

Policy Type: **Foundation**

Policy Number: **F-6**

Policy Title: **Material Selection Policy**

Policy Approved: November 2025

Effective: January 2026 - December 2028

1. PURPOSE

1.1 The Material Selection Policy outlines the principles upon which material selection decisions are made and guides staff in the selection of library materials.

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act R.S.O. 1990, c. P.44* provides governance and management of public library services in Windsor.

2.2 The Windsor Public Library Board endorses the *Municipal Freedom-of-Information and Protection of Privacy Act (MFIPPA)*, *Copyright Act*, *Canadian Criminal Code*, *Canadian Charter of Rights and Freedoms*, *Ontario Human Rights Code*, *Accessibility for Ontarians with Disabilities Act*, *Accessibility Standards for Customer Service*, *Integrated Accessibility Standards*.

2.3 The Windsor Public Library Board endorses the *OLA Statement on Intellectual Freedom and Rights of the Individual*, *IFLA Statement on Libraries and Intellectual Freedom*, *OLA Children's Rights in the Public Library* and *OLA Teen Rights in the Library* statements.

2.4 The Windsor Public Library Board recognizes and endorses the Operating Agreement of December 9, 2015, and the Amending Agreement of March 21, 2017, with The Corporation of the City of Windsor.

2.5 This policy applies to all services, resources and operations of the Windsor Public Library Board, its customers, volunteers and employees.

3. POLICY

3.1 When selecting and de-selecting material, the following criteria are considered:

- a) Clarity, accuracy, and presentation
- b) Suitability of subject, style and reading level for intended audience
- c) Relevance to community users
- d) Authority and significance of the publisher or producer
- e) Relationship to existing collection
- f) Availability of the material from other sources
- g) Format, durability, storage requirements and ease of access
- h) Purchase price and other budgetary considerations.

3.2 The Windsor Public Library collection includes a variety of:

Foundation Policy

F-6 Material Selection

- a) Formats e.g. print, audiovisual, large print, realia (aka “things”) and digital
- b) Reading, listening and viewing levels e.g. children’s, young adults, ESL
- c) Languages e.g. English, French, Italian, Chinese, Arabic.

3.3 The Windsor Public Library participates in shared collections that may require restricted access e.g. CELA DAISY discs.

3.4 In selecting material staff use professional reviewing and assessment tools, knowledge of the collection and experience as a selector.

3.5 Suggestions for the purchase of library material are welcome and are considered for purchase using the same criteria as all selections.

3.6 Special consideration is given to material with Canadian content or by Canadian authors.

3.7 Windsor Public Library does not keep, acquire, or purchase materials that the Canadian courts have found to be obscene, hate propaganda, or seditious literature.

3.8 No material will be excluded solely because of the race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, political affiliation, disability, language and/or socio-economic status of the creator of the work.

4. SPECIAL COLLECTIONS

The Windsor Public Library has a large fiction and nonfiction collection in a variety of locations plus the following special collections:

4.1 Children’s Collections

Windsor Public Library provides resources for children up to age 13 in a variety of formats, languages and reading levels. Except where limited by law, children have access to all library materials. Parents and legal guardians are responsible for monitoring the access and use of library materials by their children.

4.2 Local History

The Windsor Public Library collects information about the history of Windsor and surrounding areas, in all formats, including books, diaries, original manuscripts, papers, correspondence, logbooks, ledgers, municipal records, maps, drawings, photographs, pictures, microform, audio-visual, newspapers, realia and ephemera about Windsor and Essex County. The Local History collection has a strong focus on genealogical resources.

4.3 Municipal Publications

The Windsor Public Library acquires and maintains municipal publications and documents published by the City of Windsor.

Foundation Policy

F-6 Material Selection

4.4 Automotive Archives

The Windsor Public Library maintains and actively develops a collection of materials in multiple formats devoted to the history of automobile design and manufacture, with a special focus on Windsor and Detroit. This is a non-circulating collection.

4.5 Windsor Authors

The Windsor Public Library maintains and actively develops a collection of works by Windsor authors, in acknowledgement of the area's strong literary history. This is an autographed collection and non-circulating.

4.6 850 Ouellette Avenue Collection

In 2015, the Windsor Public Library established a special local history designation to accommodate donations of rare and valuable material of local and/or national significance. Materials accepted for donation to the *850 Ouellette Avenue Collection*, named in honour of Windsor Public Library's third Central Branch, will be acknowledged with a charitable donation tax receipt. This is a non-circulating collection.

These donations or bequests require:

- a) An appraisal by the Antiquarian Booksellers Association of Canada or designated equivalent
- b) A duly authorized donation contract, as negotiated with the CEO of Windsor Public Library
- c) A tax receipt issued by the Windsor Public Library Board.

4.7 WPL Rare Book Collection

The Windsor Public Library maintains and actively develops a collection of rare books, by a wide range of authors. These very rare books are distinguished by their early print (dated 1585-1899), unique edition or binding, or historic significance. This is a non-circulating collection.

4.8 Film / Video Resources

The Windsor Public Library purchases all licenses for film and video resources, honouring the legal requirements of the *Film Classification Act, 2005, S.O.200, c.17*.

5. DONATIONS, GIFTS, AND BEQUESTS

5.1 The Windsor Public Library **does not** accept the donation, gift or bequest of books and other library appropriate material **unless: ~~In accepting donations or bequests, Windsor Public Library does not:~~**

- a) The materials meet the criteria of the Local History Collection
- b) The materials meet the criteria of the 850 Ouellette Avenue Collection
- c) The material is a gift copy from a Local Author
- d) ~~Evaluate or appraise donations or bequests, except for donations to the 850 Ouellette Ave Collections~~

The Windsor Public Library Board reserves the right to accept or deny any donations, gifts or bequests without reservation.

Foundation Policy
F-6 Material Selection

~~5.2 The Windsor Public Library Board reserves the right to accept or deny any donations or bequests without reservation.~~

5.2 Gift Copies from Local Authors

To support local authors, recording artists, and filmmakers, the library accepts gift copies of their work in formats currently supported by the library. All donated items are assessed according to the library's selection criteria. Items that are not selected for inclusion in the library's collections will not be returned and may be discarded or sold.

5.3 In accepting donations, gifts or bequests, Windsor Public Library does not:

- a) Evaluate or appraise donations, gifts or bequests, except for donations to the 850 Ouellette Avenue Collection
- b) Provide tax receipts, except for donations to the 850 Ouellette Avenue Collection

5.4 All donations and bequests become the property of the Windsor Public Library.

6. CHALLENGES OR COMPLAINTS ABOUT LIBRARY RESOURCES

6.1 The Windsor Public Library recognizes the right of an individual or group to reject library material for personal use but does not accord to any individual or group the right to restrict or censor the freedom of others to make use of that same material.

6.2 Complaints or requests for the re-consideration of or withdrawal of a specific item from the Windsor Public Library collection should be directed to the CEO. Responses to these requests will be in writing and are guided by the Board's position that:

- a) People have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others
- b) It is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

7. WITHDRAWAL AND / OR REPLACEMENT OF MATERIAL

7.1 Materials are regularly assessed for their physical condition, accuracy, currency, performance within the context of the collection and relevance to library customers.

7.2 The ongoing process of withdrawal is the responsibility of the CEO. It is a formal process conducted by knowledgeable staff to maintain collection vitality, relevance, size and scope.

7.3 Withdrawn library material may be discarded, recycled or sold.

7.4 The replacement of worn-out library material is dependent on recurring demand, availability of the title or format, budgetary constraints and the extent to which the subject is already covered in the collection.