



Collections Policy

Prepared by Simon Robins
August 2016

Contents

Purpose Statement	2
Collection Development Vision Statement	2
Access	2
Application and Scope	3
Intellectual Freedom	3
Responsibility	4
Responsibility for Selection	
Responsibility of the Patron	
Responsibility of Guardians for Children’s Use of Materials	
Collection Priorities	5
Selection Criteria	
Criteria and Other Considerations for Special Collection Areas	
Academic Works	
Legal Documents	
Reference	
Digital Collections and Databases	
Open Access	
Second Language Books	
Children and Young Adult Materials	
Classic Fiction and Poetry	
Other Special Collections	
Collections at Other Branches	
Data Collection and Statistics	
Suggestions for Purchase	
Cooperative Agreements	9
Complaints and Reconsideration of Materials	9
Donations and Gifts	9
Weeding, Replacements, and Book Sales	10
Appendices	11
Resource Sharing: Inter-Library Loan (ILL), BC Interconnect, and BC OneCard	
Temporary Cards	
References	
Contact Information	

Purpose Statement

This policy has been created to:

- Influence staff members when they select and manage library materials, in an effort to support the diverse needs and interests of library users;
- Provide the public with an accessible and informative document outlining the library's approach towards its collections.

Collection Development Vision Statement

This collections policy comes from a commitment articulated in our mission statement to serve as a friendly centre of knowledge, literacy, lifelong learning, and entertainment. We feel that these commitments can be achieved in large part by providing all library users with equitable access to a diverse collection. Moreover, as a public institution funded in large part by taxpayers, the collection should reflect the diverse facets of the local community. For this reason the library encourages community members to involve themselves in the selection process by suggesting items to staff. Similarly, when selecting items which were not recommended by patrons, library staff make a concerted effort to consider whether or not a certain resource will fit the needs of the community. Lastly, an objective of the library's strategic plan is to continually reexamine and revise library policy in order to meet the changing needs of the community.

Access

- Every library user, regardless of age, race, gender, personal appearance, religious beliefs, or disability, is entitled to access all materials within the library's collection. For youth under the age of fourteen, responsibility for monitoring access to materials is entrusted to the parent or legal guardian; library staff will not prevent children from accessing items.
- BC residents from across the province may access our collections through Inter-Library Loan services and the BC OneCard program, so long as they are patrons in good-standing at their home libraries. If an item is not available in BC, we will try to borrow it from another library in Canada.
- For library users with disabilities, the library makes a strong effort to ensure access to resources and services by offering additional support in cooperation with the National Network for Equitable Library Service (NNELS). This organization offers free services to library users with perceptual disabilities. If NNELS services are requested by a library user with a disability, an appropriate staff member will help

coordinate and arrange any services for them. In addition, the library also offers the Homebound Services program in collaboration with the Robson Valley Support Society of McBride and provides outreach to support patients at the McBride & District Hospital. Lastly, the library makes an effort to provide full building access for any users with physical disabilities, as defined by the BC Building Code.

- For library users who are not local residents and do not have an account with another BC library, the temporary patron card offers access to our collection.
- Every patron is free to access this policy, either through the McBride website or upon request when at the library.

Application and Scope

Application

This policy applies to all library staff members involved in the selection or withdrawal of library materials, as well as those involved in the accepting of donations and gifts.

Scope

This policy applies to all material formats acquired by the library, including but not limited to: print, non-print, audio, film, and digital resources.

Intellectual Freedom

The McBride & District Public Library staff and Board of Directors believes that any library patron should be free to access any material within the collection, as well as any materials or information from other sources, including the world wide web and the collections of other libraries. Similarly, as stated in the *Canadian Library Association Statement on Intellectual Freedom and Libraries*, the library feels individuals have a right to express views “of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable” (2015).

The library also believes censorship is a purely individual matter and declares that while anyone is free to reject for themselves books which he or she does not approve of, they cannot exercise this right of censorship to restrict the freedom of others. This stricture against censorship of library materials applies to groups as well as individuals.

In addition, the library upholds the entirety of the Canadian Library Association's *Statement on Intellectual Freedom*, and especially identifies with the following passages:

- “Libraries are a key institution in Canada for rendering expressive content accessible and affordable to all [. . .]
- “Libraries have a core responsibility to safeguard and facilitate access to [information . . .]
- “Libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources [. . .]
- “Libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy [. . .]
- “Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.” (2015)

To access the full text of the Canadian Library Association's Statement on Intellectual Freedom, please visit the following url:

http://cla.ca/wp-content/uploads/CLA_Intellectual_Freedom_Position_Stmt_27sept2015_ltrhd.pdf

Responsibility

Responsibility for Selection

The Head of Collection Development will select and purchase, as the budget permits, from the mass of general available materials. This responsibility is ultimately that of the Librarian Director and Head of Collection Development, but they welcome suggestions from staff members at any time. Staff from the Lena Schultz Reading Room manage their own collections, with the support of the Head of Collection Development.

Responsibility of the Patron

Individual patrons have the right to select and/or check out any material from the collection. The library will not be held responsible if patrons are from time to time offended by certain materials. The ultimate responsibility for selecting materials lies in the discretion of the patron, and the library feels censorship is an individual responsibility.

Responsibility of Guardians for Children's Use of Materials

Patrons who are parents have a responsibility to select material which they feel is appropriate for their children. The library cannot be held responsible if parents are offended by material which may fall into the hands of children. Staff will not restrict

material acquisitions in fear of children accessing materials which may be deemed inappropriate by their parents, nor will they prohibit children from checking out certain items. The sole measure the library takes to advise children and parents on the appropriateness of content for a particular age group is the application of “mature” labels for select works within the children’s section, as well as the physical arrangement of materials on the shelves. The assignment of the label to works is handled by the Head of Collections. Lastly, when children under the age of fourteen wish to sign up for a library card, their parent or legal guardian must sign a waiver allowing them to have access.

Collection Priorities

Selection Criteria

Primarily, selection of books and other library material shall be made on the basis of their relevance—as perceived by the selecting librarian—to the educational, entertainment, and professional interests of the citizens of the Robson Valley. In addition, materials will not be excluded based on the race, ancestry, ethnicity, citizenship, age, record of offences, unorthodox/radical views, marital status, disability, gender, and/or sexual orientation of the creator of the work.

To more easily ascertain the relevance of a work for the collection, the selecting librarian will also consider any of the following criteria:

- Suggestions and/or requests made by local residents;
- Relation to existing collections, with the aim of creating a balanced, comprehensive collection;
- Relation to the collections of other libraries in the North Central Library Federation, in order to create a more comprehensive collection in this region of BC;
- Critical acclaim, popular appeal in society, and/or industry reviews and trends;
- The work’s relation to the Robson Valley and surrounding region of Canada, especially if a work has local content or was created by a local resident;
- Purchase price in relation to our overall collections budget;
- Reputation of a publisher;
- Awards won by the work;
- Prominence of the author;
- Whether the format is suitable to library storage and available shelf space.

Criteria and Other Considerations for Special Collection Areas

Academic Works

- The Library endeavors to maintain a balance in its services to all patrons and will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs. As a result, we aim to complement rather than duplicate school libraries. We do not actively seek to purchase textbooks, as they tend not to circulate and need updating often.
- In order to support academic and local research interests, the library offers a broad collection of adult nonfiction sources and access to a limited number of academic databases. To complement this collection, the inter-library loan system is provided as a service and includes access to university library collections (as described in the appendix section).

Legal Documents

- An effort is made to maintain a small core legal reference collection. As a result of a small on-going grant, new materials are purchased annually. Acquisition decisions are in large part based on the recommendations of the LawMatters program, created through Courthouse Libraries of BC.
- Within the library website exists a collection of legal resources. Once a month a lawyer based out of Victoria provides free legal advice to library users via video-conference software.

Reference

- Due to the declining demand for, and availability of, print reference items an effort will be made over the next 5 years to shift the collection towards e-materials. We will still keep a minimal core reference collection. The library will also account for the fact that some patrons may not seek to consult online resources and prefer physical ones.
- Certain resources which cannot be integrated into the general collection or made freely available through e-access will remain as reference items. A major example of this type of collection are the BC Building Codes, which are available both digitally and physically, but only for in-library use.

Periodicals and Magazines

- Due to high demands for both digital and physical copies of magazines and periodicals, the library maintains a current and comprehensive collection of both. For digital magazines, Zinio is used. For the current collection of bound magazines, the library intends to evaluate its usage to determine future plans for binding.

Digital Collections and Databases

- The library endeavours to maintain its digital collection of e-books, streaming audiovisual materials, e-audiobooks, and online periodical subscriptions. These collections are provided largely through external digital libraries to which we pay an annual fee, including but not limited to the OverDrive, and OneClickdigital. Our subscriptions are managed by the BC Libraries Cooperative. These materials are accessible through the library website and are available 24/7 with internet access. Additionally, database subscriptions are renewed annually in order to provide patrons with peer-reviewed research, consumer health info, business guides, auto-repair resources, and interactive encyclopedias. These sources not only provide valuable information, but they also promote digital literacy.

Open Access

- In an effort to collect, preserve, and disseminate local research, datasets, and/or original works of fiction produced in the past twenty-five years, a digital repository may be created in the near future under the direction of the Library Director. These collections will be in an open access/open data format wherein the work is published by an in-house McBride & District Library repository and is made free to anyone in the world with internet access. This will be done so long as the creator formally agrees to entrust the work, in terms of copyright and ownership, to the library. The library will not seek to collect and preserve digital copies of historical artifacts and/or photographs which are over twenty-five years old, as this collection is deemed more appropriate for the Valley Museum and Archival Society.

Second Language Books

- Currently the library has a limited demand for foreign language materials, and as a result, we primarily maintain a collection of foreign-language dictionaries, reference materials, and children's easy readers. We do not have a large need for French materials, nor materials in First Nations languages, at this point, and the majority of demands can be met through Inter-Library Loans.

Children and Young Adult Materials

- For children and young adult materials, the library's primary goal is to provide a wide selection which will encourage children to enjoy reading. We also maintain a rather large junior classic collection due to local demand. In future years, a goal will be to distinguish the library's young adult material from its children collections.

Classic Fiction and Poetry

- The library maintains and continues to develop a well-rounded collection of classics and poetry because of interest by community members.

Other Special Collections

- The library owns a variety of materials which are beyond the scope of traditional library collections. Among other things, this includes games, technology, children's interactive kits, toys, plant seeds (in partnership with the Open Gate Garden), and puzzles. As a library we welcome the idea of supporting and potentially housing collections of alternative resources (depending on demand). Patrons are welcome to suggest ideas to staff at any time.

Collections at other Branches

The affiliated Lena Schultz Reading Room currently receives a small budget which their staff use to manage their collections. In addition, they exchange books four times a year with the McBride Library, and from time to time they receive help from our staff when weeding their collection.

Data Collection and Statistics

The library makes an effort to use circulation data from previous years, budgetary allocations to different collection areas and user characteristics to select resources for the library's collections. The library collects circulation statistics to understand usage trends, and to serve as a guide for decision making when spending public tax dollars on new collections. We do not tie circulation information to patron accounts, however. That information remains private. Ultimately, we seek to find out how much money is being spent on specific collection areas to compare it with how much the items are being used by patrons.

Suggestions for Purchase

If a patron wishes to suggest that the library purchase an item, we welcome them do so in person with library staff, or via phone or email. The Head of Collections will consider each request by applying the same criteria used in the selection of other materials.

Cooperative Agreements

As a library we seek to make access to information as simple as possible, and accordingly in future we will seek to create and maintain cooperative agreements with other Robson Valley organizations which have libraries. When library staff are unable to find a resource for a patron in either the library catalog or the catalogues of other inter-library loan institutions, cooperative agreements can allow the staff to refer patrons to other institutions in town which may or may not have the resource(s) they are seeking. Examples of organizations to create agreements with include the local schools, churches, support societies, and government offices.

Complaints and Reconsideration of Materials

By purchasing an item, the library in no way endorses the viewpoint or content of the item. As a result, censorship is seen as a purely individual matter, and while anyone is free to reject for themselves materials which he or she does not approve of, he or she cannot exercise this right of censorship to restrict the freedom of others to read said materials. This stricture against censorship of library materials applies to groups as well as individuals.

Groups or individuals may express their concern, but no items will be removed from the collection until a formal review has been conducted by the Board of Directors and Library Director.

Complaints can be made in person or through email (library@mcbridebc.org) or by mail (PO Box 489, McBride BC, V0J 2E0).

Donations and Gifts

We appreciate the donation of books and other materials. The library reserves the right to reject any donations, in consideration of limited space or whether the item is relevant for the library and/or may enhance an existing collection. Moreover, the library is not required to keep donated items, and may sell, donate, or discard them at any time.

The Library will not accept for deposit materials of any kind which are not outright and unconditional gifts. Tax receipts will not be issued for the donations of materials.

Weeding, Replacements, and Book Sales

Assessing the Current Collection

Routine evaluations of the collection are conducted by the Library Director and/or Head of Collection Development every 1-3 years.

Weeding

When weeding the collection, the following criteria will be taken into consideration:

- Current usage and circulation statistics;
- Relevance to current collection;
- Maintaining a comprehensive collection (i.e. a classic work of fiction);
- Whether or not the item provides a balanced perspective for nonfiction;
- The condition of the material;
- Whether the information is outdated or obsolete;
- Date of publication;
- Whether the format is still in use (i.e. VHS, audiotapes);
- Availability of shelf space;
- Whether it is an older item that few other libraries have, so it may circulate through the across-province Inter-Library Loan System.

In addition, as a small library, we do not keep duplicate titles.

Replacements

When an item has been damaged to the point of affecting its content, staff will determine whether or not the library should buy a replacement, attempt to repair it, or discard the work from our collection. If the damage occurs as a result of a patron, the library charges that patron the purchase cost of the item.

Discards

Following the decision to remove an item from the collection it may be deemed worthy of resale in the used-book shop area of the library, or it may be recycled. Or, if a material is deemed more appropriate for donation to a local organization, appropriate staff will do so

Used-Book Sales

Discarded books deemed worthy of retail will be placed in the section of the library designated for used book sales. Each book is priced by donation only.

Appendices

Resource Sharing: Inter-Library Loan (ILL), BC Interconnect, and BC OneCard Services

The library accepts a responsibility for securing information beyond its resources by utilizing inter-library loan services and BC Interconnect services. These services are strictly for materials which are not part of the library's collection. Upon request, the library will lend materials which are requested for patrons at other libraries in British Columbia, so long as the items are not available from the requesting library and they have been in our collection for more than three months.

The library also partakes in the BC OneCard program, which enables patrons from other BC libraries to borrow anywhere, return anywhere in BC. We will lend up to 5 items at a time.

Temporary Cards

The library makes our collection available to people who are not Robson Valley residents and who do not have a library card from another library in BC with a temporary patron account. This account requires a \$20 deposit, which will be refunded once all items are returned and all fines are paid. The temporary patron may borrow up to 2 items at a time.

References

- Canadian Library Association Statement on Intellectual Freedom and Libraries* (Publication). Ottawa, Ontario: Canadian Library Association, 2015
- Granisle Public Library, *Material Selection Policy & Procedure*, 2005
- Mackenzie Public Library, *Library Collections*, 2010
- Multnomah County Library, *Collection Development Manual*, 2016
- Oakville Public Library, *Collection Development Policy*, 2009
- Toronto Public Library, *Material Selection Policy*, 2007
- Vanderhoof Public Library, *Collection Development Policy*, 2015

Contact Information

Naomi Balla-Boudreau (Library Director)
Doreen Beck (Head of Collection Development)
(250) 569-2411
library@mcbridebc.org
PO Box 489 -- 241 Dominion Street
McBride, BC, V0J 2E0