

## Policy 4100

<b>Collection Development</b>	
Approved	June 9, 2005, June 9, 2016; May 25, 2023
Most Recent Review	May 2023

### Policy Statement

The Okotoks Public Library (OPL), as a tax-supported institution, is devoted to serving all segments of the community. As a community resource, it fulfills several roles, such as supporting early literacy; stimulating imagination for reading, viewing and listening for pleasure; satisfying curiosity for lifelong learning; understanding how to find, evaluate and use information for information fluency; and engaging the community. These roles guide how materials are selected in the development and management of the OPL's collection.

### Purpose/Rationale

The purpose of the OPL's collection development policy is to guide staff and to inform the public about the principles upon which selections are made. This policy is required under Section 7 (2) (b) of the Libraries Regulation.

### Definitions

*Collection:* The word "collection" has the widest possible meaning and includes any material, regardless of format, that is held in the collection of OPL or borrowed by OPL including books, periodicals, audio, video, projected media, paintings, drawings, photographs, micromaterials, toys, games, kits and electronic databases.

*Weeding* is the continuous systematic withdrawal of materials to maintain the integrity of the library's collection.

### Procedure

1. The Library Director has the responsibility to interpret and to guide the application of this policy.
2. The Library Director authorizes other staff to apply this policy in building collections.
3. All staff members selecting library materials are expected to keep the selection criteria in mind and apply their knowledge and experience in making decisions.

## **Details**

### **Philosophy of Collection Development**

The public library is a primary resource for life-long learning, offering a window on the wider world by providing a wide range of relevant and timely materials. A public library provides access to all materials by all users regardless of age, race, religion, familial belief, gender, or political affiliation. Some library materials may be controversial or offensive to some people.

To ensure ease of access for users, multiple copies of popular or useful titles and items dealing with sensitive topics are routinely included in the library collections. While the library supports self-directed learning, it does not collect materials that support solely the specific curriculum needs of formal educational classes.

### **Parent or Legal Guardian Responsibility**

Selection of materials for the adult collections is not restricted by the possibility that children may obtain or see materials that their parents or legal guardians might consider inappropriate. The library believes in the freedom of the individual and the right and obligation of parents or legal guardians to develop, interpret and maintain their own code of values in their family.

Responsibility for the choice of materials by children rests solely with their parents or guardian.

### **General Criteria for Selection**

Library staff selecting items for the collection judge impartially and evaluate critically. Selection is made by use of authoritative book reviews, knowledge of the reputation and reliability of the author, selection aids such as authoritative discussions of the literature of the subject, pertinent bibliographical publications, publishers' advertising media and requests made by library users.

Materials are selected according to the needs and demands of the community, access to other library resources, the present library collection, and the budget. The overall value of the material is the chief criterion of selection. All materials, whether donated or purchased, will be examined and evaluated in terms of the following standards. Items need not meet all the criteria to be acceptable.

- subject, style and formats suitable for intended audience and use
- present and potential relevance to community needs and interests
- representation of challenging, though extreme or minority, points of view in order to provide insight into human and social conditions
- popular demand, both existing and anticipated
- skill, competency and reputation of the author, publisher and/or artist
- Canadian content
- presentation of all sides of controversial issues, where possible
- importance as a document of the times
- enduring value as a classic
- recommendation by standard selection tools, reviewers or the public
- current educational curriculum, with the exception of textbooks
- balancing special group interests with general demand

- language demand from the public
- relevance to existing collections
- budgetary and space priorities

### **Donations**

OPL is pleased to accept gifts of print and non-print materials which can be integrated into existing collections and which fit collection development policies. Classifications, shelving, access, location and disposal will be determined by OPL. OPL will reject donations that are not suitable and dispose of gifts not added to its collection. OPL does not evaluate materials for tax receipt purposes.

### **Suggestions for Purchase**

The public are encouraged to suggest titles for addition to the library collection. These suggestions will be considered in light of established collection development criteria. Persons making suggestions are asked to complete the online form [\*Suggest an Item\*](#).

Users requesting materials not added to the collection may be referred to other local libraries or the materials may be requested on interlibrary loan.

### **Collection Maintenance**

#### **Weeding**

The purpose of weeding materials is to maintain an appealing and up-to-date collection, remove outdated material and utilize in the most economical way the available space in the library. Library staff determine when unused items, unnecessary duplicates, outdated, worn or damaged materials are to be discarded using the same criteria that are applied to acquisitions.

Discarded materials and donated materials not added to the collection are sold in a book sale, added to one of the community's Little Free Libraries, donated to another institution or organization or, if unsuitable for sale or donation, sent to be recycled.

#### **Replacements**

Withdrawn or missing materials are not automatically replaced. Replacements are purchased following the general collections criteria. Several additional factors are, however, considered.

- importance of title to collection
- extent of the present library collection on the subject
- availability of new titles on the subject
- historical value of the material
- availability of title among other TRAC libraries
- public interest in the subject

#### **Reconsideration of Materials**

Questions about the collection are welcome and are treated with courtesy and respect. If a library user wishes to submit a written concern, a "Request for Reconsideration of Library Material" form is offered, in accordance with Policy 4500.