

COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

For the purpose of this document both branches (Allard and Victoria Beach Branch) are being referenced when the name of Bibliothèque Allard Regional Library is cited.

Purpose of the Policy

The purpose of this policy is to provide staff with the necessary guidelines to assist them in the development of collections to meet library goals and to inform the public about the principles by which materials are selected for inclusion in the library collections.

Mission Statement

The Bibliothèque Allard Regional Library facilitates public access to library resources, programs, and services that enhance personal knowledge, the joy of reading, and quality of life.

Vision Statement

The Bibliothèque Allard Regional Library fosters an enriched, informed, and connected regional community, through the united service of our three branches. Our vibrant meeting places promote growth through the spirit of creative exploration and the pursuit of knowledge in people of all ages.

Access to the Collection

Access to the collection may be done in person or online. Bibliothèque Allard Regional Library has all of its books available to be viewed, renewed and marked for hold through the online service of Destiny Quest. Patrons may use this service by requesting a user name and password from the circulation desk or via email or telephone.

Responsibility for the Collection

The Library Board delegates the responsibility for the collection and for implementation to the Head Librarian and the library's qualified staff, who are therefore responsible for following the guidelines, established to carry out collection development tasks.

Parents and legal guardians are responsible for children's reading and viewing. Selection of materials for the adult collection is not restricted by the possibility that children may obtain, read or view such materials. Bibliothèque Allard Regional Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children. DVDs are clearly marked with the movie rating and warning labels as indicated on the back of the DVDs for parents to use their discernment.

Principles of Selection

Bibliothèque Allard Regional Library follows the Canadian Library Association "Statement of Intellectual Freedom".

“All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.”

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.”

Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985

The presence of materials in the library does not constitute endorsement of their contents by the Library Board.

The Library does not purchase, retain, or make accessible in its permanent collection, resources and materials in violation of the statutes of Canada or Manitoba.

Common guidelines include but are not limited to:

- Suitability of subject and style for intended users
- Relation to the current collection and other materials on the subject
- Reputation and authority of the author and publisher
- Potential user appeal
- Strengths and weaknesses of the existing collection
- Cost
- Contribution to balance of treatment of a controversial subject
- Currency and accuracy of the information
- Local significance of the author or topic
- Suitability and quality of physical form, layout and construction
- Space requirements

- Availability of materials through other libraries in the area
- Demand in the community

An item does not have to meet all of the above criteria in order to be acceptable. Materials which do not meet these criteria may be recommended for purchase to satisfy heavy reader interest.

Selection Tools

By keeping abreast of what is making news, the Library attempts to anticipate demand for certain subjects. Making use of circulation statistics, surveys and customer requests help in determining the strengths and weaknesses of the collection.

Special Collections

Best Sellers

Best Sellers titles are selected based on reviews and popular demand.

Reference Books and Newspapers

Providing access to the history of the RM of Alexander, the Town of Powerview-Pine Falls, the RM of Victoria Beach and surrounding areas is an important function of the Library. Works by and about local authors, and materials relating to the history of the local communities aforementioned shall be sought, subject to the selection criteria community need.

Oprah's Book Club

Books will be added to this collection as identified online as being part of Oprah's Book Club. The collection list will be reviewed every two (2) years.

Interlibrary Loan

Bibliothèque Allard Regional Library in conjunction with Public Library Services provides an interlibrary loan service by which library materials are made available from one library to another on a provincial level. Through this service, the Library attempts to make available materials it does not own or which fall outside the scope of this collection policy. In return, materials from this Library's collection are loaned to other libraries for use by their customers.

If a book is requested outside of the province for a patron, the patron will be responsible for the entire amount of shipping both directions.

Gifts and Donations

The Library accepts gift materials with the understanding that such materials may be added to the collection only if they meet the same standards which are applied to the selection of materials. Once received, materials are the exclusive property of Bibliothèque Allard Regional Library.

Classic Literature will be deemed as books that retain their popularity and have a timeless quality no matter the genre.

Books that are donated to the library must follow at least one of the following criteria:

- be a missing book from a series collection;
- be a book that would be used as reference material;
- has current information (non-fiction); and
- be a piece of classic literature.

Those items which are unwanted may be offered to other libraries, sold or discarded. No condition may be imposed by the donor on the Library relating to any item after its acceptance.

The library does not accept donations of encyclopaedias, textbooks, dictionaries or Harlequin romance novels.

Any books donated without purchase receipts cannot be sold if the a donation receipt has been issued; they must be kept within the collection. The Head Librarian will determine the value of the books prior to issuing a donation receipt.

Cash donations and bequests of money are gratefully accepted by Bibliothèque Allard Regional Library. The donor may request that these funds be used for the development of specific collections, but the Library Board reserves the right to select materials it deems appropriate.

The library will issue a receipt for donations equal to or more than \$15.00.

Suggestions/Requests for Purchase

The public is encouraged to suggest titles for addition to the library collection. These suggestions will be considered in light of established collection development criteria. People making suggestions are asked to enter their suggestion to the library's Patron Book Request list kept at the circulation desk. If a suggested book has been ordered, the patron who requested the book will be notified of its availability first.

Patrons requesting materials not added to the collection may be directed to request their book choice via interlibrary loan.

Collection Maintenance - Weeding

Guidelines

Systematically weeding materials is necessary to maintain the currency and relevance of the collection. Outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or damaged copies should be removed from the collection regularly.

Classic materials are given special consideration because of their literary value. If a new copy of a classic can be obtained to replace a worn or damaged copy than the old copy should be removed from the collection.

Local history materials are given special consideration because of their local historical value. Even if this material meets weeding criteria, it will not likely be discarded.

Magazines are reviewed semi-annually. Magazines subscriptions that are received monthly or less the library will retain copies back to one (1) year. Magazine subscriptions that are received weekly the library will retain copies back to six (6) months.

Criteria for Weeding

Not all criteria need to be met nor does the meeting of the criteria automatically mean that an item should be weeded. The following criteria are considered:

- Frequency of circulation
- Timeliness
- Accuracy
- Physical condition
- Availability of other copies

When weeding use great discretion and only when lack of room dictates.

Repair/Replacement of Materials

New materials will be protected with appropriate covering and reinforced according to standard library practice. All circulation desk staff will be watchful of materials in need of repair and forward those materials to the appropriate staff person.

At least one staff member will be trained in basic book-repair procedures and able to make simple book repairs such as torn or loose pages, loose signatures and covers, damaged cover corners, loose or broken hinges, worn spines and frayed spine edges. Before discarding any still-current but worn materials, an evaluation will be made as to the feasibility of on-premises repair.

Reconsideration of Library Materials

Bibliothèque Allard Regional Library recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials for the library. However, Bibliothèque Allard Regional Library will not remove items purchased in compliance with this policy. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by groups within the community. Although people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the intellectual freedom of others.

Bibliothèque Allard Regional Library will comply with laws enacted at all levels of government. Therefore, it does not collect material which has been designated obscene or pornographic under the Criminal Code of Canada or has been banned by the courts.

DATE ADOPTED: February 26, 2017