

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
COLLECTION DEVELOPMENT

Prepared by: Barb Chrystian

Board Approved – Sept. 2021

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7.0 LIBRARY MATERIAL FORMATS

7.1 Adult Materials

Fiction and non-fiction titles are provided to satisfy the diverse needs, abilities and levels of educational 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.

7.2 Young Adult Material

The young adult collection, not necessarily maintained separately, is primarily general and recreational in scope. Fiction is selected to serve young people in the transitional period between juvenile and adult reading. No separate reference collection is maintained. Parents who wish to limit or restrict the reading of their own young adults should personally oversee their selection.

7.3 Children's Materials

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 provides for children of different abilities and potentials with the emphasis of encouraging children to develop lifelong interest in reading.

Fiction is judged as important as non-fiction, as children are influenced by the characters and situations that they meet in fiction. Illustrations, type 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 an excellent representation of their genre.

7.4 Curriculum Related Materials

Although school and academic libraries have primary responsibility for providing materials to their students, the Viking Municipal Library may provide supplementary reading and reference materials.

7.5 Religious Materials

Standard works relating to the world's religious teachings are acquired at the juvenile and adult reading levels. Purely denominational materials may be considered church items rather than material suited to the public library. Gift copies are selected by the same criteria applied to purchased materials.

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7.6 Sex Education Materials

Materials on sex education, human physical development, pregnancy, birth control, communicable sexual disease, HIV, and reproduction are selected for all age and reading levels. Selection criteria includes:

- a) accuracy of the information
- b) dignity and appropriateness of text and illustrations

Material will be collected at the juvenile and adult reading levels.

7.7 Reference Materials

The reference collection is a non-circulating collection. Selected to satisfy the research, and factual information needs of adults, young adults and children with a wide variety of interests and educational needs. Materials are selected and purchased on a highly selective basis. Selection may be based on critical reviews.

7.8 Fiction Paperback Collection

The majority of titles are purchased from the library's budget, but donations are accepted.

7.9 Large Print Books

Large print books are purchased with monetary donations and library budget. Circulating mixed blocks of large print titles are available through Northern Lights Library system.

7.10 Provision of Service to those unable to use Conventional Print

The Viking Municipal Library Board believes those persons unable to utilize conventional print materials are entitled access to the library and information services.

- a) The Board endeavours to supply to our users materials in an unconventional format as needed including, but not limited, to:
 - Computer software
 - Audio books
 - Music Compact Discs
 - Multilingual titles (participating in International Collection Consortia)
 - Large print titles
 - Adaptive technology for computer use

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- b) The Town of Viking Library Board will provide access to materials through such means as, interlibrary loan, (Provincial Government) Libraries Branch, liaison with the community, or support agencies in order to put the end user in touch with the source. The Town of Viking Library Board, as a member of the Northern Lights Library System will have access to unconventional materials.

7.11 Government Documents

Access to provincial and governmental information may be obtained through interlibrary loan, via internet, or other sources.

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