to state specifically that the library does collect materials that expand access to Indigenous content and knowledge and furthers understanding about Truth and Reconciliation.

The process for requests for reconsiderations begins with an in-branch conversation and works through the process outlined in the policy. Following the decision being communicated to the originator, an appeal can be made to the City Librarian who is the final decision-maker on the request for consideration.

The policy has been updated to align with the Ontario Human Rights Code Prohibited Grounds of Discrimination.

Special Collections are an important part of the Library's collection and as such, the policy has been updated to note that materials of local and global importance in the

public domain, held in TPL's Special Collections, are assessed and prioritized for digitization and inclusion in TPL's Digital Archive, as resources permit.

TPL refers to those who use the library as 'customers' and 'members', and the policy has been revised to reflect that.

For transparency, the revised policy notes that Inter Library Loan requests can be made online. Also for transparency, it is noted that TPL considers licence cost of digital materials as part of its selection criteria.

The section on donations has been updated to clearly state how items are considered and sold.

On December 8, 2020, the Film Content Information Act, 2020 received Royal Assent. This new act eliminates film classification requirements as of June 2021.

Two policy appendix statements previously approved by the Board have been updated and so referenced in this report. The Canadian Federation of Library Association is the name of the new national library organization replacing the Canadian Library Association. The Ontario Library Association updated its statement points from propositions to principles.

CONTACT

Lisa Radha Vohra; Director, Collections and Membership Services; Tel: 416-395-5506;
Email: lvohra@tpl.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

- Attachment 1: Materials Selection Policy – draft for approval
Attachment 2: Materials Selection Policy – blacklined version

Policy Title: Materials Selection
Policy Classification: Board Policy

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Material Selection Policy

POLICY CLASSIFICATION: BOARD POLICY

MOTION# AND APPROVAL DATE:

00 - 102 - June 26, 2000

MOTION# AND LAST REVISION DATE:

Effective Date

January 23, 2023

Purpose

To guide staff in the acquisition of material that is of current interest and/or lasting value to existing or potential Library customers.

To familiarize Library customers with the principles upon which selection decisions are made for Toronto Public Library collections.

Scope

The Materials Selection Policy applies to all formats, including print, non-print, audiovisual and electronic materials. It is not reflective of federated content in some digital resources provided by the Library.

This policy applies to any Library staff or organization that undertakes the selection or withdrawal of materials for the Library's collections and to all Library staff involved with accepting and evaluating donations and gifts to the branch collections.

Underlying Principles

The selection of materials for the Library is driven by principles defined in the Library's Values and Intellectual Freedom Statements and Vision and Mission.

- TPL is committed to equity and reconciliation, and strives to offer a welcoming, inclusive environment while upholding the principles of freedom of expression and human rights.

- TPL will help ensure a welcoming and inclusive environment by providing information and services where ideas and opinions can be freely exchanged, including those that are unconventional and unpopular.
- TPL will be a true force for democracy by providing universal access to knowledge, ideas and opinion that represent and amplify the voices of the communities it serves and meets the changing needs of Torontonians.
- TPL will safeguard and defend each individual's privacy and dignity to decide what they want to read, view, listen to, or services they want to access.
- TPL will meet its obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code that guarantee everyone the fundamental freedoms of freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication, within the limits prescribed by law.

Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of Library customers, and their knowledge of retrospective, current and future trends in informational and recreational materials suitable for public library use.

Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the Library. Parents and legal guardians are responsible for monitoring and limiting the use of Library materials by their children.

The Library endeavors to provide equitable access to its extensive collections through a multi-tiered service delivery model, which rationalizes the location, scope and focus of collections. In addition, items may be delivered to any branch at the customer's request. The Library materials budget is maximized through coordinated and controlled expenditure.

Policy Statement

The selection of Library materials is driven by the principles defined in the Library's Values and Intellectual Freedom Statements and Vision and Mission described in part as providing "universal access to a broad range of human knowledge, experience, information and ideas..."

The Library selects:

- contemporary materials representing varying points of view and which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies;
- source materials and thoughtful interpretations which document or shed light on the past;
- materials that inform and increase an individual's ability to function effectively as a member of society;
- materials that provide an aesthetic experience, stimulate the imagination and increase an individual's potential creativity;
- materials that expand an individual's understanding of the world in which they live;
- materials in the two official languages, English and French, as well as materials which reflect the diverse linguistic or cultural heritage of the Toronto community;
- materials that entertain and may enhance an individual's enjoyment of life;
- textbooks and curriculum-related works when they are considered to be useful as an introduction to a subject, are the only source of information, or because their content is considered essential to a library collection; and
- materials that expand access to Indigenous content and knowledge and further understandings about Truth and Reconciliation.

Staff selection activities are supported by attention to review media, bibliographies and reviewing tools, consultation with the publishing industry, authoritative discussions of genres or subject areas, and recommendations from Library customers. Activities are responsibly exercised within the context of available funds.

Special consideration is given to materials with Canadian content, that record the Canadian experience or that relate to life in Canada or the lives and works of Canadians.

The Library does not keep, acquire or purchase material that the Canadian courts have found to be obscene, hate propaganda or seditious.

No materials are excluded from selection solely because of the “race, ethnic group, nationality, immigration status, socioeconomic status, sex, gender identity, gender expression, sexual orientation, ability, language, religious affiliation, beliefs, age or any other prohibited grounds” of the creator of the work.

No materials are excluded from selection solely because they may come into the possession of a child.

In adopting this policy, the Board endorses the Canadian Federation of Library Associations Statement on Intellectual Freedom, the Ontario Library Association’s Statement on the Intellectual Rights of the Individual, the Ontario Library Association’s Position on Children’s Rights in the Public Library and the Ontario Library Association’s Position on Teen’s Rights in the Public Library.

The Library Board, in establishing this Materials Selection Policy, was cognizant of Section 2(b) of the Canadian Charter of Rights and Freedoms which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

1. Selection Criteria

Library staff consider:

- suitability of format for Library use;
- suitability of subject, style and reading level for the intended audience;

- relevance to community members;
- insight into the human and social condition;
- importance as a record of the times;
- relationship to the existing collection;
- reputation, skill, competence or significance of the originator of the work;
- attention of critics, reviewers and the public;
- demand for material;
- reputation of the publisher or producer;
- clarity, accuracy and logic of presentation; and
- purchase/licence price and other budgetary considerations.

2. New Formats

Careful consideration is given to the introduction of new formats to Library collections. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in customer demands and/or changes in technology.

3. Withdrawal Activities

Selected materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the Library collection, and relevance to Library customers. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff, according to written guidelines, as a necessary means to maintain collection vitality, size and scope.

An item that is the subject of a libel action of which the Library becomes aware will be removed from the collection until the action is finally resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

4. No Endorsement of Content

Selection of an item for a library collection does not constitute endorsement by the Library of either the content or viewpoint expressed in that item.

5. Access to Collections

- (a) To help customers with making an informed decision about a film, TV show or documentary, Toronto Public Library assigns viewer classification codes when available from the, Canadian Home Video Rating System, Consumer Protection BC or the Motion Picture Association of America.
- (b) The Library and digital content vendors may control use of any collection material in order to protect items deemed susceptible to theft or damage by customers, or to ensure the widest possible use of materials by Library customers.
- (c) The Library does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.
- (d) Materials of local and global importance in the public domain held in TPL's Special Collections are assessed and prioritized for digitization and inclusion in TPL's Digital Archive, as resources permit.

6. Gifts and Donations

- (a) The Library welcomes donations of materials from individuals or groups that are in very good condition and are less than five years old. Donated books are sold in most branches and at Book Ends bookstores.
- (b) Gifts-in-kind to the Library's Special Collections follow the Donations of Gifts-In- Kind to Special Collections Policy.
- (c) The same criteria and guidelines that apply to the selection of all Library materials are used to evaluate gifts and donations. It is understood that gifts and donations are freely given without conditions attached, unless specifically negotiated beforehand, and that all gifts and donations will be used or disposed of as the Library deems appropriate.
- (d) Tax receipts are issued only for items that meet the selection guidelines and are accepted into the collection.

7. Customer Requests

- (a) Library customers may place formal requests for the purchase of collection materials by completing a [form](#) provided by the Library.
- (b) All suggested purchases are reviewed by Library staff who apply to the customer request the same selection criteria that are applied to all materials purchased by the Library.
- (c) The originator of a request will not be notified of the Library's selection decision.

8. Resource Sharing / Inter-Library Loan (ILL) Services

- (a) Items that fall outside the selection criteria of the Library or that are “out of print” or temporarily unavailable can be requested by Library customers from other library systems by using regular Inter-Library Loan services. Fees for the service occasionally apply.
- (b) Application for Inter-Library Loan service can be made [online](#) or at any branch of the Library.
- (c) The Library recognizes the purposes and resources of other information agencies in the City and does not needlessly duplicate materials.

9. Reconsideration of Materials

- (a) The Library believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Material selectors consequently strive to provide the widest possible range of resources within Toronto Public Library collections.
- (b) The content or manner of expressing ideas in material that is purposely selected to fill the needs of some Library customers, may, on occasion, be considered to be offensive by other Library customers. The Library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.
- (c) Library customers who object to materials located in the collection are asked to complete a written request for the reconsideration of the materials. Request forms are available for this purpose at all Library branches.

- (d) Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.
- (e) The originator may make an appeal about the decision in writing to the City Librarian within seven days of the decision. The City Librarian is the final decision-maker on the request for consideration.
- (f) An annual report on challenges to Library materials is provided to the Board.
- (g) Some of the Library's digital content is provided using third-party vendors. The Library subscribes to services in which the third-party vendor, and not Library staff, determines the specific titles or materials made available through the service. In these circumstances, the Library is unable to reconsider specific materials that Library customers object to, but may inform the third-party vendor of customer concerns and/or take these concerns into consideration in determining whether to continue using the vendor.

Accountability

The responsibility for selection of materials is vested in the office of the City Librarian, which delegates this professional activity to qualified and knowledgeable staff.

The Collections and Membership Services division is responsible for ensuring implementation of the Policy.

Related Legislation

Federal Legislation

The Canadian Charter of Rights and Freedoms.
Criminal Code (R.S., 1985, c. C-46).

Provincial Legislation

Ontario Human Rights Code, 1990, c. H.19.

Related Library Policies

Donations of Gifts-In-Kind to Special Collections Policy.

Definition of Terms

Materials: All of the items that comprise library collections regardless of format.

Collections: The various holdings of the Library organized by category, e.g. fiction collection, French collection

Format: The medium in which information is presented, e.g. a book, DVD, ebook

Inter-Library Loan: The service through which customers may request that items not owned by or missing from the Toronto Public Library be borrowed from other institutions, subject to availability and the interlibrary loan policies of the lending institutions

Appendices

- Appendix 1: Toronto Public Library Mission Statement
- Appendix 2: Toronto Public Library Intellectual Freedom Statement
- Appendix 3: Canadian Federation of Library Associations Intellectual Freedom and Libraries
- Appendix 4: Ontario Library Association's Statement on the Intellectual Rights of the Individual
- Appendix 5: Ontario Library Association's Position on Children's Rights in the Public Library
- Appendix 6: Ontario Library Association's Statement on Teen's Rights in the Public Library

Contact

Lisa Radha Vohra

Director, Collections & Membership

lvohra@tpl.ca

Matt Abbott

Manager, Collection Development, Collection Development

mabbott@tpl.ca

DRAFT

our vision, mission & values



vision

Toronto Public Library will be recognized as the world's leading library by informing and inspiring Toronto and its communities, making us all more resilient, more knowledgeable, more connected and more successful.

mission

Toronto Public Library provides free and equitable access to services which meet the changing needs of Torontonians. The library preserves and promotes universal access to a broad range of human knowledge, experience, information and ideas in a welcoming and supportive environment.

values

equity: Accessibility, respect and fairness

diversity: Valuing individual needs, experiences and differences

intellectual freedom: Guaranteeing and facilitating the free exchange of information and ideas in a democratic society, protecting intellectual freedom and respecting individuals' rights to privacy and choice

innovation: Encouraging creativity, experimentation and the generation of ideas

inclusion: Welcoming participation in decision-making and service development by residents and communities

integrity: Open, transparent and honest in all our dealings

accountability: Taking responsibility for our actions and the services we provide

service orientation: Providing excellent, responsive services

Intellectual Freedom Statement

Intellectual freedom is a fundamental principle and a core value for public libraries, endorsed by national and international library associations including the International Federation of Library Associations, Canadian Federation of Library Associations and the Ontario Library Association. The modern concept of intellectual freedom is enshrined in the Universal Declaration of Human Rights adopted by the United Nations in 1948.

The American Library Association defines intellectual freedom as “the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question cause or movement may be explored.”

At Toronto Public Library (TPL), intellectual freedom means supporting and facilitating the free exchange of information and ideas in a democratic society, and respecting each individual's rights to privacy and choice. Intellectual freedom is at the core of the library's mission, to preserve and promote universal access to a broad range of human knowledge, experience, information and ideas in a welcoming and supportive environment through our collections and services.

Intellectual Freedom & Equity

This commitment to intellectual freedom is also noted in TPL's Equity Statement ([hyperlink to Equity Statement](#)), as equity and intellectual freedom are mutually reinforcing.

Part of TPL's commitment to equity is providing a public space where people feel free to share controversial and challenging ideas in an environment that encourages and values a diversity of thoughts, ideas and opinions. TPL welcomes diversity and supports equity and inclusion by welcoming everyone, without judgement, to pursue their interests at the library, provided they do not violate [TPL's Rules of Conduct](#), the Ontario Human Rights Code, or Canada's Criminal Code.

TPL's commitment to freedom of expression is consistent with [TPL's Vision, Mission and Values](#), as adopted by the Toronto Public Library Board and our obligations as a publicly funded government institution to offer services equitably to everyone, within the limits of the law. Ensuring that TPL spaces and services provide freedom of expression to all, without censorship, ensures that all voices can be heard, including and especially the voices of equity-deserving groups. At the same time, it means that individuals who may utilize the library's services may come across information or ideas they find offensive.

TPL will actively promote the following Intellectual Freedom principles:

1. TPL is committed to equity and reconciliation, and strives to offer a welcoming, inclusive environment while upholding the principles of freedom of expression and human rights.
2. TPL will help ensure a welcoming and inclusive environment by providing information and services where ideas and opinions can be freely exchanged, including those that are unconventional and unpopular.
3. TPL will be a true force for democracy by providing universal access to knowledge, ideas and opinion that represent and amplify the voices of the communities it serves and meets the changing needs of Torontonians.
4. TPL will safeguard and defend each individual's privacy and dignity to decide what they want to read, view, listen to, or services they want to access.
5. TPL will meet its obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code that guarantee everyone the fundamental freedoms of freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication, within the limits prescribed by law.

TPL will provide library staff with the tools required to uphold the principles of Intellectual Freedom, including a transparent and accessible process for the inclusion and challenging of library collections and services.

If a customer wishes to appeal a decision based on Intellectual Freedom, they may do so by writing, indicating those areas or points with which they disagree, to the City Librarian at 789 Yonge Street, Toronto M4W 2G8, or by email to citylibrarian@tpl.ca

More Information on Freedom of Expression:

- Official Freedom to Read (Canada) website: www.freedomtoread.ca
- Canadian Federation of Library Associations website: <http://cfla-fcab.ca/>
- American Library Association website: www.ala.org
- International Federation of Library Associations and Institutions <https://www.ifla.org/>

December 5, 2022



Canadian Federation of Library Associations

Statement on Intellectual Freedom and Libraries

Approval History: ~ CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

You can find CFLA-FCAB's Position on Third Party Use of Publicly Funded Library Meetings Rooms and Facilities: An Interpretation of the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries here: http://cfla-fcab.ca/wp-content/uploads/2019/03/CFLA-FCAB_statement_meeting_rooms.pdf

Ontario Library Association

Statement on Intellectual Freedom and the Intellectual Rights of the Individual

Introduction

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 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.

Revision approved at the OLA AGM, January 30, 2020

THE ONTARIO LIBRARY ASSOCIATION
POSITION ON
CHILDREN'S RIGHTS IN THE LIBRARY

Children in public libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Adopted at the Ontario Library Association
Annual General Meeting
November 1998



∴ ontario library association

Teen's rights in the Public Library

Goals for Library Services for Teens:

Young people are valuable members of our library community who deserve the same respect, dignity and human rights as all library members. This document provides a framework for developing library services to teens that meet the educational, informational, and cultural and leisure needs of young people in ways that are developmentally appropriate. Each public library has a different community to serve and therefore different priorities and needs.

Although specific services for teens have not been well established in all libraries, these goals are created in the belief that young adulthood is a unique life stage and that young adults are entitled to the same quality of library services offered to other age groups in the population.

(Adapted from the IFLA Guidelines for Library Services for Young Adults, 2006 and the YALSA Guidelines for Library Services to Teens, Ages 12-18, 2006.)

The goal of library services for teens is to assist with the transition from children's services to adult services and to provide access to both resources and an environment that meets the needs of young people for intellectual, emotional and social development. Specifically these needs are based on the unique seven developmental needs of adolescents and the five core values of quality service to teens:

7 Developmental Needs of Teens	5 Core Values of service to teens
<ul style="list-style-type: none"> • Physical activity, • Competence and achievement, • Self definition, • Creative expression, • Positive social Interaction with Peers and Adults, • Structure and Clear Limits, • Meaningful Participation 	<ul style="list-style-type: none"> • Respecting and responding to unique YA needs, • Providing equal access, • Empowering Youth through participation, • Engaging Teens in active collaboration, • Supporting healthy youth development.
Excerpted from: Dorman, G. (1981). The Middle Grades Assessment Program: User's Manual. Carrboro, NC: Center for Early Adolescence.	Core Values excerpted from Jones, P. (2002). <i>New directions for library service to young adults</i> . Chicago: American Library Association.

Teens in Ontario Public Libraries have the right to:

1. Intellectual freedom

The library establishes clear policy statements concerning the right to free access by young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship. The library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights code.

2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.

The Library integrates library service to teens into the overall plan, budget and service program for the library. Library service to teens is integrated with those offered to other user groups.

3. Adequate funding for collections and services related to population, use and local community needs.

The Library incorporates funding for materials and services for teens in the library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. Collections that specifically meet the needs of teens

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development. The library endeavors to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The library provides unfettered access to technology including social networking, licensed databases, and other online library resources for teens.

5. A library environment that complements their physical and developmental stages.

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this library space for leisure or study, either independently or in groups.

6. Welcoming, respectful, supportive service at every service point.

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavor to respect the teen's need for privacy and nonjudgmental service and assist young adults in acquiring the skills to effectively access all library resources and become information literate.

7. Library Programs and Services appropriate for Teens

The Library fosters youth development by providing programs for teens that contribute to literacy, life-long learning and healthy youth development. The library endeavors to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

8. Trained and knowledgeable staff specializing in teen services.

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The library provides services by teen specialists as well as by others who are trained to serve teens.)

9. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services.

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

10. Library policies are written to include the needs of the youth.

Adopted at the Ontario Library Association Annual General Meeting June 2010.

POLICY: MATERIALS SELECTION**SECTION: III – Public Service Policies –****Collections MOTION#/DATE: 00 - 102 – June 26, 2000****REVISED: 07 - 222 – December 10, 2007****12 - 135 – June 25, 2012****16 - 143 – June 27, 2016****XX - XXX – January 24, 2023****Effective Date**~~June 27, 2016~~ January 25, 2023**Policy Objective Purpose**

To guide staff in the acquisition of material that is of current interest and/or lasting value to existing or potential Library-users customers.

To familiarize Library userscustomers with the principles upon which selection decisions are made for Toronto Public Library collections.

Scope

The Materials Selection Policy applies to all formats, including print, non-print, audiovisual and electronic materials. It is not reflective of federated content in some digital resources provided by the Library.

This policy applies to any Library staff or organization that undertakes the selection or withdrawal of materials for the Library's collections and to all Library staff involved with accepting and evaluating donations and gifts to the branch collections.

Underlying Principles

The selection of materials for the Library is driven by principles defined in the Library's Mission-Values and Intellectual Freedom Statements and Vision and Mission.

- TPL is committed to equity and reconciliation, and strives to offer a

welcoming, inclusive environment while upholding the principles of freedom of expression and human rights.

- TPL will help ensure a welcoming and inclusive environment by providing information and services where ideas and opinions can be freely exchanged, including those that are unconventional and unpopular.
- TPL will be a true force for democracy by providing universal access to knowledge, ideas and opinion that represent and amplify the voices of the communities it serves and meets the changing needs of Torontonians.
- TPL will safeguard and defend each individual's privacy and dignity to decide what they want to read, view, listen to, or services they want to access.
- TPL will meet its obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code that guarantee everyone the fundamental freedoms of freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication, within the limits prescribed by law.

Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of Library ~~users~~customers, and their knowledge of retrospective, current and future trends in informational and recreational materials suitable for public library use.

Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the Library. Parents and legal guardians are responsible for monitoring and limiting the use of Library materials by their children.

The Library endeavors to provide equitable access to its extensive collections through a multi-tiered service delivery model which rationalizes the location, scope and focus of collections. In addition, items may be delivered to any branch at the ~~user's~~customer's request. The Library materials budget is maximized through coordinated and controlled expenditure.

Policy Statement

The selection of Library materials is driven by the principles defined in the Library's Mission-Values and Intellectual Freedom Statements s and Vision and Mission described in part as providing "universal access to a broad range of human knowledge, experience, information and ideas..."

The Library selects:

- contemporary materials representing varying points of view and which are of

current interest and possible future significance, including materials which reflect current conditions, trends and controversies;

- source materials and thoughtful interpretations which document or shed light on the past;
- materials that inform and increase an individual's ability to function effectively as a member of society;
- materials that provide an aesthetic experience, stimulate the imagination and increase an individual's potential creativity;
- materials that expand an individual's understanding of the world in which they live;
- materials in the two official languages, English and French, as well as materials which reflect the diverse linguistic or cultural heritage of the Toronto community;
- materials that entertain and may enhance an individual's enjoyment of life;
- textbooks and curriculum-related works when they are considered to be useful as an introduction to a subject, are the only source of information, or because their content is considered essential to a library collection; and-
- materials that expand access to Indigenous content and knowledge and furthers understandings about Truth and Reconciliation

Staff selection activities are supported by attention to review media, bibliographies and reviewing tools, consultation with the publishing industry, authoritative discussions of genres or subject areas, and recommendations from library users/customers. Activities are responsibly exercised within the context of available funds.

Special consideration is given to materials with Canadian content, that record the Canadian experience or that relate to life in Canada or the lives and works of Canadians.

The Library does not keep, acquire or purchase material that the Canadian courts have found to be obscene, hate propaganda or seditious.

No materials are excluded from selection solely because of the ~~“race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, disability, family status, sex, sexual orientation and/or receipt of public assistance”~~ “race, ethnic group, nationality, immigration status, socioeconomic status, sex, gender identity, gender expression, sexual orientation, ability, language, religious affiliation, beliefs, age or any other prohibited grounds” of the creator of the work.

No materials are excluded from selection solely because they may come into the possession of a child.

In adopting this policy, the Board endorses the ~~Canadian Library Association’s Position Statement on Intellectual Freedom~~, Canadian Federation of Library Associations Statement on Intellectual Freedom, the Ontario Library Association’s Statement on the Intellectual Rights of the Individual, the Ontario Library Association’s Position on Children’s Rights in the Public Library and the Ontario Library Association’s Position on Teen’s Rights in the Public Library.

The Library Board, in establishing this Materials Selection Policy, was cognizant of Section 2(b) of the Canadian Charter of Rights and Freedoms which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

Scope

~~The Materials Selection Policy applies to all formats, including print, non-print, audiovisual and electronic materials.~~

Application

~~This policy applies to any library staff or organization that undertakes the selection or withdrawal of materials for the Library’s collections and to all library staff involved with accepting and evaluating gifts to the branch collections.~~

Specific Directives

1. Selection Criteria

Library staff consider:

- suitability of format for ~~h~~Library use;
- suitability of subject, style and reading level for the intended audience;

- relevance to community ~~users~~ members;
- insight into the human and social condition;
- importance as a record of the times;
- relationship to the existing collection;
- reputation, skill, competence or significance of the originator of the work;
- attention of critics, reviewers and the public;
- demand for material;
- reputation of the publisher or producer;
- clarity, accuracy and logic of presentation; and
- ~~purchase~~ licence price and other budgetary considerations.

2. New Formats

Careful consideration is given to the introduction of new formats to Library collections. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in ~~user~~ customer demands and/or changes in technology.

3. Withdrawal Activities

Selected materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the Library collection, and relevance to Library ~~users~~ customers. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff, according to written guidelines, as a necessary means to maintain collection vitality, size and scope.

An item that is the subject of a libel action of which the Library becomes aware will be removed from the collection until the action is finally resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

4. No Endorsement of Content

Selection of an item for a library collection does not constitute endorsement by the

Library of either the content or viewpoint expressed in that item.

5. Access to Collections

- (a) ~~For user information purposes and the guidance of borrowers, videos owned by Toronto Public Library are labeled with viewer classification codes outlined in the Film Classification Act available from the Ontario Film Review Board. If a viewer classification code is not available from the Ontario Film Review Board, the Library may use the Canadian Home Video Association or the Motion Picture Association of America classification codes.~~ To help customers with making an informed decision about a film, TV show or documentary, Toronto Public Library assigns viewer classification codes when available from the, Canadian Home Video Rating System, Consumer Protection BC or the Motion Picture Association of America.
- (b) The Library and digital content vendors may control use of any collection material in order to protect items deemed susceptible to theft or damage by ~~users~~customers, or to ensure the widest possible use of materials by ~~the~~library customers.
- (c) The Library does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.
- ~~(e)~~ Materials of local and global importance in the public domain held in TPL's Special Collections are assessed and prioritized for digitization and inclusion in TPL's Digital Archive, as resources permit.

6. Gifts and Donations

- (a) The Library welcomes gifts-donations of materials from individuals or groups that are in very good condition and are less than five years old. Donated books are sold in most branches and at Book Ends bookstores..
- (b) Gifts-in-kind to the Library's Special Collections follow the Donations of Gifts-In- Kind to Special Collections Policy.
- (c) The same criteria and guidelines that apply to the selection of all ~~the~~library materials are used to evaluate gifts and donations. It is understood that gifts and donations are freely given without conditions attached, unless specifically negotiated beforehand, and that all gifts and donations will be used or disposed of as the Library deems appropriate.

- (d) Tax receipts are issued ~~by the Toronto Public Library Foundation~~ only for items that meet the selection guidelines and are accepted into the collection.

7. Customer Requests

- (a) Library ~~users~~customers may place formal requests for the purchase of collection materials by completing a form provided by the Library.
- (b) All suggested purchases are reviewed by ~~L~~Library staff who apply to the customer request the same selection criteria that are applied to all materials purchased by the Library.
- (c) The originator of a request will not be notified of the Library's selection decision.

8. Resource Sharing / Inter-Library Loan (ILL) Services

- (a) Items that fall outside the selection criteria of the Library or that are "out of print" or temporarily unavailable can be requested by Llibrary customers from other library systems by using regular Inter-Library Loan services. Fees for the service occasionally apply.
- (b) Application for Inter-Library Loan service can be made online or at any ~~local library~~ branch of the Library.
- (c) The Library recognizes the purposes and resources of other information agencies in the City and does not needlessly duplicate materials.

9. Reconsideration of Materials

- (a) The Library believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Material selectors consequently strive to provide the widest possible range of resources within Toronto Public Library collections.
- (b) The content or manner of expressing ideas in material that is purposely selected to fill the needs of some Llibrary ~~users~~customers, may, on occasion, be considered to be offensive by other Llibrary ~~users~~customers. The Library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.

- (c) Library ~~users~~customers who object to materials located in the collection are asked to complete a written request for the reconsideration of the materials. Request forms are available for this purpose at all ~~L~~ibrary branches.
- (d) Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.
- ~~(e)~~ The originator may make an appeal about the decision in writing to the City Librarian within seven days of the decision. The City Librarian is the final decision-maker on the request for consideration.
- ~~(e)~~~~(f)~~ An annual report on challenges to ~~L~~ibrary materials is provided to the Board.
- ~~(f)~~~~(g)~~ Some of the Library's digital content is provided using third-party vendors. The Library subscribes to services in which the third-party vendor, and not ~~L~~ibrary staff, determines the specific titles or materials made available through the service. In these circumstances, the Library is unable to reconsider specific materials that library ~~users~~customers object to, but may inform the third-party vendor of ~~user~~-customer concerns and/or take these concerns into consideration in determining whether to continue using the vendor.

Accountability

The responsibility for selection of materials is vested in the office of the City Librarian, which delegates this professional activity to qualified and knowledgeable staff.

The Collections and Membership Services divisions is responsible for ensuring implementation of the Policy.

ReferencesRelated Legislation

This list contains the most significant legislation and Toronto Public Library policies relating to the Materials Selection Policy.

Federal Legislation

The Canadian Charter of Rights and Freedoms~~-as amended~~.

Criminal Code (R.S., 1985, c. C-46) ~~as updated.~~

Provincial Legislation

~~*Film Classification Act, 2005, S.O. 2005, c.17 as updated.*~~

Ontario Human Rights Code, 1990, c. H.19 ~~as updated.~~

Related Library Policies

Toronto Public Library Policies

Donations of Gifts-In-Kind to Special Collections Policy ~~as updated~~.

Definition of Terms

Materials: All of the items that comprise library collections regardless of format.

Collections: The various holdings of the Library organized by category, e.g. fiction collection, French collection

Format: The medium in which information is presented, e.g. a book, DVD, ebook

Inter-Library Loan: The service through which customers may request that items not owned by or missing from the Toronto Public Library be borrowed from other institutions, subject to availability and the interlibrary loan policies of the lending institutions

Contact

~~Director, Collections & Membership Services~~

~~Tel: 416-395-5506~~

~~Fax: 416-395-5500~~

Appendices

Appendix 1: Toronto Public Library Mission Statement

Appendix 2: Toronto Public Library Intellectual Freedom Statement

Appendix 2: ~~Canadian Library Association's Statement on~~Canadian Federation of Library Associations Intellectual Freedom and Libraries

Appendix 3: Ontario Library Association's Statement on the Intellectual Rights of the Individual

Appendix 4: Ontario Library Association's Position on Children's Rights in the Public Library

Appendix 5: Ontario Library Association's Statement on Teen's Rights in the Public Library

Appendix 1

Our Vision, Mission and Values

Our Vision

Toronto Public Library will be recognized as the world's leading library by informing and inspiring Toronto and its communities, making us all more resilient, more knowledgeable, more connected and more successful.

Our Mission

Toronto Public Library provides free and equitable access to services which meet the changing needs of Torontonians. The Library preserves and promotes universal access to a broad range of human knowledge, experience, information and ideas in a welcoming and supportive environment.

Our Values

1. **Equity:** Accessibility, respect and fairness
2. **Diversity:** Valuing individual needs, experiences and differences
3. **Intellectual Freedom:** Guaranteeing and facilitating the free exchange of information and ideas in a democratic society, protecting intellectual freedom and respecting individuals' rights to privacy and choice
4. **Innovation:** Encouraging creativity, experimentation and the generation of ideas
5. **Inclusion:** Welcoming participation in decision making and service development by residents and communities
6. **Integrity:** Open, transparent and honest in all our dealings
7. **Accountability:** Taking responsibility for our actions and the services we provide
8. **Service Orientation:** Providing excellent, responsive services

Appendix 2

Canadian Federation of Library Association Statement on Intellectual Freedom and Libraries

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms <http://laws-lois.justice.gc.ca/eng/Const/page-15.html> as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights <http://www.un.org/en/documents/udhr/index.shtml> which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Association holds that libraries are a key institution in Canada for ~~rendering-making~~ expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approved by Executive Council June 27, 1974

Amended November 17, 1983; November 18, 1985; and September 27, 2015

CFLA-FCAB: Adopted August 26, 2016;

Reviewed April 12, 2019.

Appendix 3

Ontario Library Association's Statement on the Intellectual Rights of the Individual

~~In affirming its commitment 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, the Ontario Library Association declares its acceptance of the following propositions:~~

- ~~1) That the provision of 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) That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.~~
- ~~3) That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.~~
- ~~4) That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.~~
- ~~5) That 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, and in the provision of access to electronic sources of information, including access to the internet.~~
- ~~6) That it is therefore 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 or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.~~
- ~~7) That it is equally part of the Library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.~~

Adopted at the Ontario Library Association Annual General Meeting, November 1998

Introduction

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 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.

Revision approved at the OLA AGM, January 30, 202016

Appendix 4

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

Children in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Adopted at the Ontario Library Association Annual General Meeting, November 1998

Appendix 5

Ontario Library Association's Position on Teen's Rights in the Public Library

Goals for Library Services for Teens:

Young people are valuable members of our library community who deserve the same respect, dignity and human rights as all library members. This document provides a framework for developing library services to teens that meet the educational, informational, and cultural and leisure needs of young people in ways that are developmentally appropriate. Each public library has a different community to serve and therefore different priorities and needs. Although specific services for teens have not been well established in all libraries, these goals are created in the belief that young adulthood is a unique life state and that young adults are entitled to the same quality of library services offered to other age groups in the population. (Adapted from the IFLA Guidelines for Library Services for Young Adults, 2006 and the YALA Guidelines for Library Services to Teens, Ages 12-18, 2006.)

The goal of library services for teens is to assist with the transition from children's services to adult services and to provide access to both resources and an environment that meets the needs of young people for intellectual, emotional and social development. Specifically these needs are based on the unique seven developmental needs for adolescents and the five core values of quality service to teens:

7 Developmental Needs of Teens	5 Core Values of Service to Teens
<ul style="list-style-type: none">• Physical activity• Competence and achievement• Self definition• Creative expression• Positive social Interaction with Peers and Adults• Structure and Clear Limits• Meaningful Participation	<ul style="list-style-type: none">• Respecting and responding to unique YA needs• Providing equal access• Empowering Youth through participation• Engaging teens in active collaboration• Supporting healthy you development
Excerpted from: Dorman, G. (1981). The Middle Grades Assessment Program: user's manual. Carrboro, NC: Centre for Early Adolescence.	Core Values excerpted from: Jones, P. (2002). New directions for library service to young adults. Chicago: American Library Association.

Teens in Ontario Public Libraries have the right to:

1. **Intellectual Freedom**

The Library establishes clear policy statements concerning the right to free access by young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship. The Library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Human Rights code.

2. **Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.**

The Library integrates library service to teens into the overall plan, budget and service program for the Library. Library service to teens is integrated with those offered to other user groups.

3. **Adequate funding for collections and services related to population, use and local community needs.**

The Library incorporates funding for materials and services for teens in the Library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. **Collections the specifically meet the needs of teens.**

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development. The Library endeavours to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The Library provides unfettered access to technology, including social networking, licensed databases, and other online library resources for teens.

5. **A library environment that complements their physical and developmental stages.**

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this library space for leisure or study, either independently or in groups.

6. **Welcoming, respectful, supportive service at every service point.**

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic

differences. Library staff will endeavour to respect the teen's need for privacy and nonjudgmental service and assist young adults in acquiring the skills to effectively access all library resources and become information literate.

7. Library Programs and Services appropriate for Teens.

The Library fosters youth development by providing programs for teens that contribute to literacy, life-long learning and healthy youth development. The Library endeavours to provide volunteer opportunities for helping others through community service hours, including participation on Library Advisory Boards, and other projects that help develop a sense of responsibility and community

involvement. The Library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

8. Trained and knowledgeable staff specializing in teen services.

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The Library provides services by teen specialists as well as by others who are trained to serve teens.

9. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services.

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

10. Library policies are written to include the needs of the youth.

Adopted at the Ontario Library Association Annual General Meeting June 2010.

Contact

Lisa Radha Vohra

Director, Collections & Membership

lvohra@tpl.ca

Matt Abbott

Manager, Collection Development, Collection Development

mabbott@tpl.ca