

Otonabee – South Monaghan Public Library

Collection Development Policy

PURPOSE

- To provide a statement of philosophy and identify key objectives respecting the selection of material which will reflect the Mission Statement and Goals of the Otonabee – South Monaghan Public Library System.
- To define responsibility for selection and identify the delegation of selection responsibility.
- To establish procedures to deal with recommendations for purchase and objections lodged against particular materials by community residents.

POLICY

The ultimate responsibility for the selection of all materials lies with the C.E.O. acting according to the general policies established by the Library Board. In practice, this authority is delegated to professional staff.

The Otonabee – South Monaghan Public Library endorses the *Statement on Intellectual Freedom* adopted by the Canadian Library Association in 1985 and the *Statement on the Intellectual Rights of the Individual* adopted by the Ontario Library Association in 1998. These statements are reproduced in the Intellectual Freedom Policy.

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the community. It directly relates the collection to the library's mission statement, and defines the scope and standards of the various collections.

The Library Board, in establishing a *Collection Development Policy*, was cognizant of the *Constitution Act, 1982, Part 1, Canadian Charter of Rights and Freedoms, Section 2b*, which guarantees "everyone the following fundamental freedoms... b) freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication."

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

Popular interest
Contemporary significance or permanent value
Currency of information
Accuracy
Local emphasis
Readability or ability to sustain interest
Treatment of subject to age of intended audience
Reputation of author, publisher, producer or illustrator
Creative, literary or technical quality
Critical assessments in a variety of journals
Format and ease of use
Circulation as monitored through the automated system
Cost and availability
Relationship to existing materials in collection
Relationship to materials in other area libraries

Suggestions for Purchase

The library strongly encourages input from the community concerning the collection. A suggestion for purchase procedure enables citizens to request that the library purchase a particular item or subject. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections that serve the interests and needs of the community.

Request for Reconsideration

Persons from the community wishing to recommend the removal of a particular item in the library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Chief Executive Officer and the staff in relation to the library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and the staff, the Chief Executive Officer will make a response within 30 days of receiving the formal objection.

Gifts

The Otonabee - South Monaghan Public Library accepts gifts (including publisher's gift copies) for the library's collection that fall within needed subject categories, as determined by the C.E.O. and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

- The library retains unconditional ownership of the gift.
- The library makes the final decision on the use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing and access to the materials.

Monetary gifts to the collection are welcome and may be designated as memorials.

- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.

The library will accept for evaluation gift materials only in designated areas as listed below. All gifts must be in excellent condition.

- Canadian, Local History and Description
- Children's Books
- DVDs/Videos
- Fiction and Non-fiction published recently.
- Fiction by classic authors
- Paperbacks
- Art and Architecture
- Business, Science and Technology published within the last five years
- Books on CD/Tape
- Large Print
- Young Adult fiction

Duplication of Materials

Multiple copies of materials are purchased in response to user demand, as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular fiction and non-fiction titles, the Otonabee – South Monaghan Public Library maintains a ratio of one copy for every six reserves, placed through the shared computer system.

The Collection

Adult Collection

Fiction

The library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The library makes every effort to acquire fiction, which is representative of the cultural and ethnic community that it serves, and to satisfy the diversity of interests and recreational needs of its users.

Non-Fiction

The library aims at acquiring materials, which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

- Address contemporary issues
- Provide self-help information

- Facilitate continuing education
- Enhance job-related knowledge and skills
- Increase knowledge of affairs of the community, the country, and the world
- Support business, cultural, recreational and civic interests in the community
- Nourish intellectual, aesthetic, creative and spiritual growth
- Present different viewpoints on issues

Children's Collection

To encourage life-long reading habits, the children's Collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Otonabee – South Monaghan from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

Young Adult Collection

A young adult collection has been established at all branches to satisfy the library needs of patrons from the approximate age of 13 to 18 years. It is a transitional collection for the reader moving from the children's collection to the adult collection. The type of materials selected differs significantly from 8 to 12 age level because of the social, emotional, and intellectual maturity required to read them. As this is primarily a browsing collection, fiction and paperbacks are emphasized with a selection of topical non-fiction and hardback books. While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age groups are stressed.

Large Print Collection

The large type book collection meets the needs of an increasing number of visually impaired patrons. The major thrust of the collection is popular fiction, including mysteries and romance, along with high interest non-fiction such as biographies and health-related materials. The library purchases large print material and participates in a large print pool (organized through Southern Ontario Library Services).

Books on Tape and Compact Disc

The books on tape and compact disc collection meets the needs of visually impaired patrons as well as patrons who utilize them for long trips in a car, train, plane etc.

Periodical – Magazine Collection

The library's magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diversity of publications in fields that are of interest to the community. It includes basic and popular reading magazines. Back issues of magazines are kept for one year except those that are used for reference materials.

Reference Collection

The library maintains a reference collection, which is used to answer questions and to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the library to be readily available to all citizens. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.

Reference sources are consulted for specific items of information rather than to be read consecutively and include: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Reference sources, which describe, condense, and summarize information, include encyclopedias; histories, handbooks, abstracts, and special reports with difficult-to-find information

With a grant from the Bank of Montreal the main branch in Keene will have electronic encyclopedias on CD-ROM. Eventually, on-line databases will be purchased to allow patrons to access information from home, office, school and the library.

Paperbacks

The library maintains a paperback collection to provide recreational reading in popular areas of interest.

Videos and DVDs

The library collects videocassettes and DVDs to meet the educational and recreational needs of adults and children. Due to the rural locations of each library branch the library provides a wide range of videos and DVDs to its patrons. The library accepts gifts and donations as long as they fall in line with the criteria set above.

Collection Development Scale

The following definitions of collection intensity have been developed to provide guidelines for acquisition and evaluation of subject areas within the collection. The definitions are used in analyzing the collection by Dewey number and/or material type, so that subject strengths and collection emphases at Central and the branch libraries are clearly delineated.

Popular/Basic Collection - Acquire bestsellers and popular materials based on demand or anticipated demand. Select basic works, which serve to introduce and define a subject. Develop a highly selective collection that is weeded continuously based on use.

Working Collection - Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a minimum depth, broad scope collection. Weed based on significance of title and changing use.

Resource Collection - Acquire popular and significant works; plus purchase extensively for coverage of the "best and most important" resources in a subject area. Develop a collection that provides broad, current, in-depth, and retrospective coverage. Weed based on significance of title, usage, and maintaining existing collection strengths.

Collection Maintenance

Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's experience in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

Discarding Library Materials

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

The last copy of a work in the Otonabee – South Monaghan Public Library system is evaluated in terms of its value to the community, with consideration to the following:

- Local interest
- Reputation of author, publisher, producer, illustrator
- Significance as identified in standard bibliographies
- Quality of graphics
- Uniqueness of information for research

Replacement

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

Binding

The decision to bind materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to bind:

- Adverse impact on circulation because of appearance
- Feasibility of binding
- Cost of binding vs. cost of replacement

Revision Policy

This collection development policy will periodically be evaluated and revised as times and circumstances require and the above policy supersedes Library Materials Selection Policy and Gifts Policy adopted February 14, 2002.

Board motion number: 2008-2

Adopted (Date): February 14, 2008

Chairperson: _____