

BPL Library Board

Agenda

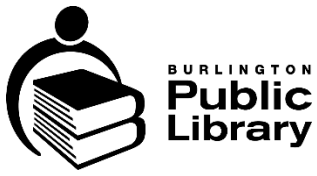
Thursday, March 28, 2024

Frank Rose Room, 6:30 p.m.

Burlington Public Library is located on the Treaty Lands and Territory of the Mississaugas of the Credit.

A light dinner will be served at 6:00 p.m.

1. Call to Order
2. Approval of the Agenda
3. Declarations of Interest
4. Board Development Presentation – Safety & Security
5. Open Minutes of February 22, 2024
6. Decision Items
 - 6.1 Town Bell – Partnership with Fire Department
 - 6.2 Collection Development Policy
7. Discussion Items
 - 7.1
8. Information Items
 - 8.1 CEO Report
 - 8.2 New Appleby Relocation Update
9. Closed Session
 - 9.1. Closed Minutes of February 22, 2024



9.2. Real Estate Matter

9.3. Security Matters

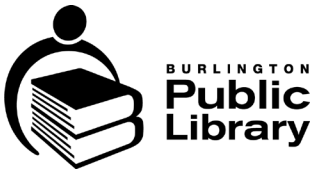
10. Approval of Motions from Closed Session

11. Other Business

11.1.

12. Next Meeting:

Thursday, April 25, 2024, 6:30 p.m., Frank Rose Room



BPL Board Minutes | February 22, 2024

Attendance

Board: Jennifer Tarnawski, Jason Manayathu, Ashley Cameron (via Zoom), Akindayomi Odedeyi, Lindsay Zalot, Councillor Lisa Kearns (via Zoom)

Staff: Lita Barrie, Meg Uttangi Matsos, Cindy Tchorz

Regrets: Shayne Lemieux

Guests: Frances Hanemaayer

Minutes

A meeting of the Board was held on Thursday, February 22, 2024, in the Frank Rose Room at Central Branch.

1. Call to Order

Jennifer Tarnawski, Library Board Chair, called the meeting to order at 6:30 p.m.

2. Approval of the Agenda

The agenda was approved as presented.

Motion 24-12, Approval of the Agenda

MOVED by Lindsay Zalot, SECONDED by Jason Manayathu, that the agenda be approved as presented.

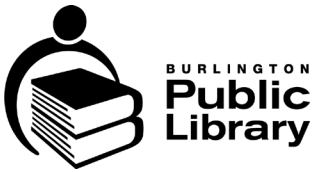
CARRIED.

3. Declarations of Interest

None.

4. Board Development Presentation – Readers Services

Frances Hanemaayer, Manager, North Branches, came to the Board meeting to provide a presentation on readers services and what it is and how BPL staff use these services to assist our customers.



Frances Hanemaayer left the meeting at 7:08 pm

5. Open Minutes of January 25, 2024

Motion 24-13, Open Minutes of January 25, 2024

MOVED by Akindayomi Odedeji, SECONDED Jason Manayathu, that the Burlington Public Library Board approve the Open Minutes of January 25, 2024 as presented.

CARRIED.

6. Decision Items

6.1 Human Rights & Respectful Workplace Policy

Motion 24-14, Human Rights & Respectful Workplace Policy

MOVED by Akindayomi Odedeji, SECONDED by Lindsay Zalot, that the Burlington Public Library approve the revised Human Rights & Respectful Workplace Policy effective March 1, 2024 as presented.

CARRIED.

7. Discussion Items

7.1.

8. Information Items

The following items were received by the Board

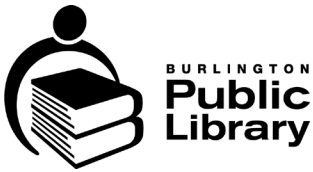
- 8.1. CEO Report
- 8.2. Endowment Fund Statements

Motion 24-15, Move into Closed Session

MOVED by Lindsay Zalot, SECONDED by Jason Manayathu, that the Burlington Public Library Board move into Closed Session.

CARRIED.

The Library Board moved into Closed Session at 7:31 p.m.



Councillor Kearns left the meeting at 8:27 p.m.

Ash Cameron left the meeting at 8:36 p.m.

Motion 24-16, Move out of Closed Session

MOVED by Lindsay Zalot, SECONDED by Akindayomi Odedeyi, that the Burlington Public Library Board moved out of Closed Session.

CARRIED.

The Library Board moved out of Closed Session at 8:41p.m.

9. Approval of Motions from Closed Session

Motion 24-17, HR Matter Compensation

MOVED by Jason Manayathu, SECONDED by Lindsay Zalot, that the Burlington Public Library Board approve of the recommendations for item 9.1 as discussed.

CARRIED.

10. Other Business

10.1.

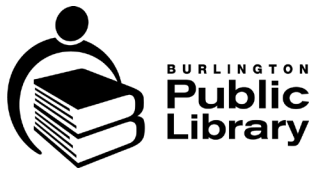
The meeting is adjourned at 8:41p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer

Next Meeting

Thursday, March 28, 2024, Frank Rose Room



6. Decision Items: 6.1 Burlington Fire Department – Town Bell

Recommendation

THAT the Burlington Public Library Board approve that Library staff work with the Burlington Fire Department on a plan to relocate of the Town Bell from the Central Library to the Burlington Fire Department headquarters at 1255 Fairview St.

Purpose

To seek Board approval for Library staff to collaborate with the Burlington Fire Department on the relocation of the Town Bell.

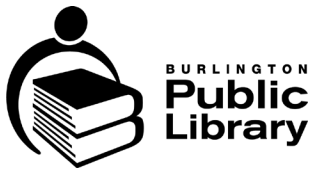
Background

The Burlington Fire Department has approached BPL requesting the relocation of the Town of Burlington's historic bell which is currently located by the north entrance of the Central Library.

The 1,000-pound town bell was purchased in 1894 and hung in the old town hall on Elizabeth St. During that time, few people had clocks or watches, so the bell would ring at 7am when workers would start work, noon and 1pm to signal the start and end of the lunch hour, and 6pm when it was time to go home. When rung quickly, it meant there was a fire and alerted the town's fire department.

When the Town offices moved to Brant Street in 1952, the Elizabeth Street building was sold to the Boy Scouts. Service to the bell was cut when the city decided it was too expensive to pay the bell ringer \$250/year, so it went into storage.

BPL has long stewarded the bell. The bell was in storage behind the Works Department yard until the early 1960s when William Gilbert, chair of the Library Board, raised \$1,400 to install the bell in front of the Elizabeth Street Library, across the street from where the old town hall had been located. A full history of the Town bell is attached as an appendix to this report along with a historic timeline that was produced as part of Burlington's 150 celebrations in 2023.



Discussion

The Fire Department would like to relocate the Town Bell to their Headquarters at 1255 Fairview St. The Town Bell will serve as the centerpiece of a new memorial at the Headquarters building to recognize members who have dedicated their lives to the Burlington Fire Department.

Pending Library Board approval, BPL staff will work in collaboration with the Burlington Fire Department on a timeline and a letter of agreement. The letter of agreement would include a provision that offers the Library the right of first refusal should, in the future, the Fire Department no longer wish to steward the bell. The role of BPL in the history of the bell will continue to be acknowledged as part of the memorial.

Burlington Public Library and the Burlington Fire Department will work in collaboration to include Burlington Fire Department history as part of the Burlington Digital Archive <https://digitalarchive.bpl.on.ca/>.

Financial Considerations

The Burlington Fire Department will take full responsibility for all costs associated with the relocation of the bell to Fire Department Headquarters. The Fire Department will also fund the purchase of a bench or item to replace the bell in consultation with Library and City of Burlington staff.

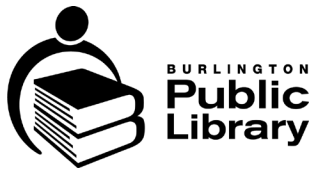
Strategic Implications

This initiative aligns with the current strategic plan under Strategic Goal 2: Inspire discovery with diverse collections, services and space as BPL works to extend our physical presence in the community.

Equity, Diversity, and Inclusion Considerations

Pending Library Board approval, Library staff will engage in this process in a manner that prioritizes and affirms dignity, equity, diversity and inclusion.

Risk Management



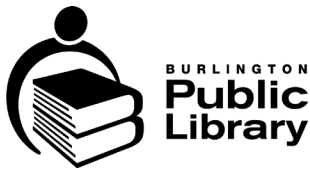
Pending Library Board approval, BPL will work in collaboration with the Burlington Fire Department and City of Burlington on a joint communication plan and timeline.

Policy

Related Policy is the [Board By-Law](#)

Report Authors

Respectfully submitted: Lita Barrie, CEO



Burlington Town Hall Bell

History

One of the constants in the lives of village residents was the 1,000 pound town bell, which was purchased in 1894 and hung in the old town hall on Elizabeth St. In those days not many people had clocks or watches, so the bell would ring at 7am when workers would start work, noon and 1pm to signal the start and end of the lunch hour, and 6pm when it was time to go home. When rung quickly, it meant there was a fire and alerted the town's fire department. The first bell ringer, James Powell, was paid \$50 a year in the first years; eventually, this duty was included in those of the custodian of the Town Hall.

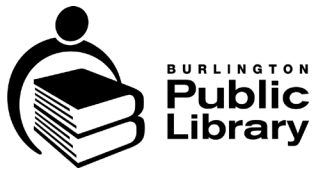
The bell was located in the bell tower of the Town Hall on the east side of Elizabeth Street, between James and Maria. In 1916, when the Town Council decided to join the other Halton municipalities in adopting Daylight Savings Time, the bell ringer cooperated for the first two weeks; however, there was opposition, and within two weeks the bell ringer reverted to the previous schedule.

When the Town offices moved to Brant Street in 1952, the Elizabeth Street building was sold to the Boy Scouts. Service to the bell was cut when the city decided it was too expensive to pay the bell ringer \$250/year, so it went into storage. The bell tower was demolished, and the bell was stored in a field at the Boy Scout Camp in Lowville. The bell served the Town for over 50 years.

One night it was stolen from its storage place in Lowville. Not long after the authorities were notified, they saw a car riding very low to the road—and when they pulled it over, the bell was inside. The thieves were taking it to a foundry to have it melted down.

The bell was then stored behind the Works Department yard until the early 1960s when William Gilbert, chair of the Library Board, raised \$1,400 to install the bell in front of the Elizabeth Street Library, across the street from where the old town hall had been located.

The Library's fundraising campaign was completed in 1962, and the bell remained with the Library as it moved to New Street in 1970. Plans for the opening ceremony included having Governor General Roland Michener ring the bell to signify the opening of the building. Because Canada was in the midst of the FLQ crises at that time, the Governor

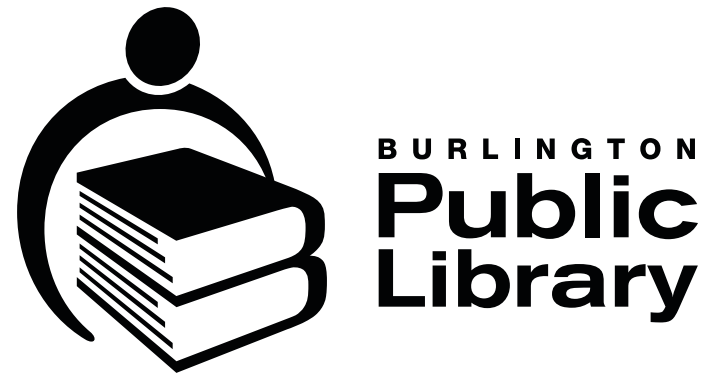


General's security detail refused to allow the Governor General to perform this task, so Michael Rose, son of the Library Board chair, rang the bell instead. Michael rang the bell again in 2005, at the reopening of the renovated building.

The bell, which likely heralded the final Armistice of 1918, officially sounded at 4.59pm on Sun November 11, 2018 as part of the local Bells of Peace event. Jane Richardson, an officer of the Royal Canadian Legion Burlington Branch 60, joined by local Cadets, presided over the public sunset ceremony. The national Bells of Peace initiative was developed by the Royal Canadian Legion in partnership with the Government of Canada to commemorate the centenary of the end of the First World War.

Burlington Town Bell

<https://digitalarchive.bpl.on.ca/Documents/Detail/burlington-town-bell-cast-1894/108590>



A CITY, A LIBRARY, A BELL

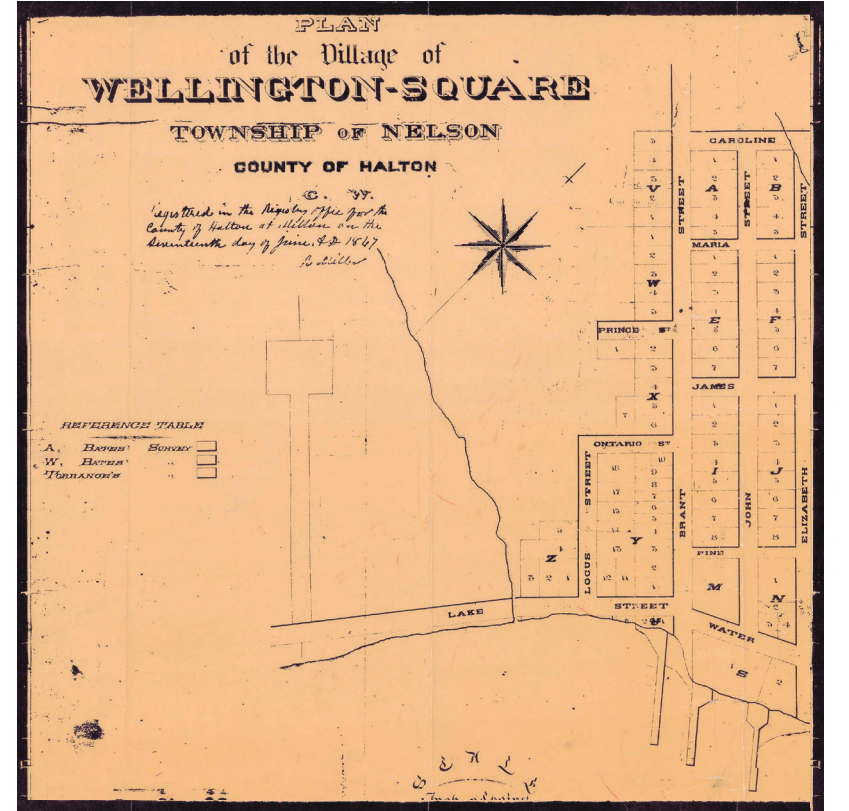
PRE
1873

In 1669, French explorer Sieur de La Salle landed where LaSalle Park is now located. Beginning in the late 1700s, European settlers arrived along Burlington's beautiful lakefront. In 1784, Captain Joseph Brant was granted a large land area by King George III in recognition of his support for the British in the Revolutionary War or American War of Independence (1775-1783). Brant's 3,000 acres was the start of the village of Wellington Square.



1873

United Empire Loyalists began to settle in Burlington after the Revolutionary War, followed by emigrants from the British Isles and Europe. Arriving homesteaders cleared lots on which to farm and live. From 1820 to 1850, lumber was the area's principal export. By the mid-1800s, Wellington Square grew to be an active community, establishing a large steam and flour mill. Along with nearby Port Nelson, the grain growing area became an important shipping point. In 1873, the rural villages of Wellington Square and Port Nelson merged to become one, with over 750 habitants.



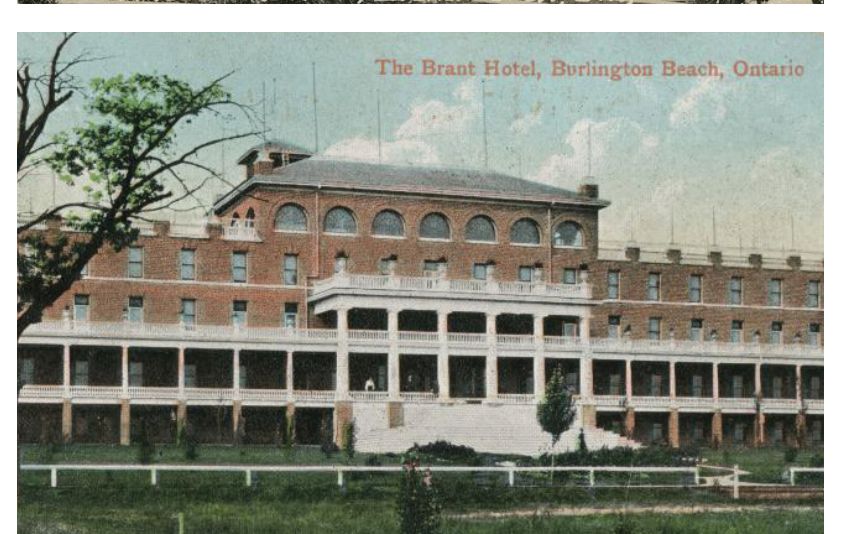
1894

A 1,000 pound town bell was purchased and hung in the old town hall on Elizabeth Street. Every day the bell would ring at 7am, a signal that the work day had begun, then again at lunch time, and finally at 6pm, the end of the business day. When rung quickly, it meant there was a fire and alerted the town's fire department.



1900

Burlington evolved into a prosperous farming community with mixed farms and cash crops of fruit and vegetables and was known as the Garden of Canada. In the summer of 1902, the village acquired a large hotel, the Brant Hotel, which later was converted into a military hospital.



1914

Village of Burlington grew to be a Town. With the closing of the Brant Hotel came the birth of the Brant Inn. By 1918, the population had grown to 2,600 people and soon, Burlington became a thriving town with a busy main street and boat ways, railways, the QEW highway and Skyway Bridge that serviced several manufacturing facilities.



1940

The success of the Brant Inn turned Burlington into a popular destination. By the 1940s, the iconic venue featured many up-and-coming legendary stars. The Burlington Teen Tour Band, Canada's Musical Ambassadors, was formed in 1947.



1950

Serving the busy traffic between Toronto and Niagara, construction of the Burlington skyway was completed in 1958. The bell tower services ended with the move of the Town offices to Brant Street in 1952. The bell was moved to the front of Burlington Public Library on Elizabeth Street.



1970

The Library's fundraising campaign was completed in 1962, and the bell remained with the Library as it moved to New Street in 1970. When the new library opened its doors to the public, Michael Rose, son of the Library Board chair, rang the bell. On January 1st, 1974, Canada's largest town became Canada's newest city, with a population of 100,000.



1998

A commemorative clock was installed in 1999 to celebrate Burlington's 125th Birthday. The City of Burlington gave twin city Itabashi, Japan, a replica of the clock as a friendship gift in 1999 to celebrate the 10th anniversary of the cities' twinning agreement.



2005

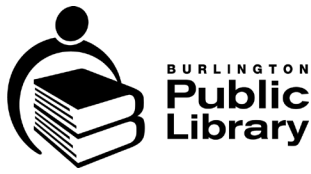
Michael Rose rang the bell again in 2005, at the reopening of the renovated Burlington Central Library.



2023

The bell still stands on the grounds of Central branch today.





6. Decision Items: 6.2 Policy Review Report

Recommendations

THAT the Burlington Public Library Board approve the revised Collection Development Policy effective April 1, 2024, as presented.

Purpose

To seek the Board's approval of the updated Collection Development Policy.

Background

This policy has been reviewed and updated for the Board's consideration to align with current library practice.

Policies set the framework for the governance and operations of the Library and provide direction to the Library Board and employees. Policies are the tool for achieving the library's purpose and advancing the Library's mission.

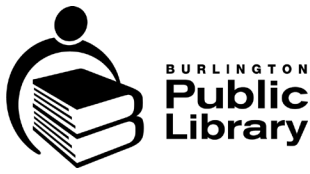
BPL's policy template has been updated to improve accessibility. As the Board reviews policy, the revised policies will be moved into the new format. In the attachments, the new revised policy is provided first, followed by the existing policy. Due to the migration of the policies into the new accessible template, tracking changes is not an option for this review cycle.

Discussion

In reviewing policies, staff want to ensure that policy language is aligned with the Library's values, current practice, and legislation. In addition, staff are revising the policies to ensure they are clear, concise, and aligned with the Library's commitment to equity, diversity, and inclusion.

This policy was streamlined to minimize repetition. Guiding principles were added to improve clarity as to the mandate of BPL's collection. The suggestion to purchase and requests for reconsideration provisions were updated with a focus on BPL cardholders.

Management and staff will be notified of the changes in the policy once approved by the Board. The approved policies will be posted on BPL's website.



Financial Considerations

There are no direct financial impacts related to these proposed policy revisions.

Strategic Implications

This work aligns with all three goals within the current strategic plan under:

- Strategic Goal 1: Enhance community well-being, strengthening relations with community partners to support community needs through programming and other library services.
- Strategic Goal 2: Inspire discovery with diverse collections, services, and spaces.
- Strategic Goal 3: Create a workforce culture driven by our organizational values.

Equity, Diversity & Inclusion Considerations

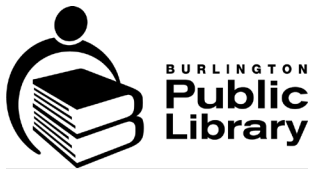
Strong governance positions the Library Board to ensure that BPL provides equitable and diverse collections and resources to our customers.

Risk Management

It is important that BPL policies remain aligned with Board decision-making.

Report Author(s)

Respectfully submitted: Lita Barrie, CEO



Collection Development Policy

Table of Contents

Purpose	Error! No bookmark name given.
Scope.....	Error! No bookmark name given.
Definitions	Error! No bookmark name given.
Policy Statement.....	Error! No bookmark name given.
Accountability	Error! No bookmark name given.
Non-Compliance	Error! No bookmark name given.
Appendices	Error! No bookmark name given.

Purpose

- To familiarize Library users with the principals upon which selection, deselection, and reconsideration are handled for Burlington Public Library collections.
- To guide Library staff in the acquisition of material that is of current interest and/or lasting value to existing and future Library users.
- To provide policy direction for handling objections or requests to purchase items for the collection.

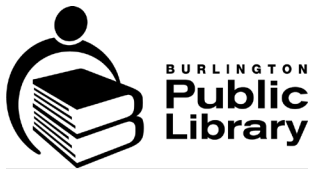
Scope

The Collection Development Policy applies to all formats including print, non-print, audiovisual, and digital materials.

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 collections.

Definitions

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, e-video

Policy Statement

The selection of materials for the Library is driven by principals defined in the Library's mission statement and values and anchored in intellectual freedom as defined in 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. The Library endeavors to build inclusive and diverse collections through a wide array of authors, content, and formats driven by the following principles:

Guiding Principles

- BPL is committed to equity and reconciliation, and strives to offer welcoming, inclusive collections while upholding the principles of freedom of expression and human rights.
- BPL will defend and advocate for everyone's privacy and dignity to decide what they want to read, view, listen to, or access.
- BPL 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 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, 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 selects:

- contemporary materials that represent varying points of view and are of current interest and possible future significance, including materials that reflect current conditions, trends, and controversies;
- source materials and thoughtful interpretations that 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 Canada's two official languages, English and French, as well as materials that reflect the diverse linguistic or cultural heritage of the Burlington community;
- materials that entertain and may enhance an individual's enjoyment of life;
- textbooks and curriculum-related works when they are considered useful as an introduction to a subject, are the only source of information, or because their content is considered essential to a library collection.

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. 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.

Burlington Public Library complies with any law enacted at the federal, provincial, or municipal level, and therefore does not collect or maintain items which have been judged obscene or pornographic or have been banned by the courts.

No materials are excluded from selection solely because of any protected ground as outlined in the Ontario Human Rights Code of the creator of work.

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

Specific Directives

Some or all the following criteria may be taken into consideration during the selection process for all materials, whether purchased or donated:

- Anticipated or expressed needs and interests of Burlington’s diverse community;
- Representation of National and/or local perspective;
- Reputation and/or significance of the author/illustrator/publisher;
- Skill, competence, and purpose of the author/illustrator/publisher;
- Artistic presentation and experimentation;
- Comments of professional and independent critics and reviewers;
- Accuracy, authority, and objectivity of the work;
- Representation of popular or important movements, genres, or trends;
- Suitability of subject, style, and reading level for the intended audiences;
- Format of material, accessibility considerations, technical quality, and/or effectiveness of medium to content;
- Insight into human and social condition;
- Importance as a document of the times;
- Relationship to the existing collection;
- Budgetary considerations;
- Suitability of physical form for library use;
- Physical limitations of the Library’s facilities
- Provides perspectives for differing viewpoints

Selection guidelines for digital resources also includes:

- Ease of access;
- Hardware / Network requirements;
- Comparison of content with other available formats;
- Licensing requirements;
- Staff training and customer assistance requirements;
- Cost considerations in relation to the overall development of the collection.

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 to responsibly accommodate trends in user demands and/or changes in technology.

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. 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 that the Library becomes aware of will be removed from the collection until the action is finally resolved. Depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

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.

Access to Collections

- Honouring the legal requirements of the Film Content Information Act, the Library may restrict the availability of material where applicable.
- The Library may control the use of any collection material to protect items deemed susceptible to theft or damage by users, or to ensure the widest possible use of materials by Library customers.
- The Library does not mark selected materials to indicate approval or disapproval of an item's contents or attempt to redact information contained in selected items.
- Burlington Public Library actively participates in resource sharing for the benefit of library customers. As such, the Library may enter partnerships with other libraries and organizations to assist in providing increased access to collections. Details of any partnerships will be outlined through operational procedures.



Gifts and Donations

- The same criteria and guidelines that apply to the selection of all Library materials are used to evaluate gifts. It is understood that gifts are freely given without conditions attached, unless specifically negotiated beforehand, and that all donations will be used or disposed of as the Library deems appropriate.
- Tax receipts are issued by Burlington Public Library only for items that meet the selection guidelines and are accepted into the collection.
- Gift Copies from Local Authors: to support local authors, recording artists, and film makers, we accept gift copies of their work if they are submitted in a format currently supported and align to collection development criteria. The library cannot accept imposed conditions relating to any item after its acceptance (e.g. consignment, return). Items that are not added to the collection are not returned, but rather discarded or sold. The Local Author Form can be found on the Library's website.

Local History Collection

The Library has a particular interest in local history and takes broad views of work about Burlington and works by local authors, whether or not such materials meet the standards of selection in other respects. However, the Library is not under any obligation to add to its collection everything about the area or produced by local authors, printers, or publishers if it does not seem to be in the public interest. The Library will endeavor to not duplicate municipal resources.

Gifts to Local History Collection: gifts in this case are defined as original works or works of significant historical value being offered to the Library at no charge. We have a mandate to collect and preserve valuable items that pertain to Burlington's past and its culture. Local History Collections will accept historical material of any medium including: textual records; photographs and other visual records; maps, plans and architectural records; and sound recordings and oral history recordings. Valuable items on Burlington's past are evaluated by staff in our Collections department before being accepted.

Customer Suggestions

- BPL cardholders may place formal suggestions for the purchase of collection materials by completing a form provided by the Library.

- All customer suggestions for purchases are reviewed by Library staff who apply the same selection criteria that are applied to all materials purchased by the Library.

Reconsideration of Materials

- 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 Burlington Public Library collections.
- The content or manner of expressing ideas in material that fills the needs of some Library users may be considered offensive to other Library users. The Library recognizes the right of any individual or group to reject library material for personal use but does not grant any individual or group the right to restrict the freedom of others to make use of that same material.
- BPL cardholders who object to materials located in the collection may be asked to complete a formal written request for the reconsideration of the materials. Request forms are available for this purpose at all Library branches or can be requested online via Contact Us.
- Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review. The final decision on any challenge to the collection rests with the CEO.
- An annual report on challenges to Library materials is provided to the Library Board.
- 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 users object to but may inform the third-party vendor of user 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 CEO which delegates this professional activity to qualified and knowledgeable staff.

Non-Compliance

Violation of BPL's Collection Development Policy is grounds for disciplinary action, up to and including termination of employment.

Appendices

References

Federal Legislation

- Canadian Charter of Rights and Freedoms <https://www.justice.gc.ca/eng/csj-sjc/rfc-dlc/ccrf-ccdl/>
- Criminal Code of Canada <https://laws-lois.justice.gc.ca/eng/acts/c-46/>

Provincial Legislation

- Film Content Information Act, 2020, S.O. 2020, c. 36, Sched. 12
<https://www.ontario.ca/laws/statute/20f36>
- Ontario Human Rights Code, 1990, c. H.19
<https://www.ontario.ca/laws/statute/90h19>

Public Library Policies

- Toronto Public Library Materials Selection Policy
<https://www.torontopubliclibrary.ca/terms-of-use/library-policies/materials-selection-policy.jsp>
- Hamilton Public Library Collections Policy
<https://www.hpl.ca/articles/collections-policy>

- Date:
- Amended Dates:
- Associated Documents:

Purpose

- To guide staff in the acquisition of material that is of current interest and/or lasting value to existing and future Library users.
- To familiarize Library users with the principals upon which selection decisions are made and for how reconsideration is handled for Burlington Public Library collections.
- To outline a process to handle objections or requests to purchase items for the collection.

Summary

The selection of materials for the Library is driven by principals defined in the [Library's Mission Statement](#).

Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of Library users, 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 request. The Library materials budget is maximized through coordinated and controlled expenditure.

Statement of Policy

The selection of Library materials is driven by the principals defined in the Library's Mission Statement and anchored in intellectual freedom as defined in [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. The Library endeavors to build inclusive and diverse collections through a wide array of authors, content and formats.

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 Burlington 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.

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. 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.

Burlington Public Library complies with any law enacted at the federal, provincial or municipal level, and therefore does not collect or maintain items which have been judged obscene or pornographic, or have been banned by the courts, the relevant sections of the [Criminal Code of Canada](#) are: sedition, hate propaganda and obscenity.

No materials are excluded from selection solely because of "race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offenses, marital status,

disability, family status, sex, sexual orientation and/or receipt of public assistance” ([Ontario Human Rights Code](#)) of the creator of work.

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

In adopting this Policy, the Burlington Public Library Board and staff endorse the statements of the [Canadian Federation of Library Associations](#) and of the [Ontario Library Association Statement on Intellectual Freedom and the Individual](#) , [Position on Children’s Rights In the Library, and Teen’s Rights in the Public Library](#)

Scope

The materials Selection Policy applies to all formats including print, non-print, audio-visual and electronic materials.

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

Some or all of the following criteria may be taken into consideration during the selection process for all materials, whether purchased or donated:

- Anticipated or expressed needs and interests of Burlington’s diverse community;
- Representation of Canadian and/or local perspective;
- Reputation and/or significance of the author/illustrator/publisher;
- Skill, competence and purpose of the author/illustrator/publisher;
- Artistic presentation and experimentation;
- Comments of professional and independent critics and reviewers;
- Accuracy, authority and objectivity of the work;
- Representation of popular or important movements, genres or trends;
- Suitability of subject, style and reading level for the intended audiences;
- Format of material, technical quality, and/or effectiveness of medium to content;
- Insight into human and social condition;
- Importance as a document of the times;
- Relationship to the existing collection;

- Budgetary considerations;
- Suitability of physical form for library use;
- Physical limitations of the buildings.

Selection guidelines for digital resources also includes:

- Ease of access;
- Hardware / Network requirements;
- Comparison of content with other available formats;
- Licensing requirements;
- Staff training and customer assistance requirements
- Cost considerations in relation to the overall development of the collection.

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 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. 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 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) Honouring the legal requirements of the [Film Content Information Act](#), the Library may restrict the availability of material where applicable.
- b) The Library may control the use of any collection material in order to protect items deemed susceptible to theft or damage by users, 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) Burlington Public Library actively participates in resource sharing for the benefit of library customers. As such, the Library may enter into partnerships with other libraries and organizations to assist in providing increased access to collections. Details of any partnerships will be outlined through operational procedures.

6. Gifts and Donations

- a) The same criteria and guidelines that apply to the selection of all Library materials are used to evaluate gifts. It is understood that gifts are freely given without conditions attached, unless specifically negotiated beforehand, and that all donations will be used or disposed of as the Library deems appropriate.
- b) Tax receipts are issued by Burlington Public Library only for items that meet the selection guidelines and are accepted into the collection.
- c) Gift Copies from Local Authors: In an effort to support local authors, recording artists and film makers, we accept gift copies of their work as long as they are submitted in a format currently supported and align to collection development criteria. The library cannot accept imposed conditions relating to any item after its acceptance (e.g. consignment, return). Items that are not added to the collection are not returned, but rather discarded or sold. Items are considered for inclusion according to the Library's selection criteria. The [Local Author Form](#) can be found on the Library's website.

7. Local History Collection

The Library has a particular interest in local history and takes broad views of work about Burlington and works by local authors, whether or not such materials meet the standards of selection in other respects. However, the Library is not under any obligation to add to its collection everything about the area or produced by local authors, printers or publishers if it does not seem to be in the public interest. The Library will endeavor to not duplicate municipal resources.

Gifts to Local History Collection: Gifts in this case are defined as original works or works of significant historical value being offered to the Library at no charge. We have a mandate to collect and preserve valuable items that pertain to Burlington's past and its culture. Local History Collections will accept historical material of any medium including: textual records; photographs and other visual records; maps, plans and architectural records; and sound recordings and oral history recordings. Valuable items on Burlington's past are evaluated by staff in our Collections department before being accepted.

8. Customer Requests

- a. Library users may place formal requests for the purchase of collection materials by completing a form provided by the Library.
- b. All customer suggested purchases are reviewed by Library staff who apply the same selection criteria that are applied to all materials purchased by the Library.
- c. The originator of a request will be notified of the Library's selection decision.

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 Burlington Public Library collections.
- b. The content or manner of expressing ideas in material that is purposely selected to fill the needs of some Library users, may be considered to be offensive by other Library users. 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 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 or can be requested online via [Contact Us](#).
- d. Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review. The final decision on any challenge to the collection rests with the CEO.
- e. An annual report on challenges to Library materials is provided to the Board.
- f. 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 users object to but may inform the third-party vendor of user 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 CEO which delegated this professional activity to qualified and knowledgeable staff.

Appendices

Appendix 1: References

Federal Legislation

[Criminal Code of Canada](#)

Provincial Legislation

[Film Content Information Act, 2020, S.O. 2020, c. 36, Sched. 12\(Ontario.ca\)](#) as updated.

[Ontario Human Rights Code, 1990, c. H.19](#) as updated.

Public Library Policies

[Toronto Public Library Materials Selection Policy](#)

[Hamilton Public Library Collections Policy](#)

[Oakville Public Library Collections Development Policy](#)

Appendix: Definitions

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, e-video

Effective Date: Oct. 2009

Projected Review Date: 2018

Motion #/Date: #09-70, Oct, 15, 2009

Amended Dates: #14-40, April 17, 2014

#21-65, Nov 25, 2021

Associated Procedures:

8. Information Items: 8.1 CEO Report - March Update

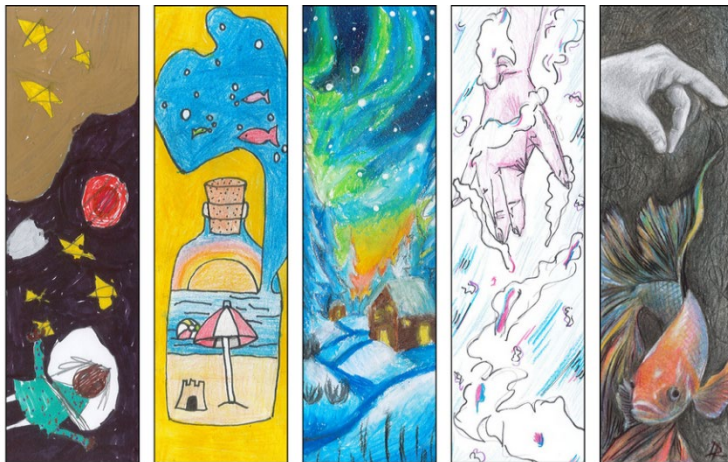
Table of Contents

Purpose	1
Enhance Community Well-being	1
Inspire Discovery with Diverse Collections, Services and Spaces.....	3
Create a Workforce Culture Driven by our Organizational Values.....	4

Purpose

The CEO report for March 2024 summarizes key activities that support the priorities outlined in BPL’s [2021-2025 Strategic plan](#). This report covers items that are not part of the Board package.

Enhance Community Well-being



Lea D Alex C Adrianna R Tazi M Diana V

Bookmark Contest - Winners

The votes are in and BPL’s annual [Burlington Bookmarks Contest](#) winners have been announced. After tallying up the over 2000 votes cast online, the 2024 winners are:

- Lea D (5 and under)
- Alex C (6-8 years old)
- Adrianna R (9-12 years old)

- Tazi M (13-17 years old)
- Diana V (18+)

For the 2024 bookmark contest, participants were asked for a design inspired by their favourite book. BPL will be printing the winning bookmarks for distribution at branches.



Solar Eclipse

Monday, March 4, BPL began distributing solar eclipses glasses in collaboration with McMaster University's Department of Astronomy. We also have a [Library News article](#) and several programs to help residents prepare for this unique event. Customers are encouraged to take an eclipse bookmark when they pick up their glasses—this initiative has been a fantastic opportunity to promote Library services to a wide range of customers.

Income Tax Clinics

In March and April, the [Income Tax Clinic](#) is being offered weekly at Central Mondays from 9:30 am -3:00 pm. The Tax Clinic program is intended for individuals who's family income in less than \$35,000 for a single person and \$45,000 for a couple. Trained helpers from the Community Volunteer Income Tax Program (CVITP) are available to complete and e-file simple tax returns.

Inspire Discovery with Diverse Collections, Services and Spaces



Burlington Lyrics & Poetry Festival

The lineup for BPL's 3rd Annual [Burlington Lyrics & Poetry Festival](#) in April has been announced. Registration for this year's events opened on March 20. Once again, we have a stellar lineup. BPL's goal with this Festival is to connect people with the power of words, and we hope everyone will find something that ignites their passion for poetry. On March 18, the Festival was featured on CHCH Morning Live.



International Women's Day

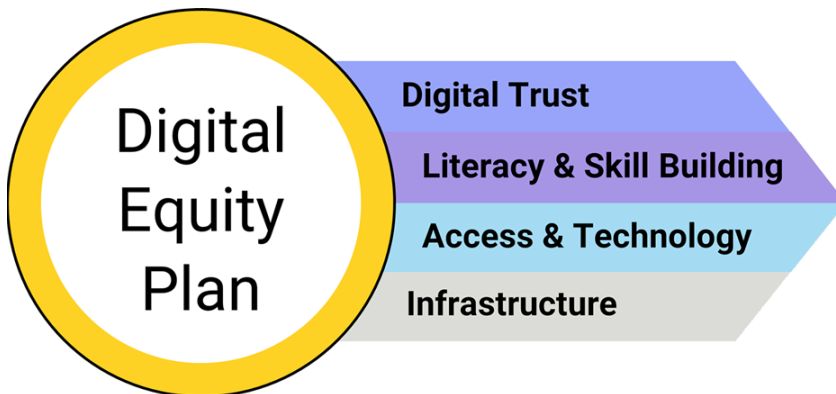
On March 8 in honour of [International Women's Day](#), BPL shared a variety of booklists celebrating the power and accomplishments of women.



March Break

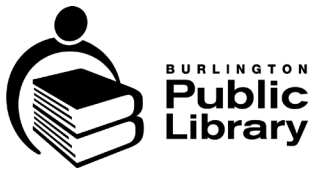
BPL's March Break line-up was geared towards sparking creativity and inspiring family fun. A mix of pre-registered and drop-in programs were offered at branches and DiscoverySpace hours were increased. Programs were well attended, and branches were bustling throughout the week.

Create a Workforce Culture Driven by our Organizational Values



Digital Equity Plan – Bridge Employee Survey

From February 26 to March 10, BPL Customer Experience staff were invited to complete the Bridge Employee Survey. It is an opportunity to gather information about the types of tech support and assistance we offer to customers. The Bridge Toolkit is an assessment software that will help us measure the impact of BPL's technology services and manage our tech resources to better respond to community needs. Bridge partners with libraries across Ontario and is operated through TPL. March 20-26, we are implementing the customer facing survey to gather more community input.



Pay Equity Plan

The updated Pay Equity Plan was communicated to staff at BPL's March All Staff Townhall and in a weekly CEO Blog post. The new Pay Equity Plan has been filed.

Report Author

Respectfully submitted: Lita Barrie, Chief Executive Officer

8. Information Items: 8.2 New Appleby Relocation Update

Purpose

To provide the Board with a construction update regarding the relocation of New Appleby branch to the Robert Bateman Community Centre.

Background

In 2021, in preparation for the upcoming expiry of BPL's lease at the current New Appleby location, BPL engaged KPMG for the BPL Southeast Expansion study. The project identified a framework to evaluate expansion options to ensure the branch has sufficient space and resources to meet community service level expectations. BPL seeks to strengthen the role of the branch as a community hub and ensure it is a vital component and able to serve the needs of the community for many years to come.

In 2022, City Council finalized purchase of the Bateman school (RBHS) property to redevelop the site at this location as a multi-tenant community hub for learning and education. In addition to City of Burlington, partners tenants will include: Brock University, Halton District School Board and Economic Development's Tech Place.

The library will be located by the New Street entrance of the Robert Bateman Community Centre in the former cafeteria space, providing expanded space for collections, work & study, additional meeting rooms, a larger program room and children's space and two digital media studios for sound recording and media production.

Library staff have been participating in the City of Burlington design and construction process and working with the architect, ATRR. BPL has held community consultations to ensure strong community input from current New Appleby branch customers. The online New Appleby Branch Relocation Community Input Survey closes March 31.

Discussion

BPL staff attend monthly COB progress meetings with other tenants, participate in design and construction discussions and approvals, and have toured the construction site.

Construction is progressing on time and on budget towards an opening in 2025. Demolition and asbestos removal work is almost fully complete. Structural foundations and backfill, and interior renovation are progressing. Steel framing has been installed in the library portion of the building.

The images below are artistic renderings provided by ATRR showing the main areas of the branch. They were shared with participants and BPL's in-person and virtual Community Consultations. The aim is to feature flexible zones that can shift and evolve with changing community needs. The design also includes sound baffling features to trap noise, individual and group study space, and a substantially larger program room. The new branch location is approximately 16,000 square feet, three times the size of the current location.



A large open space with bench seating on the left and public computers on the right



A circular area bordered by bookshelves with high ceilings and desk space



A children's area with trees decor on the walls and colourful, soft chairs



Open space with tables and chairs and booth seating

Financial Considerations

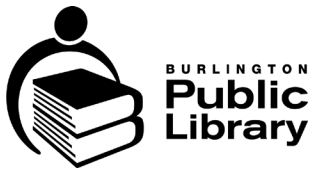
Funding for the Southeast expansion is identified in BPL's Capital reserves. BPL is a participant in this COB contract and as a tenant within the building. BPL funded \$2.35M in 2023 for interior modifications and has \$650K for the cost of furniture, shelving, technology, and signage in reserve for use in 2025.

Strategic Implications

This initiative aligns with the current strategic plan under Strategic Goal 2: Inspire discovery with diverse collections, services, and spaces by extending BPL's physical presence in the community with larger branch capacity in New Appleby catchment area.

Equity, Diversity, and Inclusion Considerations

As a public library, we recognize the relocation of the New Appleby branch is an important opportunity to reduce systemic barriers to service for community members.



Risk Management

BPL's lease for the current site of the New Appleby branch comes to an end in August 2025. Staff continue to work on mitigating risks as timelines are further defined. Staff plan to minimize service disruptions to customer borrowing and use of the branch with as little interruption as possible.

Policy

There are no directly related policies.

Final Remarks

Staff will continue to keep the Board informed as the processes for the Bateman school site continue to move forward.

Report Authors

Respectfully submitted: Lita Barrie, CEO and Meg Uttangi Matsos, Director, Service Design & Innovation.