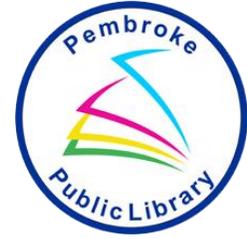


Pembroke Public Library



Policy Type:	Operational	Policy Number:	OP-04
Policy Title:	Collection Development	Initial Policy Approval Date:	April 19 th , 2018
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The collections support the Pembroke Public Library’s mission to stimulate the imagination and inquiry, through literature and reference, for culture and commerce. It is the goal of the Pembroke Public Library to provide equitable access to ideas and knowledge. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats.

This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning and budgeting.

Scope and Size of the Collection:

1. The library provides a collection of books and materials that is responsive to the needs and interest of a diverse community:
 - a. including a variety of alternative formats
 - b. including multilingual materials in response to community need.
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
3. The presence of an item in the library does not indicate an endorsement of its content.
4. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.
5. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, YA and junior; magazines, picture books, music, local history and local interest, adult literacy, and government documents.

Collection Development (continued)

6. The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
7. The library participates in consortia and in pools to broaden the scope and size of the collection. To provide users with print disabilities with a broader collection the library will join accessible format initiatives (the Canadian Public Library Accessible Formats Initiative).
8. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Selection of Materials:

1. The board delegates the responsibility for the collection to the Chief Executive Officer (CEO).
2. Selection responsibility for specific portions of the collections may be delegated to staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience.
3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is ordered, and what remains in the collections, is based on the following criteria:
 - a. recommendations by critics or reviewers
 - b. public demand
 - c. relationship of subject to existing collection
 - d. importance of subject matter in relation to community needs
 - e. authority or significance of author
 - f. quality of writing, production and illustrations
 - g. accessibility criteria and features
 - h. authority and standards of publisher
 - i. suitability of format for library use
 - j. Canadian content.

Withdrawal and Replacement of Items:

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.
3. Items will be withdrawn based on the *American Library Association (ALA)*'s *Crew Method* for weeding the collection.

Collection Development (continued)

4. Withdrawn material may be discarded or sold.
5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Gifts and Donations:

1. The library accepts gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection.
2. The same criteria of selection and withdrawing, that are applied to purchased materials are also applied to gifts and donations.
3. Materials not added to the collection are discarded or sold.

Requests from Members of the Community:

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a member of the community must be received by the CEO in writing. (*See Procedures Manual- Forms*) Responses to these requests are guided by the board's position that:
 - a. people have the right to reject for themselves material of which they do not approve, but they do not have the right to restrict the intellectual freedom of others
 - b. it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

Related Documents:

1. *Pembroke Public Library Policy, FN 04 - Intellectual Freedom*
2. *Pembroke Public Library Policy, OP-03 Accessible Customer Service*
3. *Pembroke Public Library Policy, OP 15 - Meeting the Requirements of the AODA Regulations*