

# Collection Development

Oakville Public Library

October 2004

Amended May 29, 2014

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**COLLECTION DEVELOPMENT POLICY – Public Use**

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**COLLECTION DEVELOPMENT POLICY**

**1. Vision/Mission Statements/Preamble**

**VISION**

Bringing People and Ideas Together

**MISSION STATEMENT**

To help build a strong community by:

- Providing access to resources for information and recreation
- Fostering the joy of reading and learning for all ages
- Providing a welcoming and supportive environment

**Preamble**

As a public, tax supported institution, the library must serve all segments of the community.

It recognizes the diverse nature of the community and the varied backgrounds and needs of citizens, regardless of race, creed or political viewpoint.

Materials are selected on the basis of their interest, information, and enlightenment to all people in the community. No work is excluded because of the race, nationality, political, religious or social views of the creator.

Variety of viewpoints and balance of opinions are sought within the constraints of availability to purchase, space and budget.

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

**COLLECTION DEVELOPMENT POLICY – Public Use**

**COLLECTION DEVELOPMENT POLICY (continued)**

**2. Collection Guidelines**

**a) Collection Development**

There are several key goals associated with collection development:

- to provide the Oakville community with materials to meet needs, both expressed and anticipated;
- to achieve a balance within subject areas by having a variety of perspectives represented;
- to ensure that the relationship between subject areas is equitable so that one area is not given undue attention at the expense of another area requiring development.

All of these goals require that staff have a system overview of what material is needed, what has been purchased and given budget restrictions, and what could be purchased to replace or to fill gaps. This overview is best achieved through centralizing collection development activities.

The advent of new technologies is also resulting in a more system-wide perspective. Electronic products that are networked de-emphasize the location of resources. As such, the standing committee approaches collection development with a more system view, maximizing the means available to create a cohesive whole comprised of strong complementary parts.

**b) Governing Legislation**

The Library recognizes any law enacted at the federal, provincial or municipal level, for example the prohibitions in the Criminal Code of Canada against sedition, hate propaganda and obscenity.

It is acknowledged that definition and interpretation of these terms and decisions on application of the law rest with the courts.

**c) Intellectual Freedom Policy**

The Oakville Public Library Board endorses the Canadian Library Association’s “Statement on Intellectual Freedom (CLA, June 17, 1974, amended November 17, 1983, November 18, 1985) and the Ontario Library Association’s “Statement on the Intellectual Rights of the Individual” (November 7, 1998).

The above statements are attached as Appendix A, “Canadian Library Association Position Statement on Intellectual Freedom”, and Appendix B, “Ontario Library Association Statement on The Intellectual Rights of the Individual”.

**Board approved:**

Effective Date: June 28, 2012	Motion #: 12.06.66	Next Review Date: 2016
Supersedes Policy Dated: September 25, 2008, April 28/05, April 25, 2002, 1986	Motion #: 08.09.80, 05.04.49, 02.04.52	
Filed in: Board Manual, Public Service Manual (Sect. 5.21), Added to Website		

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**COLLECTION DEVELOPMENT POLICY (continued)**
**d) Access to Collections Policy**

Customers of all ages have open access to all of the collections provided by the Library with the following exceptions:

Talking Books are available only to those who meet the eligibility criteria established by the publishers of this format.

Honouring the legal requirements of the Ontario Theatres Act, films classified as “Restricted” by the Ontario Film Review Board are available only to those 18 and over.

The library may limit the borrowing of certain classes of material to protect against theft or damage.

Responsibility for the use of any resources by minors rests with the parent or legal guardian.

**Purpose and Scope of Policy**

This policy defines who has access to the library’s collections. It applies to all members of the public.

**Board approved:**

Effective Date: June 27, 2013	Motion #: 13.06.56	Next Review Date: 2017
Supersedes Policy Dated: September 23, 2010 , January 22, 2009, November 24, 2005, December 12, 2002	Motion #: 10.09.74, 09.01.08, 05.11.114, 02.12.146	
Filed in: Board Manual, Collections Development Manual, Added to Website		

**COLLECTION DEVELOPMENT POLICY – Public Use**

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**COLLECTION DEVELOPMENT POLICY (continued)**

**e) Labelling of Collections**

Library materials will not be marked or identified to show approval or disapproval of the contents. No catalogued book or other item will be placed on closed shelves, except due to space limitations or to protect it from damage or theft.

For user-information purposes and the guidance of borrowers, restricted videos are labelled with the Ontario Film and Video Review Board Viewer Classification code.

The Library's Internet Access and Acceptable Use Policy, Appendix 2, provides the framework for Internet use.

**f) Responsibility for Selection Policy**

The selection of materials for the Oakville Public Library collection is delegated to the Chief Executive Officer, who may further delegate this function to members of the staff who are qualified by reason of education or training.

**Purpose and Scope**

This policy defines the responsibility for the selection of library materials. It applies to all types of library materials including print, audiovisual and electronic resources.

**Board approved:**

Effective Date: June 27, 2013	Motion #: 13.06.53	Next Review Date: 2017
Supersedes Policy Dated: September 24, 2009, February 23, 2006, January 2003	Motion #: 09.09.81, 06.02.24, 03.02.20	
Filed in: Board Manual, Collections Development Manual, Public Service Manual, Added to Website		

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**g) Responsibility of the Patron**

The library recognizes that many materials are controversial and that any given item may offend some patrons. The materials selected for the library's collection will vary to suit the needs of different parts of the library's community. Not all materials selected, therefore, will be suitable for every patron or group of patrons. While the library staff will attempt to guide individuals and groups to materials suitable for their use, the ultimate responsibility for the choice made by the patron, lies with the patron.

**h) Responsibility for Children's Reading Policy**

The library believes in the freedom of the individual and the rights and obligations of parents and guardians to develop, interpret, and maintain their own code of values in their children.

In support of this belief, the responsibility for the choice of library materials used with children rests with their parents or guardians.

No item will be excluded from the library collection because it may come into the possession of children.

**COLLECTION DEVELOPMENT POLICY (continued)**

**h) Responsibility for Children's Reading Policy (continued)**

Library users of all ages have open access to most of the library's collections. Any exception is noted under the Access to Collections policy.

**Purpose and Scope**

This policy defines the responsibility for the monitoring of the choice of library materials used with children.

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**COLLECTION DEVELOPMENT POLICY – Public Use**

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**COLLECTION DEVELOPMENT POLICY (continued)**

**3. Suggestions for Purchase**

- Patrons are welcome to suggest materials not owned by the Oakville Public Library.
- Patrons should complete the "Suggested Purchase" form (see appendix #5), in print or electronically. All suggestions will be considered in light of the library's selection criteria.
- Patrons are cautioned that approved suggestions may take several months to arrive.

**4. Donations**

Books are accepted for Library Collections under the same principles and standards of selection outlined in the Collection Development Policy. Once an item is added to the collection, the library does not guarantee that it will be kept permanently.

Individuals or groups wishing to donate new materials for the library collection should be referred to the Director, Customer Services. If the donation is accepted, the Director, Customer Services sends a letter of thanks to the donor on behalf of the Library Board.

Prospective donors should be made aware of the fact that if the donated used materials are not added to the collection, they may become available for resale to the public; redistributed to other agencies; recycled or discarded. Donated used materials may be sold through library book sales that are managed by *Friends of the Oakville Public Library* volunteers. The proceeds are put towards enhancement projects/items for the library. Donated used materials may be received at the Central Library's Administrative Offices during business hours.

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**COLLECTION DEVELOPMENT POLICY – Public Use**

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**COLLECTIONS DEVELOPMENT POLICY (continued)****5. Managing the Collection (Weeding)**

The systematic withdrawal of materials no longer useful is necessary to maintain up-to-date and relevant collections and is carried out at all service points. The same criteria are used in withdrawing materials from the collection as are used in their acquisition. The decision to withdraw library materials shall be based on the physical condition, use of the material as determined by the last date of loan or by the number of loans in a designated time period, and the age of the materials as a misinformation factor. The withdrawal of material, or weeding, is done by staff who work at the Adult and/or Children's information desks. It has the added benefits of broadening staff awareness of the collection's scope and of alerting staff to gaps and materials requiring replacement or updating.

The physical condition and content of weeded materials determines whether they are stored for the upcoming book sale or sent for recycling. Materials destined for the book sale are not "held" for individual patrons to purchase, but are offered on a first-come, first-served basis at the book sale.

Weeding is a very important part of the collection development process. It leads to a vital and useful collection that can provide the facts, information and recreational reading needed by the community.

**6. Requests to Reconsider Materials**

Patrons expressing concern about any item in the collections will be directed to the senior information staff person on duty in the department. The patron will be given a copy of the library's Collection Development Policy, with the Request for Reconsideration of Library Materials Form. (See appendix #4)

Completed Reconsideration forms will be examined along with the item in question by the Librarian in charge of collections. Recommendations will be made to the Director Customer Services. A written response will be sent to the patron. The concern and response will be shared with information service staff to keep them aware of public comments.

This document has been reviewed and approved by the Oakville Public Library Collection's Development Team March 2003. The Oakville Public Library Board has approved sections of this policy that fall under the definition of Board Policy in the Oakville Public Library Board Manual.

Definition of Board Policy: Board Policies are frameworks that provide boundaries, information, expectations, or other considerations related to decisions made on behalf of the organization by the Board at a strategic level. Board policies have a significant impact on the organization, the staff, and/or the public.

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**COLLECTION DEVELOPMENT POLICY – Public Use**


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## Appendix 1

### Children’s Rights in the Public Library Policy

The Oakville Public Library Board endorses the “Children’s Position on Children’s Rights in the Public Library” dated 1998.

Effective Date: May 24, 2012	Motion #: 12.05.58	Next Review Date: 2016
Supersedes Policy Dated: September 25, 2008, January 22, 2004, January 28, 1999	Motion #: 08.09.81, 04.01.140, 99.03	
Filed in: Board Manual, Public Service Manual (Sect. 5.50), Intranet		

#### **Staff Guidelines**

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.

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 COLLECTION DEVELOPMENT POLICY – Public Use
 

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## Appendix 1.1

### Teens' Rights in the Public Library Policy

The Oakville Public Library Board endorses the policy statement of the OLA concerning "Teens' Rights in the Public Library" dated 2010.

Effective Date: May 29, 2014	Motion #: 14.05.53	Next Review Date: 2018
Supersedes Policy Dated: <b>September 23, 2010,</b> <b>new</b>	Motion #: 10.09.75	<i>Page 11 of 1</i>
Filed in: Board Manual, Public Service Manual (Sect. 5.50.1), Collection Development Manual; Added to Website		

#### **Staff Guidelines**

##### Teens in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.
3. Adequate funding for collections and services related to population, use and local community needs.
4. Collections that specifically meet the needs of teens
5. A library environment that complements their physical and developmental stages.
6. Welcoming, respectful, supportive service at every service point.
7. Library Programs and Services appropriate for Teens
8. Trained and knowledgeable staff specializing in teen services.
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.
10. Library policies are written to include the needs of the youth.

**COLLECTION DEVELOPMENT POLICY – Public Use**

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**Appendix 2**

**INTERNET ACCESS AND ACCEPTABLE USE**

**Policy**

To support its vision of Bringing People and Ideas Together, the Oakville Public Library makes Internet access available to all library users in all library branches. The Library recognizes the Internet as an innovative and valuable tool. The resources available through the World Wide Web complement the library's print and non-print collections.

As with all other library resources, the principle of intellectual freedom applies to Internet access. The Oakville Public Library Board endorses the Canadian Library Association Statement on Intellectual Freedom (Appendix 1). As such, all users, including children, have access to Internet resources.

Recognizing that the Internet is a constantly changing unregulated global network, the Library does provide a mix of filtered and unfiltered computers in all branches, using a commercial content filter. Filtering software on selected workstations is intended to block sexually explicit or hate material. However, no filter currently available is capable of blocking all content that may be offensive or disturbing to some users. The library assumes no liability in the event the filter is not 100% effective.

All users have access to all workstations. Public awareness and parental guidance remain key to making the best possible use of Internet resources. The Library cannot and does not act in place or in absence of a parent or guardian and is not responsible for enforcing restrictions which a parent or guardian may place upon a minor's use of this technology.

The Library reserves the right to review patterns of use of Internet workstations to ensure that its Internet policy is being followed.

The Oakville Public Library does not offer electronic mail accounts or online chat. However, users should be aware that these services may be accessed through other Internet sites at all of the library's workstations.

The Library assumes responsibility for information developed by staff on the Library's web site. Beyond this, the Library does not control or monitor any of the information available through the Internet, nor can staff review all materials available via this technology. The Internet is unregulated, enabling access to ideas, information and images beyond the confines of the Library's mission, collection, selection criteria and collection policies.

The Library does not assume responsibility for the following:

1. The accuracy, currency, completeness or appropriateness of material on the Internet.
2. Any damages - direct or indirect - arising from a user's connection to Internet services, including wireless services (filtered). Library users make use of the Library's wireless network at their own risk. The wireless network is not secure, and is not encrypted. Any information sent or received using the wireless network could be intercepted by a third party.

**COLLECTION DEVELOPMENT POLICY – Public Use**

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3. Infringement of copyright, software licenses or other intellectual rights by Internet users

**Appendix 2**

**INTERNET ACCESS AND ACCEPTABLE USE (continued)**

Your Responsibilities as an Internet User:

By clicking on the “I Accept” button on the screen, you agree to follow the Oakville Public Library Internet Access and Acceptable Use policy.

You are working in a public environment shared by users of all backgrounds and sensitivities. Please show consideration for fellow library users when accessing the Internet. Refrain from displaying content (text or images) that might reasonably offend others. Do not display overt sexual images on the screen. Respect the privacy of others. Staff will respond to complaints or observed incidents of misuse of the Internet by any user.

You are responsible for the information which you access via the Internet. You must be prudent and take responsibility for evaluating the quality and validity of information found on the Internet. Many resources are excellent and authenticated while others may be inaccurate, outdated, or controversial.

All workstations in the children’s areas in the Library branches are filtered. In all other areas you have a choice of filtered or unfiltered access. You are responsible as a parent or guardian to provide ongoing guidance and education to your children regarding Internet use, responsibility, values and good conduct in a public space. You can best judge your child’s readiness for the Internet and are responsible for monitoring the web sites accessed by your children. As with other communications media such as television, there is some content on the Internet which is either not age-appropriate or which you may find controversial or disturbing, especially for your children.

You are responsible for any and all expenses incurred, or the potential repercussions to yourself or to a third party, as a result of having entered personal/banking/credit card information via your Internet use, using a Library workstation or using the Library’s wireless network.

You are responsible for any damage you cause to the Library’s computer equipment. Misuse or abuse of computers or programs is not acceptable.

You are responsible for any direct or indirect damages that result from your use of Internet Services, or any losses or damages sustained by the Oakville Public Library as a result of your use of the Internet service.

You may not install, modify, delete or download software.

You may not use the Library’s computers for illegal, unethical or criminal purposes, or to seek access into unauthorized areas. This includes harassment, libel or slander (as per civil law) and display or dissemination of hate literature, child pornography, illicit drug literature or obscene material (as per criminal law).

The Canadian Charter of Rights and Freedoms and the Criminal Code of Canada are available in the Library for consultation. Complaints about illegal content will be passed on to the police.

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COLLECTION DEVELOPMENT POLICY – Public Use

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## Appendix 2

### INTERNET ACCESS AND ACCEPTABLE USE (continued)

#### **Your Responsibilities as an Internet User (continued)**

You are responsible for any infringement of copyright or software licenses or other intellectual rights that could result from the copying or distribution of materials found on the Internet.

To maximize all users' access to the Library's electronic information resources, Internet use is limited on a per session basis and to a daily maximum number of hours per user.

You are responsible for charges levied by the Library for printing from Internet workstations.

You are asked to close all programs and log out at the end of your Internet session.

You may use only your own library barcode and PIN numbers to access the Internet. Guests will be logged on by library staff.

#### Consequences for Violating Internet Access and Acceptable Use Policy

Failure to observe and comply with the Oakville Public Library's Internet Access and Acceptable Use policy shall result in loss of use of Internet and Library privileges, and in some instances, criminal prosecution. Depending on the severity of the incident, staff will ask the offender to leave the web site, leave the workstation, or leave the library. Failure to comply may result in a Letter of Trespass banning the offender from all Library facilities.

#### Public Awareness

The Library urges parents and guardians to become familiar with the internet. Information on child online safety and evaluation information found on websites is available at the Library's homepage ([www.opl.on.ca](http://www.opl.on.ca)).

Staff will assist individual users to navigate the Internet and access information as time and knowledge permits. Formal sessions may also be offered to the public.

**COLLECTION DEVELOPMENT POLICY – Public Use**

**Appendix 2.1**

*Canadian Library Association Statement on Intellectual Freedom  
Approved by Executive Council - June 27, 1974; Amended November 17, 1983; and  
November 18, 1985.*

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Effective Date: September 25, 2008	Motion #: 08.09.82	Next Review Date: 2013
Supersedes Policy Dated: September 23, 2004, November 27, 2003, October 29, 1998	Motion #: 04.09.236, 03.11.131, 98.64	
Filed in: Board Manual, Public Service Manual (Sect. 5.22), Added to Website		

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**COLLECTION DEVELOPMENT POLICY – Public Use**

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## **Appendix 3**

### **Criteria for the Evaluation and Selection of Materials**

In building collections to serve the aims of the Library, objective guidelines will be used.

Materials, whether donated or purchased, will be examined and evaluated in terms of the standards, which follow. Items need not meet all the criteria to be acceptable.

#### **General Criteria**

1. Suitability of physical form for library use
2. Suitability of subject, vocabulary and style for intended audience
3. Present and potential relevance to community needs and interests e.g. may fulfil emotional needs, serve as stepping stone to better reading
4. Appropriateness and effectiveness of medium to content
5. Insight into human and social condition
6. Importance as a document of the times
7. Relationship to existing collection and other material on the subject
8. Reputation and/or significance of author
9. Skill, competence and purpose of the author
10. Recommendation or notation by critics, reviewers or public
11. Budgetary and space priorities
12. Representation of challenging, though extreme or minority, point of view
13. Technical quality (applicable for Audio Visual materials)

#### **Specific Criteria For the Evaluation of Works Of Information and Opinion**

1. Authority
2. Comprehensiveness and depth of treatment
3. Objectivity
4. Clarity, accuracy and logic of presentation

#### **Specific Criteria For The Evaluation of Works of Imagination**

1. Representation of important movement, genre, trend or national culture
2. Vitality and originality
3. Artistic presentation and experimentation
4. Sustained interest
5. Effective characterization
6. Authenticity of historical or social setting

Criteria for the Evaluation and Selection of Materials is excerpted from: [Calgary Public Library Materials Selection Policy](#).

## Appendix 4

### REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Kindly complete all sections of the form below so that we can fully understand your specific concerns regarding the item. Please use a separate sheet if necessary.

**Request Initiated By:** \_\_\_\_\_  
**Library Barcode:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_  
**Home Telephone:** \_\_\_\_\_ **Business Telephone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

If this request is made on behalf of an organization or group, please identify:

\_\_\_\_\_

**Author (if applicable):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Format (e.g. book, DVD, CD):** \_\_\_\_\_

1. Have you read, viewed, or listened to this material in its entirety?  
Yes \_\_\_\_\_ No \_\_\_\_\_

2. If no, which parts have you read/viewed/listened to? Please be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please state your specific objections to this work? Cite pages or sections, if possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you think might result from reading, viewing or hearing this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COLLECTION DEVELOPMENT POLICY – Public Use**

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5. Have you seen/heard any promotions or read any reviews about this work? If so, please identify.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What do you propose the library do about this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Could you suggest alternative material in its place?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Have you read the attached Collection Development Policy?

Yes \_\_\_\_\_ No \_\_\_\_\_

**This request will be reviewed by the Collection Manager, and you will be informed of her decision.**

***Thank you for your comments***

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Contact: \_\_\_\_\_ Branch: \_\_\_\_\_

The collection of information on this form is subject to the provisions of the Municipal Freedom of Information and Protection of Personal Privacy Act. This information is used for library-related purposes only. Please direct any inquiries to the Director of Customer Services, Oakville Public Library, 905-815-2035.

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## Appendix 5

### Suggested Purchase Form

The Oakville Public Library welcomes members' suggestions for additions to the collection. Please check our catalogue to ensure that the Library does not already own the item. The Library does not purchase all recommended titles. Suggestions will be evaluated according to our Collection Development Policy. Usually titles older than two years are not purchased. Older, specialized or out-of-print items may be requested through interlibrary loan. The library does not consider suggestions for items not yet published or released.

**Patron's Full Name** \_\_\_\_\_

**Library Card Number** \_\_\_\_\_

**Title** \_\_\_\_\_

**Author/Performer** \_\_\_\_\_

**Additional Information**  
i.e., source, publication date \_\_\_\_\_

**Format**  Book  DVD  Video  CD  Cassette  Large Print

*If you suggested a book, would you like it reserved for you if purchased?*

Yes  No

*At which branch would you like to pick up your book?*

Central  Glen Abbey  Iroquois Ridge  White Oaks  Woodside

Patrons may place holds on audiovisual materials when they appear in the Oakville Public Library catalogue.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Name

The collection of information on this form is subject to the provisions of the Municipal Freedom of Information and Protection of Personal Privacy Act. This information is used for library-related purposes only. Please direct any inquiries to the Director of Customer Services, Oakville Public Library, 905-815-2035.