

Madawaska Valley Public Library Policy Manual

Policy Type: Operational

Policy Number: OP-05

Policy Title: Collection Development

Initial Approval Date: October 2012

Last Review/Revision Date: 2020

Review Date: 2024

Objective

To set the parameters for the development of the collections, decisions on the selection of materials, and the basis for collection evaluation, planning and budgeting.

Scope

The collections support the Madawaska Valley Public Library's (the Library) mission to stimulate the imagination, creativity and inquiry through literature, research and reference, for culture and commerce. It is the library's goal to provide equitable access to ideas and knowledge. The library is committed to making the collections accessible to people with disabilities by offering a choice of formats, as feasible.

Section 1: Scope and Size of the Collection

1. The library provides a collection of books and materials:
 - a) In a variety of formats and media
 - b) For all ages
 - c) That is responsive to the needs and interests of the community it serves
 - d) That reflects the diversity of the community.
2. The collections shall be balanced and represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature.
3. The presence of an item in the library does not indicate an endorsement of its content.
4. Materials in the collections may meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their respective curricula.
5. The library develops collections which include, but are not limited to: fiction and non-fiction for adults, young adults and children; magazines, picture books, music, local history and local interests, genealogy, adult literacy, adult retraining programs, and government documents.
6. The Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials as feasible. Our collection will include titles by and about First Nation communities, and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

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7. The staff, under the guidance of the Chief Executive Officer (CEO), is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are a tool for collection development and evaluation.
8. The library participates in consortia and in pools to broaden the scope and size of the collection. To provide users with print disabilities with a broader collection, the library will join accessible format initiatives (the Canadian Public Library Accessible Formats Initiative), if feasible.
9. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Section 2: Selection of Materials

1. The Township of Madawaska Valley Public Library Board (the Board) delegates the responsibility for the collection to the CEO.
2. Selection responsibility for specific portions of the collections may be delegated to staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience.
3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is ordered, and what remains in the collections, is based on the following randomly listed criteria:
 - a) Recommendations by critics or reviewers
 - b) Public demand
 - c) Relationship of subject to existing collections
 - d) Importance of subject matter in relation to community needs
 - e) Authority or significance of author
 - f) Quality of writing, production and illustrations
 - g) Accessibility criteria and features
 - h) Authority and standards of publisher
 - i) Suitability of format for library use
 - j) Canadian content

Section 3: Withdrawal and Replacement of Items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO, which may be shared with other members of the staff, and/or volunteers, if feasible.

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3. Items will be withdrawn based on the American Library Association's Crew Method for weeding the collection, and/or as determined by the CEO.
4. Withdrawn material will be considered for the Library's Book Sale, donated to schools or organizations if appropriate, or discarded.
5. Replacement shall depend, in part, on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Section 4: Gifts and Donations

1. The Library accepts gifts of books, other materials or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection.
2. The same criteria of selection and withdrawing that are applied to purchased materials are also applied to gifts and donations.
3. The Library cannot accept donations with mold and mildew, due to health and safety concerns for staff and clients.
4. Materials not added to the collection will be dealt with as per Section 3.4.

Section 5: Requests from Clients

1. Suggestions from clients for the purchase of items are always welcome and are given due consideration.
2. Requests for re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a client or member of the community must be received by the CEO in writing. Responses to these requests 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.

Related Documents:

Policy Number FN-03 **Intellectual Freedom**

Policy Number FN-04 **Respect and Acknowledgment Declaration**

Policy Number OP-03 **Accessible Customer Service**

Policy Number OP-17 Meeting the Requirements of AODA Regulations (Not completed)