

# Collection Policies

<b>C-101 Collection Development</b>	
<b>PASSED:</b>	June 2019
<b>AMENDED:</b>	-
<b>REVIEW PERIOD:</b>	5 Years

Public access computers and wireless access to the internet The Library recognizes its responsibility to have a balanced collection of materials on subjects of interest to its patrons. The collection is based on the needs and requests of patrons of all age, races creeds, and organizations with a wide range of interests.

The library does not attempt to promote any beliefs or points of view, nor does it endorse the opinions expressed in the materials held. Instead, material representing various points of view are acquired within the limitations of space, budget and availability to allow patrons to make their own decisions.

## RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

- 1.1. The authority and responsibility for the selection of materials is delegated to the manager who operates within the framework of policies developed by the board.
- 1.2. Suggestions from patrons, staff, volunteers, and the board are courteously accepted and considered in the selection process.

## CRITERIA FOR SELECTION OF LIBRARY MATERIALS

- 1.3. Materials, whether purchased or donated will be judged based on the content and style of the work in its entirety, not by selected passages or scenes
- 1.4. Canadian and Albertan materials will be given preference

## LIBRARY MATERIALS SELECTION POLICY

- 1.5. The library subscribes to the Statements of Intellectual Freedom adopted by the Canadian Library Association.

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

Libraries have the 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 the libraries public facilities and service 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.

- 1.6. Library materials are available to any library patrons, regardless of age. The board believes in the right and obligation of parents and legal guardians to guide their children in selection of materials consistent with their family values system
- 1.7. The library will make every reasonable effort to provide materials, either by purchase or through cooperation with other library, which will help to meet its objectives
- 1.8. Materials may include but not be limited to: audio visual material, books, magazines, equipment, computer software, and electronic resources
- 1.9. Materials selected are considered based on (in no particular order):
  - Overall purpose
  - Timeliness
  - Popular demand
  - Quality of writing/production
  - Reputation and significance of the author, composer, artist
  - Format and price
  - Canadian and/or Albertan content
- 1.10. The library will make a reasonable effort to maintain a balance in all classes of library materials; educational, recreational, children, adult, printed, electronic also recognizing the need for multilingual materials.
- 1.11. The library will cooperate with, but cannot perform the functions of school libraries or other academic libraries that are designed to meet curricular needs
- 1.12. Final responsibility for selection of materials rests with the manager
- 1.13. Final responsibility for resolution of complaints concerning library materials rests with the board

#### SELECTION IN SPECIFIC AREAS

- 1.14. Adult Fiction and Nonfiction titles are provided to satisfy the diverse needs, abilities and levels of education identifiable in the adult community. In selecting adult fiction, the library's policy is to acquire titles that are popular and readable, and to be inclusive rather than exclusive in its choices.

- 1.15. The young adult section is selected to include a wide variety of materials to satisfy the informational, recreational, and cultural needs of youth with interest levels Grades 9-12. Parents who wish to limit or restrict the reading of their own young adults should personally oversee their selection.
- 1.16. The children's collection is selected to include a wide variety of materials to satisfy the informational, recreational, and cultural needs of children. The collection providers for children of different abilities and potentials with the emphasis of encouraging children to develop lifelong interest in reading.
  - 1.16.1. As children are influenced by the characters and situation that they meet in fiction, the category is judged to be as important as non-fiction. Illustrations, text, and general design in children's materials are important criteria for selection purposes. Priority is given to those books which have been judged to be excellent representations of the genres.
- 1.17. Although school and academic libraries have primary responsibility for providing materials to their students, the library may provide supplementary reading and reference materials
- 1.18. Foreign Language Materials: Materials in languages other than English may be acquired as part of the library collection. The library may acquire multilingual material from library Systems or ILL (interlibrary loan) from other libraries upon request from patrons
- 1.19. Religious Materials Standard works relating to the world's religious reaching are selected for all ages and reading levels.
  - 1.19.1. Purely denominational materials may be considered church items rather than material suited the public library. Gift copies are selected by the same criteria applied to purchased materials
- 1.20. Materials on sex education, human physical development, pregnancy, birth control, communicable sexual disease, HIV, and reproduction are selected for all age and reading levels
  - 1.20.1. Selection criteria includes accuracy of the information, dignity and appropriateness of text and illustrations
- 1.21. The reference collection is a non-circulating collection which is selected to satisfy the research and informational needs of adults, young adults, and children with a wide variety of interests and educational needs. Reference materials will be replaced as necessary.
- 1.22. Special Needs: Whenever possible, the library will provide reasonable access to special needs materials such as English as a second language, high interest/low vocabulary, Braille, large print, or other formats as requested.
- 1.23. Outreach The library will attempt to provide and outreach service to any patron unable

to visit the library.

- 1.24. Government Documents The library may be used as a depository for town and municipal documents. Access to provincial and governmental information may be obtained through interlibrary loan, via internet, or other sources.
- 1.25. Periodical subscriptions are based upon the same criteria established for the selection of library materials. Current issues of local and area newspapers may be provided for the community. Back issues of the Vermilion Standard are retained in microfilm format. Periodical titles are usually acquired and maintained in hard copy format. Access to full text databases may be provided, pending access through Northern Lights Library System.

2. SELECTION OF NON-PRINT MATERIAL

- 2.1. Audiobooks and Music CDS: A collection of both music and the spoken word are selectively acquired to support current interests and demand according to the establish selection criteria.
- 2.2. Audiovisual Materials: Audio Visual Materials are acquired on a selective basis to serve educational, recreational, informational and in-house training demands.
- 2.3. Equipment is acquired on a selective basis to serve the educational, recreational, informational and in-house training demands. Some equipment may be available for loan to the public.

3. SELECTION TOOLS AND PURCHASING

- 3.1. Most purchases of library material will be made through the book allotment fund held in trust by NLLS
- 3.2. Library material may also be purchased directly from vendors and reimbursed through the Outside Purchase Fund administered by NLLS
- 3.3. Subject to annual budgeting, the library will purchase additional material for the collection