

Georgina Public Library Board Policy Manual

Policy Title: Collections Management Policy

Intent

The Public Library is a municipal, tax-supported institution with a mandate to serve all sectors of the local community by providing equitable access to information, ideas, and resources. The Library is a community hub that fosters lifelong learning, creativity, and civic engagement.

As a meeting place for people, ideas and knowledge, the library supports intellectual freedom, diversity, and informed citizenship while contributing to the economic, social, and cultural well-being of a democratic society. Georgina Public Library also plays an integral role in Ontario's public library network, supporting collaboration and resource-sharing among libraries across the province.

Scope

The Collection Management Policy governs all collections—physical and digital—held by Georgina Public Library across all branches and made available to the public. The policy outlines the principles and criteria used for selection, evaluation, planning, and maintenance of materials ensuring alignment with the Library's mission, vision, and values. Georgina Public Library is committed to providing collections that:

- Reflect the changing needs and interests of a diverse community, ensuring access to a wide range of perspectives, ideas, and lived experiences.
- Support literacy, lifelong learning, and personal development for all ages and abilities.
- Include materials that enhance cultural awareness and community engagement while fostering a love of reading and discovery.
- Enhance local history resources that highlight Georgina's heritage while complementing, rather than duplicating, the Georgina Village Museum. Ensure long-term preservation and accessibility for future generations.
- Aligning with principles of intellectual freedom, accessibility, and equity, as outlined in the library's policies and professional standards.

This policy aligns with OLA Statement's on the Intellectual Rights of the Individual (Appendix A) and CFLA Statement on Intellectual Freedom and Libraries (Appendix B).

Regulations

1. Central to the Public Library's mission is the endorsement of the Ontario Library Association's Statement of the Intellectual Rights of the Individual, 1998 (Appendix A), The Canadian Federation of Library Associations (CFLA) Statement on Intellectual Freedom and Libraries,

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- 2019 (Appendix B), which ensure the individual's right in a democratic society to have access to a diversity of opinions, including those that are critical or unorthodox.
2. Georgina Public Library also endorses the OLA Position on Children's Rights in the Public Library, 2003 (Appendix C), and Teen's Rights in the Public Library, 2010 (Appendix D)
 3. The Library adheres to all federal, provincial, and municipal laws, including Copyright Law and the Accessibility for Ontarians with Disabilities Act.
 4. Responsibility for selection and withdrawal of materials rests with the Collections Manager under the supervision of the CEO/Director. Staff members select materials based on their expertise, experience, and the needs of the local community, in accordance with general policies established by the Library Board.
 5. Criteria for selection: all acquisitions, whether purchased or donated, are considered in terms of some or all the following:
 - Expressed demand or anticipated relevance to the community
 - Appropriateness of the subject, style, and the format for the intended audience
 - Comments of publishers, reviewers, and critics
 - Canadian and Indigenous author/content/relevance
 - Local significance, contemporary significance, or permanent value
 - Authority, skill, competence, and/or significance of author/originator/creator
 - Relation to the existing collection and other material on the subject
 - Suitability and quality of the physical form, layout, and construction
 - Authority and standards of publisher
 - Availability of materials through other sources (including loans from other libraries)
 - Timeliness and accuracy of the information related to non-fiction materials – in general, materials published more than five years ago are not actively acquired unless there is demonstrated customer interest or ongoing relevance. Older high-circulating items may be re-purchased based on usage data and collection demand.
 - Purchase price and other budgetary considerations
 - Space requirements
 - Technology requirements
 - Easy of access and restrictions to content
 - Software/hardware compatibility
 - Consideration is given to licensing models, simultaneous user restrictions, and digital rights management limitations when acquiring digital materials

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- Existing availability of multiple copies of single titles, in any single format (Duplication of high demand titles is at the discretion of the manager)
6. Controversial material:
- The Library recognizes that some materials may be controversial and may offend some members of the community. Selection, and deselection, for library materials will not be made based on approval or disapproval, but according to the principles stated in the policy.
 - The Library supports the American Library Association statement that “stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, gender expression, or sexual orientation”.
 - The Library does not advocate beliefs or opinions, and inclusion of material in the collection does not indicate an endorsement of the content of any material.
 - The Library does not restrict access to materials based on age, unless legally mandated or in accordance with industry-standardized rating systems (i.e. DVDs and video games), or by defacing material in any way.
 - Objection to material: Georgina Public Library cardholders or residents may submit a reconsideration. Any objection not resolved satisfactorily by Library service staff should be addressed in writing to the, Manager of Collections through the formal Request for Reconsideration Form (Appendix F). The CEO/Director has the final authority in addressing unresolved objections.
7. Children’s/Teen’s Access: responsibility for the reading/viewing of minors rests with the parent/guardian. The Library does not act in loco parentis or restrict access to any part of the collection.
8. Role of the virtual library: in addition to print/film/music collections, the Library provides access to licensed databases and materials in electronic formats, in response to the needs and expectations of patrons, both in branches and through remote access.
9. Relation to other collections:
- The Library is part of a larger network of information sources. Other sources of information/material for our patrons can be accessed through inter-library loan borrowing from other library systems.
 - The Library has a mandate to provide materials which augment and complement the informational and leisure needs of children and students. Attempts are made to keep informed of student

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curriculum requirements, but the Library does not purchase textbooks or multiple copies for school purposes.

- The Library participates in consortium purchasing, when possible, to achieve the best use of resource dollars.

10. Maintenance of the collection: the decision to remove materials from the collection requires the same professional judgment as selecting material, and is a necessary part of keeping collections current, appropriately sized, and ensuring scope and breadth is maintained. To support GPL's collective growth, we will seek to understand and collaborate with our community, utilizing the Canadian Centre for Diversity and Inclusion's (CCDI) DEI strategies (Appendix E). Withdrawn material will be sold or discarded. A decision to withdraw material is based on the following criteria:

- Frequency of circulation
- Timeliness/accuracy
- Physical condition
- Availability of other copies (including other branches within GPL)
- Importance to the body of literature
- Local interest
- Shelving space

11. Gifts and Donations

Gifts and donations are governed by the Library's Donation Procedure (Appendix G).

The acceptance, evaluation, and disposition of donated materials are determined in accordance with that procedure and the Collection Management Policy.

Procedures (Selection Guidelines)

Every community is unique and selections for branches are made with the best judgments of a manager, under the supervision of the CEO/Director. In general, the following considerations are relevant:

- **Adult Fiction/Non-Fiction:** best sellers and other popular titles, classics, seminal works, Canadian authors/content. Digital ebooks are purchased for all audiences, based on demand and platform availability.
- **YA Fiction/Non-Fiction:** material particularly suited to teen (ages 13-17) interest and abilities, with an emphasis on Canadian content and relevance.
- **J Fiction/ Non-Fiction:** material particularly suitable in content and format to children from birth to the age of 12, with an emphasis on Canadian content and relevance.
- **DVDs:** popular feature films, informational titles of general interest, classic and/or literature based full-length features and materials for children.

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Streaming resources are purchased for all audiences, based on demand and platform availability.

- **Magazines/Newspapers:** magazine titles of general/leisure interest and newspapers for local, GTA, and National distribution are subscribed to as budgets allow. A selection of back issues of the Georgina Advocate are available on microform at the Keswick Library. Current issues of magazines are limited to browsing in branch, and a select quantity of back issues are retained, contingent on space, publication frequency, and physical condition. Newspapers do not circulate. Digital magazines/newspapers are purchased for all audiences, based on demand and platform availability.
- **Local History:** published works of local history are collected for the general collection, under certain criteria. The Georgina Public Library collaborates with Georgina Village Museum for the preservation and accessibility of historical materials. Works that are the singular copy in existence, older published works that require specific handling (so as not to damage it), and ephemeral materials are collected by the [Georgina Village Museum](#).
- **Canadian Content:** special consideration is given to materials that record the Canadian experience, including but not limited to Indigenous peoples, immigrants/newcomers, and other groups represented in Canadian society. Materials are sought which relate to life in Canada and works of Canadians, both past and present.
- **Large Print:** fiction and non-fiction of a popular nature are collected in larger print to meet the needs of seniors and patrons with a print disability.
- **Talking Books:** talking books on audio-tape CD and Playaway (prerecorded media) format are purchased for adult collections, according to demand and availability, to extend the accessibility of popular materials to those with a print disability, or as a personal preference. Digital audiobooks are purchased for all audiences, based on demand and platform availability.
- **French and Multilingual:** French and multilingual collections are maintained and expanded based on evolving community demographics, census data, and consultation with community stakeholders. Other languages collection inclusion is determined through consultation with community partners, census data, and community recommendations. Digital audiobooks and ebooks for multilingual materials are purchased for all audiences, based on demand and platform availability. Other language materials that have limited demand and are not actively collected may be obtained through ILLO.
- **Music:** collections consist of adult CDs and digital formats, for all ages, representing a range of musical styles.
- **Reference/Government Documents:** each branch maintains a core collection of current quick reference materials, such as directories, encyclopedias, and almanacs. Reference materials are increasingly

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available online from any computer, through licensed databases or websites.

- **Community Information:** the Library maintains, on behalf of the Town of Georgina, local records for the regional database of community information and provides community information services to patrons. Each branch also collects and posts non-profit community information in pamphlet or poster formats, as space allows.
- **Electronic Resources:** purchase of products and/or licenses of an educational or recreational nature for children and the general audience. Some databases are restricted to in-house use on library computers.
- **Video Games:** popular titles for a variety of systems, with a wide range of genres (action, sports, logic, etc.) and ratings (E, E10, T, M).
- **New formats and Collections (The Lendery):** purchased as the need/demand develops and as budget allows.

Attachments

Appendix A: OLA Statement on the Intellectual Rights of the Individual

Appendix B: CFLA Statement on Intellectual Freedom and Libraries

Appendix C: OLA Position on Children's Rights in the Public Library

Appendix D: OLA Position on Teen's Rights in the Public Library

Appendix E: Canadian Centre for Diversity and Inclusion

Appendix F: Request for Reconsideration Form

Appendix G: Donations Procedure

POLICY HISTORY:	
Initial Draft	July 2006
Board Presentation:	November 16, 2006
Board Adoption:	November 16, 2006
Review/Update	Sept 2012; August 25, 2016; October 21, 2021; April 17, 2025; March 19, 2026



Ontario Library Association Statement on the Intellectual Rights of the Individual

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

1. That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations, which may be unconventional or unpopular.
3. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
4. That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
5. That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the Internet.
6. That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.
7. That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.



The Canadian Federation of Library Associations (CFLA) Statement on Intellectual Freedom and Libraries

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

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

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

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

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

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

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

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

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

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

You can find CFLA-FCAB's Position on Third Party Use of Publicly Funded Library Meetings Rooms and Facilities: An Interpretation of the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries [here](#).



OLA Position on Children's Rights in the Public Library

Children in Public Libraries have the right to:

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



Teen’s rights in the Public Library

Goals for Library Services for Teens:

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

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

7 Developmental Needs of Teens	5 Core Values of Service to Teens
<ul style="list-style-type: none"> • Physical activity, • Competence and achievement, • Self definition, • Creative expression, • Positive social Interaction with Peers and Adults, • Structure and Clear Limits, • Meaningful Participation. 	<ul style="list-style-type: none"> • Respecting and responding to unique YA needs, • Providing equal access, • Empowering Youth through participation, • Engaging Teens in active collaboration, • Supporting healthy youth development.

<p>Excerpted from: Dorman, G. (1981). <i>The Middle Grades Assessment Program: User's Manual</i>. Carrboro, NC: Center for Early Adolescence.</p>	<p>Core Values excerpted from Jones, P. (2002). <i>New directions for library service to young adults</i>. Chicago: American Library Association.</p>
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Teens in Ontario Public Libraries have the right to:

1. Intellectual freedom

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

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

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

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

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

4. Collections that specifically meet the needs of teens

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

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

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for

teens to use this library space for leisure or study, either independently or in groups.

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

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

7. Library Programs and Services appropriate for Teens

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

8. Trained and knowledgeable staff specializing in teen services.

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

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

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

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



Canadian Centre for Diversity and Inclusion

Our vision

A world where people are valued and celebrated for all their dimensions of diversity.

Our mission

To help build a more inclusive Canada by bringing together and supporting people to become change agents through thought leadership, research, education, and action.

Our values

- **Change:** We are committed to following a path of continuous growth and learning as the DEIA space continues to evolve.
- **Courage:** We have the courage and humility to know that we are not always right and strive to continually learn in order to advance social change.
- **Inclusion:** We contribute to a world where people are accepted for who they are and feel free to be their full selves, always.
- **Integrity:** We make responsible decisions based on leading practices, putting them into action with transparency and accountability.
- **Respect:** We value and appreciate people's unique traits and beliefs with dignity and compassion.

Our Commitment to Truth and Reconciliation

CCDI acknowledges this land, now known as Canada, as the land of the First Peoples (Nations), Inuit, and Métis. We respect and affirm the inherent and Treaty Rights of all Indigenous Peoples across this land. We pay homage to them, past, present and future, as they continue to work, educate and contribute to the strength of this country. Thank you for the privilege of living and learning in this place.

In recognition of the Truth as retold by thousands, and as we endeavour to walk the path towards Reconciliation, CCDI believes that transformation is necessary. We are committed to reflecting a more truthful and inclusive history of the diverse Indigenous Peoples in Canada, the realities of residential schools, the systemic

racism faced by Indigenous communities past and present, and the ongoing impacts these continue to have on workplaces and communities across Canada. We work with Elders, Knowledge Keepers and Community partners to co-create solutions and to guide us in this work. We will continue to deepen and steward all our relationships as they help us to fulfill our mandate of educating organizations – including our own – towards reconciliation.

[“Creating a diversity, equity and inclusion strategy: Toolkit for developing a strategy to enhance DEI in your organization”](#)



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

(Please Print)

Have you read/listened/seen the entire work? Yes No

Requests for consideration can only be made when the entirety of the work has been read/listened/seen. Items may be taken out of context when they are not fully viewed in the whole scope of which the work was intended. Please be aware that any requests made without this done cannot be reviewed for reconsideration.

Name: _____

Address: _____ City: _____

Phone: _____ Email: _____

Complainant represents: Self Organization: _____

Organization Address: _____

Chief Officer or Chair: _____

Objection is to:		
<input type="checkbox"/> Book	<input type="checkbox"/> Magazine	<input type="checkbox"/> DVD/Video
<input type="checkbox"/> Illustration	<input type="checkbox"/> Music CD	<input type="checkbox"/> Electronic Resource
<input type="checkbox"/> Other:		

Author: _____

Title: _____

Are you aware of the judgement of this work by literary critics? Yes No

What do you believe is the theme of the work? _____

What is your specific objection to this material? _____

Is there anything positive about this material? _____

What do you feel might be the result of reading/hearing/viewing it? _____

What action would you recommend be taken regarding the use of this material?

Other comments:

Your request will be forwarded to library management and you will be informed of their decision. Decisions are based upon the *Collection Management Policy* approved by the Board of the Georgina Public Library. A copy of this policy is available for your review.

Signature

Library Card Number

Date

Staff Response:

Selector's Signature:

Date:

C.E.O.'s Signature:

Date:



Procedure	Donation Procedures		
Department	Collections		
Effective Date	January 2026		
Review Cycle	Annual	Updated by	Maria Romano

Overview

Georgina Public Library receives offers of donated materials from community members. Donations may support the Library's mission by contributing to fundraising initiatives and, in limited circumstances, supplementing the collection.

The Library works in partnership with the Friends of the Library to manage the intake and distribution of donated materials. The Friends group plays a primary role in managing donated items for resale through book sales and other fundraising activities that support Library services.

Philosophy

GPL's collections are built primarily through vendor-based purchasing in order to ensure:

- Professional cataloguing and processing
- Accessibility standards and MARC compliance
- Equitable, community-focused selection
- Strategic use of space and staff resources
- Alignment with IDEA principles

Donations bypass these workflows and are therefore not typically considered for inclusion in the circulating collection. In most cases, donated materials are accepted to support Friends of the Library fundraising initiatives.

Donations are accepted with the understanding that:

- The Library and the Friends of the Library reserve the right to determine the appropriate use or disposition of donated items
- Donated materials may be added to the Library's collection, used for Friends fundraising activities, distributed to community partners, or recycled
- The Library cannot guarantee that donated items will be added to the collection
- Donated items become the property of the Library or the Friends of the Library upon acceptance
- Once accepted, donated materials will not be returned to the donor
- The Library does not accept donations with conditions attached regarding how materials must be used, displayed, or retained

Due to the volume of donations received, the Library cannot provide updates regarding the status or disposition of specific donated items.

The Library does not provide appraisals of donated materials for tax purposes.

Role of the Friends of the Library

The Friends of the Library serve as the primary community partner responsible for managing most donated materials.

Their role may include:

- Accepting donated books and other materials from the public
- Sorting and preparing materials for book sales or other fundraising activities
- Managing storage and distribution of donated items intended for resale
- Coordinating fundraising initiatives that support Library programs, services, or collections

This partnership allows the Library to maintain sustainable collection development practices while ensuring donated materials continue to benefit the community.

Collection Consideration

Donated materials may be reviewed for potential inclusion in the Library's collection at the discretion of the Collections Manager.

All materials considered for inclusion must meet the same selection standards outlined in the Library's Collection Development Policy, including criteria related to relevance, condition, demand, duplication, format suitability, and available space.

Acceptance of donated materials into the collection is uncommon and evaluated on a case-by-case basis. Most donated materials are directed to the Friends of the Library to support fundraising activities.

The Library cannot guarantee that any donated item will be added to the collection.

Donation Campaigns

Material donations are typically accepted during designated donation campaigns coordinated by the Collections Team in partnership with the Friends of the Library.

Campaigns may include:

- Annual or seasonal book sales
- Special fundraising events
- In-branch sale shelf replenishment

Campaign communications will outline:

- Acceptable materials
- Quantity limits
- Dates and locations
- Drop-off instructions

Donations outside designated campaigns may be declined.

Acceptable Donations

The Library and Friends of the Library generally accept gently used materials in good condition.

Items should be:

- Clean, dry, and odour-free
- Free from mold, mildew, or water damage
- Free from writing, highlighting, or excessive markings
- Structurally intact

Eligible formats may include:

- Books
- Audiobooks
- DVDs and Blu-rays

Ineligible Materials

Staff should decline:

- Damaged, yellowed, or musty items
- Encyclopedias, textbooks, workbooks, or professional guides
- Reader's Digest condensed books
- Magazines older than 12 months
- VHS tapes, cassette tapes, or outdated formats
- AI-generated materials (text, illustrations, or design elements)
- Items offered with the expectation they will be added to the circulating collection

Donors may be directed to alternative donation locations when appropriate.

Staff Responsibilities

Library staff should direct members of the public wishing to donate materials to the Friends of the Library whenever possible.

If donations are received directly at a Library branch, staff may:

- Accept small quantities of materials when space permits
- Redirect donors to the Friends of the Library for larger donations
- Ensure materials are routed to the appropriate location for Friends review or collection consideration

Staff should not promise that donated items will be added to the collection.

Standard Script for Staff

When donations cannot be accepted:

“Thank you for thinking of us. GPL accepts material donations primarily during designated donation campaigns for Friends of the Library fundraising. We are unable to guarantee that

donated items will be added to the collection. Current donation guidelines can be found on our website.”

If accepting during a campaign:

“Thank you for your donation. These items will support Friends of the Library fundraising, and proceeds directly support library programs and services.”

Donated Items: Ownership and Disposition

All donated materials become the property of Georgina Public Library once accepted.

Materials may be:

- Sold at Friends of the Library events
- Added to in-branch sale shelves
- Given away during library programs
- Donated to external organizations
- Recycled

The Library is under no obligation to notify donors regarding the disposition of donated materials.

Items cannot be returned once accepted.

Final disposition of donated materials is determined by the Library and the Friends of the Library.

Financial Donations

GPL accepts financial contributions at any time through:

- Cash
- Cheque
- Online donations via CanadaHelps

Financial donations are separate from material donations and are managed according to Town of Georgina financial procedures.