

POLICY: COLLECTION POLICY

POLICY #: B-OP-07

COMMITTEE:	Library Board	PASSED:	September 14, 2000
TOPIC:	Services	AMENDED:	September 12, 2002; October 2003; February 2005; July 10th, 2008; June 2013; 28 April 2016
		REVIEW PERIOD:	As required

PURPOSE

The purpose of the Collection Policy is to describe the role of the Library’s collection and to inform the public of the principles upon which selection and deselection decisions are made. It is also a guide for staff in the selection, management and retention of materials and resources that are of current interest and/or lasting value to library users.

SCOPE

This policy encompasses North Vancouver District Public Library’s collection, whether physical materials or digital resources, and includes items acquired by purchase or donated items that may have been added to the collection.

POLICY

In order to fulfill the Library’s mission, “*Connecting community, fostering knowledge, inspiring stories,*” the North Vancouver District Public Library provides a wide range of library materials and resources in a variety of formats for all ages. The collection is varied in terms of reading level and subject matter, covering a broad spectrum of interests and issues.

Developing and maintaining a public library collection is an ongoing process requiring professional judgment and experience to balance competing needs and demands while striving for the optimal use of the human and fiscal resources entrusted to the Library.

Guiding Principles

- The selection of all materials and resources is guided by the mission, vision, values and guiding principles of the Library, with the aim of providing a broad collection of contemporary, popular and/or permanent value.
- Materials and resources selected for the Library collection must meet standards of quality in content, expression, form and durability.

- Known or anticipated public demand informs the selection, quantity and format of the materials and resources acquired and retained. The Library endeavours to balance the need for a broad range of subjects while also providing multiple copies of items that enjoy particularly high demand.
- North Vancouver District Public Library Board has adopted the *Statement on Intellectual Freedom and Libraries* of the Canadian Library Association. Collection development is guided by this *Statement* and by the *BC Human Rights Code* which guarantees that “no person shall be discriminated against because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of the person or that group or class of persons.”
- The Library is a forum for all points of view on current and historical issues. The Library supports the view that materials and resources in our collection should represent, as far as possible, a wide range of opinions and different sides of controversial issues. For this reason, the Library’s collection includes items which some individuals and groups may consider to be unconventional, unpopular or unacceptable.
- Particular beliefs, philosophies or viewpoints are not promoted; nor does the selection of an item for the collection constitute endorsement of either the content or the viewpoint expressed in that item.
- The Library does not act “*in loco parentis*”. It is the prerogative of parents and guardians to guide, develop and be responsible for the social and intellectual growth of their children.
- The Library serves the needs of Adult Basic Education (ABE), English as a Second Language (ESL), learners of all ages and abilities and other literacy providers.
- The Library serves the needs of users with print-disabilities through its collection and services.
- The Library encourages the inclusion of quality works by North Shore authors or about the North Shore.
- Recognizing that French is one of the two official languages of Canada, the Library acquires recreational materials and resources in that language. The Library may provide materials and resources in languages other than English and French to meet community needs.
- The physical collection is managed as a ‘steady state’ collection philosophy, taking account of the space available for the collection. The intake of new materials should be offset by the relocation, disposal or replacement by electronic access, of a corresponding quantity of existing items.
- Reduced demand and/or technological obsolescence informs the Library’s decisions to no longer collect or retain materials or resources.
- Where appropriate, the Library provides access to materials and resources through cooperative services with other library systems such as interlibrary loan and consortium purchasing.

Selection Criteria

All materials and resources are selected with professional judgment and using criteria, evaluative review methods, bibliographies, patron suggestions or personal inspection.

Materials and resources are considered for selection in terms of the following specific criteria:

- The attention of critics, reviewers and the public
- The artistic and technical merits of the material
- Accuracy, relevance, currency and reliability of information
- Enduring value as a classic
- Popular demand and current trends
- The present and potential relevance of the material to community needs
- Subject, style and formats suitable for intended audience and use
- The suitability and durability of the physical format for library use
- The importance of the author/creator
- The relationship of the item to the existing collection and to other materials on the subject
- The cost of each item considered in relation to its contribution to the overall development of the collection
- Space and budget available

Selection criteria specifically for digital resources:

- Cost and pricing model
- Hardware, software and licensing requirements
- Demand (use patterns or anticipated use)
- Privacy
- Comparison of content with other available formats
- Networking capability
- Ease of access
- Staff training and customer assistance requirements

An item need not meet all of the above criteria in order to be acquired.

Furthermore, the Library does not purchase or add materials and resources that contravene the provisions of the Canadian Criminal Code with regard to distribution of illegal material.

Suggestions from library users for additions to the collection are welcomed. Their suggestions for purchase are reviewed by library staff and may be acquired if they meet the Library's selection criteria.

Youth Collection

The Library recognizes the need to include a wide variety of materials and resources to encourage and foster children's and teen's love of reading, to develop their literacy skills and to serve their informational needs. The youth collection is divided on the basis of "level" of reading skill and age appropriateness.

Gifts and Donations of Library Materials

See B-OP-09 LIBRARY GIFTS IN KIND DONATIONS

Reconsideration of Materials

See B-OP-03 REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Organization and Access

The classification, organization and labeling of the Library's collection are designed to minimize barriers and to enhance access to the collection.

Ratings already applied by the Motion Picture Association of America (MPAA) and the Consumer Protection BC (e.g. Canadian Motion Picture Distributors' Association ratings) to movies are left intact on packaging and included in the bibliographic record as a guide to patrons. Movies given a "Restricted" rating under the BC Film Classification Office rating scheme are labeled as such in order to signify that they may only be borrowed by patrons 18 years of age or older. All movies from licensed digital collections are purchased for HOME USE ONLY—without Public Performance Rights—and loaned to library users for this purpose alone.

Collection Assessment and Maintenance

Regular assessment of materials and resources is a vital part of building and maintaining a living and responsive library collection. Assessment and maintenance will keep the collection current, actively managed, of manageable size and scope, relevant to community needs and in a state of good repair. Assessment, including withdrawal of materials and resources where required, is conducted by knowledgeable staff. Assessment includes consideration of: condition, accuracy, currency, usage, current and anticipated relevance to library users, space and performance within the context of the overall library collection.

The selection of materials and resources in any new format may result in the Library's decision to retire specific items or formats from its collection in order to responsibly accommodate trends in user demands and/or changes in technology.

If suitable, withdrawn items will be offered to the Friends of the Library or sold at a Library book sale. If unsuitable for sale or donation, withdrawn items will be sent to be recycled.

Materials that are lost or damaged may be replaced depending on the availability, cost and demand for the item.

RESPONSIBILITIES

The overall responsibility for the Library's collection rests with the Director of Library Services acting in accordance with policies established by the Library Board.

The Director of Library Services delegates the professional task of collection development and management, including selection, assessment and maintenance to qualified and knowledgeable resource staff.

The Library Board supports and endorses staff to implement this policy.

RELATED POLICIES

- B-OP-03 REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS
- B-OP-08 COMMUNITY INFORMATION
- B-OP-09 LIBRARY GIFTS IN KIND DONATIONS
- B-OP-11 PROTECTION OF PRIVACY AND CONFIDENTIALITY
- B-OP-14 INTELLECTUAL FREEDOM