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Subsection	1	Effective Date	September 1998
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H.1 Collection Development Policy

South Central Regional Library

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Acknowledgements

This Collection Development Policy was started in 1995 with Eileen Kroeker, Donna Kormilo and Linda Klassen as committee members. The present Policy Committee consists of Hans Werner, Joel Wiebe and Elaine Ivey. The committee has reorganized the policy format and spent time reviewing other libraries' policies and is now pleased to present this Collection Development Policy for the use of the South Central Regional Library Board and staff.

The Policy Committee wishes to acknowledge the collection policies of the following libraries which proved extremely helpful in guiding the Committee's efforts.

St. Joseph Public Library
 Morton Grove Public Library
 Geauga County Public Library

September, 1998

Reviewed 2022 – *Removal of obscure or obsolete terminology and holdings information only.*

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1. Introduction

1.0 Mission

The collection of library materials shall reflect the Library's Mission Statement which is: *"To provide access to resources to meet the educational, cultural, informational and leisure-time needs of citizens of all ages and backgrounds. The library strives to foster a life long interest in reading and learning."*

1.1 Responsibility for Selection

Authority for making and adopting regulations regarding the operations of the library is granted to the South Central Regional Library Board by the Public Library Act of Manitoba and by the by-laws of the participating municipalities. In this regard, the Director of Library Services delegates the selection of materials to qualified staff who the responsibility for making selections for purchase based on the collection development criteria. Staff from the branches, as well as the general public, are welcome to make suggestions for selection. However, the Director has the right to reject or recommend any item contrary to the recommendations of the staff or general public and should be able to answer to the Board and the public for any selections made.

1.2 Intellectual Freedom

The South Central Regional Library Board supports the principles laid down by the Canadian Library Association's statement on Intellectual Freedom (**See Appendix 1**), which states in part, that ..."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. Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups." Responsibility for what children read rests with their parents or legal guardians.



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2. Collection Development Goals

Primary Goals:

- a. **Popular materials library** - provider of current high-interest materials in a variety of formats for all ages.
- b. **Pre-school Doorway to Learning** - provider of library materials in a variety of formats designed to develop reading, listening, viewing, and thinking skills and materials, resources, and services designed to support parents' efforts to develop their children's interests, experience, knowledge, and development.

Secondary Goal:

- a. **Reference Library** - provider of timely, accurate and useful information from the collection and through access to resources outside the Library.

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3. Materials Selection and Withdrawal

3.01 Selection Guidelines

Selection is an interpretive and somewhat subjective process. A general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and, most important, a recognition of the needs of the community are some of the skills and/or knowledge needed to select material.

Administrators of the South Central Regional Library cannot be expected to have this background in all the possible subjects found in the library. For that reason, library staff should consult with various agencies, organizations and individuals in the community who have specialized subject knowledge.

Criteria

- * enduring value
- * accuracy and currency of data
- * popular demand
- * authoritativeness of the writer and the reputation of the publisher
- * social significance
- * importance of subject matter to the collection
- * cost
- * scarcity of material on the subject and availability elsewhere
- * quality and suitability of the format
- * need for duplicate material
- * budgetary and space limitations
- * other considerations may be applicable in specific subject areas.

For works of imagination - fiction, drama, poetry - the following additional criteria need to be considered:

- * representation of a significant genre or national culture
- * literary quality
- * strength of characterization and plot
- * sustained interest
- * authentic reflection of human experience.

Materials selected should build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' needs.



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Tools

Since the South Central Regional Library is seldom able to examine materials before items are selected, selection tools and reviews are heavily relied upon. The following broad categories of tools will be used for selecting materials for the library:

- * Current and retrospective selection guides, e.g. "Canadian Children's Book List, GoodReads"
- * Input from staff, Board and the public, including Inter Library Loan request
- * Other libraries' catalogues (World Cat, etc)
- * Reputable vendors who wholesale to public libraries and school libraries
- * Alerting tools such as publishers' catalogues, book jobber announcements.

Canadian sources are used as much as possible to guide the selection of Canadian information and to comply with the current copyright legislation and the "buying around" provision.

3.02 Multiple Copies

The library does not have the funds to purchase multiple copies of every title but it does buy multiple copies of high demand titles, e.g. best sellers. Where demand is especially high, multiple copies of a title will be purchased for each branch. If at all possible, an additional copy of a title is purchased for every five patron reserves.

As the South Central Regional Library is a multi-branch system, the use of a particular title in other branches should be checked before placing an order for an additional copy of a title.

3.03 Bindery Guidelines

Many non-fiction books are published either only as trade paperbacks or the price of the paperback is more affordable to the library. Titles for which there is an anticipated high and ongoing demand will be rebound as close to when purchased as possible to extend the use of the title.

Re-binding is considered as an option to purchasing a replacement title when the cost of the replacement would be more than the cost of rebinding or when the particular book is no longer readily available for purchase, i.e., out-of-print.



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3.04 Weeding or Deselection

In order to maintain a current, useful and attractive collection, worn and obsolete materials are continuously weeded as books are returned or shelved. Materials which are little used or are superseded by a newer edition or better work on the same subject are also withdrawn. Weeding must be performed regularly and systematically (as set out in standard deselection guides such as CREW, Ettlenger's) in order to make room for newer titles and in order to maintain a collection which is useful to the community.

Retrospective selection tools such as *Children's Catalog*, *Fiction Catalog* and other subject bibliographies are used to check to see if the items have historical or literary value before an item is removed from the collection. Items of merit or in high demand will be replaced as the budget permits.

Withdrawn items, in good condition, will be put in the book sale to the public or sent to Better World Books (USA) for resale with commission.



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4.00 Policies by Clientele Served

The South Central Regional Library will place emphasis on service to the following segments of the community:

4.00(a) Adults

The library's first priority will be to provide for the informational, self-education and recreational needs of adults since they are the largest single group of users.

4.00(b) Pre-Schoolers

The library will place a high priority on providing materials and programming for this age group in the interest of encouraging the development of an appreciation of the library's resources and stimulating (nurturing) an interest in reading.

4.00(c) Students in Elementary through Secondary Schools

The South Central Regional Library will cooperate with school libraries in an attempt not to duplicate materials or services, especially those which relate to a specific curriculum. The library recognizes that students from all grade levels make extensive use of public library materials for assignments. However, the library does not see itself as a substitute for a school library.

4.00(d) College and University Students

The South Central Regional Library will not attempt to meet curricular needs of college and university students. We will act as a secondary source for providing interlibrary loan access for students requiring research materials if needed.



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4.01 Policies by Subject of Material

4.01 Children's Materials

The South Central Regional Library places a high priority on serving pre-school children and their families. This also includes developing a liaison with Day Care Centres and Nursery Schools in the service area.

- a. **Picture Books:** This collection is designed for adults to read to children and is of interest to all ages. There is a growing trend for picture books which are more sophisticated and appeal to a wide range of ages. Many books in this section are examples of a number of art techniques and the illustrations are works of art in their own right.

Picture books as toys (pop-up-books, etc) are not purchased by the library because of the kind of wear these books receive in a library setting. However, these books are useful for story hours and may be purchased for this reason.

Picture books are often in need of replacement due to heavy use. This is the area where the majority of replacement copies are purchased in order to preserve classic and award-winning children's picture books.

- b. **Beginning to Read Fiction and Non-Fiction:** This section of the library is aimed at children who are beginning to read - approximately Kindergarten to Grade 2. As this is a high demand area, copies of titles selected will be purchased for each branch. For convenience of children, parents, teachers and staff, this fiction is kept in its own section. Non-fiction books in this area are aimed at answering pre-schoolers "why" questions and to assist with early grade reports.
- c. **Children's First Novels or Chapter Books:** This section bridges the gap between "Beginning to Read" and full-fledged children's novels and are aimed at grades three and four although many younger or older children may want to select from this area. Copies of selected titles will be purchased for each branch.



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- d. **Children's Fiction - Novels:** These titles are geared for the Grade 5 - 8 age group (although children as young as nine may be ready for this type of reading). The collection of children's novels is selected to meet the recreational and educational needs and include award winning titles, mainly Canadian and American awards and modern selections in such areas as mystery, fantasy/science fiction, sports, animals and novels about the problems of contemporary children. Standard and classic titles are also purchased.

This is one of the hardest groups of children to reach as these children are greatly influenced by their peers and the media. For this reason, only single copies of hard cover editions will be purchased for the system with additional copies purchased in paperback as soon as they become available and as demand requires.

- e. **Series Books:** Children of all ages are drawn to books in series - often in paperback. The library cannot possibly collect all the series currently being published and keep up with all the newest releases in each series. For this reason, only those series in greatest demand will be selected and kept current. Thus series titles will change as the popularity of a series wanes.

Series books, though not often of the same standard or literary quality as award winners, are purchased in order to encourage children in their reading development.

- f. **Children's Non-Fiction:** The children's non-fiction collection consists of materials to meet the recreational, educational, and informational reading needs of children in grades three to eight. Children often need supplementary material to complete school assignments and projects and this fact will be kept in mind.



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II. Adult Materials

The South Central Regional Library's primary goal is to serve as a popular materials library to meet the recreational and informational needs of the adult public. This group of users consists of those thirteen and older.

A growing adult market is found with ESL and Literacy - New Readers. This area is being developed in co-operation with the Newcomers and Regional Connections groups in our communities.

a. Fiction

Classics of literature, popular best sellers, Canadian fiction in all genre and genre fiction (spy novels, gothics, romances, historical fiction, westerns) make up the fiction collection. A separate collection of paperback westerns, science fiction, including fantasy, and romance is kept for browsing. Multiple copies of popular fiction will be purchased to meet demand.

There is a demand for inspirational fiction and the library will attempt to meet the demand by acquiring and maintaining current titles by selected authors and/or series which are the most popular



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b. Non-Fiction

Generalities (000)

Most bibliographies purchased are used mainly by staff as buying guides and readers advisory tools. Encyclopedias for general reference use only are selected using the regular criteria. An attempt is made to replace major titles at least every five years. With the advent of encyclopedia in various formats, new guidelines will soon be needed.

NOTE: Encyclopaedias, maps, and reference tools are now widely available online and remain current. Hard copies of maps are quickly out-of-date. We no longer purchase new sets.

Computer books form a large part of the 000s and the collection is aimed primarily at the business and home microcomputer user. The purpose of this collection is to provide basic tools for the home user. Trends are considered but not always purchased.

Philosophy and Psychology (100)

The library selects representative materials from all the areas included in this classification: metaphysics; knowledge; special philosophical viewpoints; psychology; ethics; ancient and modern Western philosophy. In the area of popular philosophy, psychology (self-help), and occultism, public demand is a major consideration in the library's selection.

Religion (200)

In accordance with the selection criteria, the library continues a tradition of collecting widely on the subjects of the Bible; Christian doctrinal theology; religious orders; the history and denominations of the Christian church; other religions of the world; and comparative studies of religions. The tenets of the Library Bill of Rights are carefully adhered to in the interest of providing understanding amongst the members of different religions. Inspirational titles are a part of the collection. Sectarian materials of an inflammatory nature which tend to foster intolerant attitudes are collected only if they have historical or research value.

In keeping with the Mennonite culture of the area, special effort is made to collect materials about and by Mennonites, especially those of a historical nature, and can includes works written in German. The Winkler and Altona Branches keep their Mennonite collection in a separate area.

The personal religious convictions of individuals or groups of staff members should not influence the selection of materials in this area



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Social Sciences (300)

The library attempts to provide materials of interest to the general reader on statistics, political science, economics, public administration, social pathology, education, commerce, and customs. As many viewpoints as possible are represented on both controversial and noncontroversial subjects. No attempt is made to purchase materials of interest only to specialists.

The 340-349 section on law is intended to assist library users in preparing to meet with their attorneys or in achieving a basic understanding of their legal rights and obligations. Library patrons using this section must make their own determination of the meaning and pertinence of the law to their own situations.

A continuing emphasis is being placed on the purchase of materials of general interest to local businesses, materials to assist parents to educate their children including career information, and materials dealing with mental health topics.

True crime titles are collected as needed by popular demand.

Language (400)

The 400s include general works on language and linguistics in English and other languages. Emphasis is placed on purchasing a wide variety of dictionaries for reference use. "English to foreign language" and "foreign language to English" dictionaries are purchased for major European languages and as public demand indicates need. Foreign language materials will concentrate on self-instruction books and audio-visual materials for an audience including travellers and students. No attempt is made to purchase either fiction or nonfiction materials in foreign languages. Sign language materials are purchased to meet local demands.

Pure Science (500)

The library purchases for the general, non-specialist reader materials written at various levels of difficulty on mathematics, astronomy, physics, chemistry, palaeontology, life sciences, botanical sciences, and zoological sciences. No attempt has ever been made to collect in great depth on any of these subjects for practicing professionals, undergraduate students etc.

Materials which provide background understanding of the various tenets of the major scientific theories such as genetics, plate tectonics and quantum physics will also be acquired, as well as both sides of the evolution versus creationism debate.



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Applied Science and Technology (600)

The library purchases extremely heavily in some areas of applied sciences and less so in others.

The medical collection provides information for use by the layman on diagnosis, current treatment and prescription/non-prescription drugs, diet and preventative medicine. It is necessary to keep this area as current as possible with the responsibility to ensure the information is accurate and medically supported. The library will work with the many support groups/organizations in the area to ensure that materials, helpful to their members, will be available.

The library purchases many titles on automobile repair, farming and gardening, homemaking, parenting, pet care and managerial topics. Building skills, including carpentry, heating and ventilation, home repair and renovation and interior design/decorating are purchased heavily.

Arts and Recreation (700)

An attempt is made to provide representative coverage of both major and minor artists, periods, and media. This will be a growing area of purchase as strong art programs in the community have increased demand.

"How to Books" in the area of handicrafts, sports and other recreation are also included and are in public demand. The purchase of musical scores is limited to songbooks. This is an important area for needing to know current trends in hobbies and new recreational ventures in order to provide materials to meet public demand.

Literature (800)

Literature in all its various forms (poetry, drama, speeches, essays etc.) is represented in the collection. Although there is an effort to include major titles and authors from world literature, the primary emphasis is on major authors and movements of Canadian literature and secondarily of American and British literature. An attempt will be given to collect works of the recipients of recognized awards such as the Governor General, Booker and Pulitzer Prize.

Included in the area, too, are materials for writers and would-be writers. Manuals and handbooks on writing different kinds of fiction and non-fiction, term papers, poetry etc. will be purchased.



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Geography and History (900)

The library selects materials that identify, describe, and analyze other civilizations, countries, cultures, and peoples of the world. Materials reflect an historical as well as a modern perspective. Currency is an important issue with the changes in the geo-political structure. Travel materials include guidebooks, area handbooks, personal narratives, and pictorial works. These materials focus on North and Central America, the Caribbean, Europe, and Asia. Additional areas/destinations may be added based on community interest.

An effort is made to collect materials about local places, events, and people in whatever format it may be available.

Biography

Biographies are routinely selected for well-known persons of historical significance and current popular interest. Since much of this collection is ephemeral, this section is kept current by heavy weeding. Biographical encyclopaedias and dictionaries are purchased for the reference area in order to provide the broadest possible coverage.



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4.02 Policies by Format of Material

4.02(a) Books

- i. Hardcover - The majority of books are purchased in hardcover format as they have a longer lasting value and durability.
- ii. Paperback - This section includes trade paperbacks which are comparable in size to hardcover editions but are lower in cost and mass market paperbacks which are smaller in size. Paperback editions are purchased when this is the only format available for a title. Non-fiction paperbacks are integrated into the hardcover collection as deemed necessary for the collection development. Mass market paperbacks are acquired (purchase or donation) to provide additional copies of popular titles or as replacement copies where needed.
- iii. Large Print - Available in both paperback and hardcover formats the collection primarily consists of titles already in the library in standard type. There is a growing demand and need for this format which needs to be addressed.

4.02(b) Serials

- i. **Newspapers** - Currently each branch carries copies of local papers with some exceptions for wider publications.
- ii. **Periodicals** - These are selected for general and popular reading. Retention is based on the same criteria as books with the additional criteria of availability of indices or special local significance.
- iii **Donations of Magazines and Newspapers** – November 23, 2003

The library will accept magazine donations or subscriptions for magazines on condition they meet the general criteria used for the selection of other library materials as stated in the Collection Development Policy.

Publications of fraternal, club, service, and religious organizations, while usually of interest only to members, will be accepted if they have a broader appeal to a general audience and subject to space availability in the libraries.



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Acceptable magazines or newspapers will be made available subject to space availability at the libraries. Materials will be removed and discarded when space is not available and/or the literature has been on the shelves more than 30 days.

iv. **Public Literature**

The library will make available and display free public information regarding cultural, recreational, and educational programs and events that are available/open to the public at large.

The library will make available and display government pamphlets and publications.

Acceptable public literature will be displayed subject to space availability at the libraries. Materials will be removed and discarded when space is not available and/or the literature has been on the shelves more than 30 days.

Government Documents

Both Winkler and Morden branches were formerly designated as select depository libraries for Federal Government documents. These documents are now available online through the Federal Government website. The Morden Branch is also a partial depository library for Manitoba Government Documents, of which some are still available. Documents are selected for anticipated community needs.



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4.02(d) Audio-Visual Materials

i. Video – Also known as DVDs. The collection focuses on educational, non-fiction videos and those based on classical literature. Donated items of popular movies are accepted, and some new release items may be purchased. A high priority is given to children's videos.

ii. Sound Recordings

a) Spoken Word - both abridged and unabridged titles are in the library's collection. There is an increasing demand for this format in physical as well as eBook format.

b) Read-Along Kits - This format features children's books accompanied with a spoken version of the story on cassette.

c) A limited number of CDs, mostly of local artists may be available in some of the branches.

iii. Other Collections

Special collections address and highlight local culture, events and people or other particular local needs. The following special collections will be acquired and maintained as need, demand and funds allow:

- * Literacy Materials
- * Local History and documents, pamphlets etc. including newspapers
- * Vertical File (pamphlets)
- * Materials in languages other than English
- * Mennonite Collection



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4.02(e) Electronic Media

- i. Materials included in this classification are those used in conjunction with electronic data retrieval systems using the computer as an interface.
- ii. The priorities of this area of the collection shall be:
 - a) materials that contain time-sensitive information that may not have lasting value such as indices, catalogues, current reference material
 - b) materials that are of a multi-media nature requiring computer equipment for their use. These could include educational materials and electronic magazines.
 - c) materials which can be downloaded onto a personal device for audio or reading pleasure and/or other interests. These eBooks or Audio books are purchased as part of an Advantage+ consortium with selections combined with those of all participating rural libraries in Manitoba. PLSB is the main contributor to this consortium to support the Overdrive (Libby) catalogue for all patrons with library cards in Manitoba.
- iii. The Library shall acquire such electronic media where we are able to provide training, assistance and information so as to offer reasonable access to all users of these materials.
- iv. In order to prevent the loss of information, and to preserve the cultural record, the library should seek to ensure preservation, in appropriate formats, of information obtained electronically.

4.02 (f) Online Sources

- i. Online sources include internet access and other online catalogues and databases.
- ii. Providing connections to global information services adds information to the library's collections that may not meet the selection and collection development goals that apply to other classes of materials. Individual users must therefore determine the appropriateness of materials. Parents must provide guidance for their own children's use of electronic resources.
- iii. In as far as it is possible, staff should determine the most useful sites on the internet to address users' frequently asked questions. These sites will then be highlighted both electronically and in print to provide quick links to information for the library's users.



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4.03 Inter-library loans – Revised August 16, 2013

Eligibility

The Interlibrary Loan service from South Central Regional Library is available to anyone with a valid South Central Regional Library card.

Borrowers who frequently return items overdue or fail to follow requirements (including not paying fines, photocopy charges, failure to pick up, or not paying replacement/damage costs) may incur the suspension of Interlibrary Loan (ILL) privileges. Failure to pick up ILL without notification will activate a small fee to be paid to cover the cost of borrowing the materials.

South Central Regional Library loans materials to other libraries, however, priority goes to South Central Regional Library card holders first. New, special and high demand items may not be eligible for Interlibrary Loan; decisions about these materials are left to the discretion of the Branch Administrator.

Branch Administrator has the authority to suspend or reinstate privileges.

Placing Requests

Borrowers have the following options to place ILL requests:

- Self-selection through province-wide resources at fILL or Spruce Libraries
- Selection through staff at any branch

Requests from South Central Regional Library card holders

The following materials are available to request through Interlibrary Loan:

- Books from other lending libraries in Manitoba and Canada.
- Articles from Magazines and Journals (in compliance with Copyright Law)
- Audio/Visual materials including: DVDs, audiobooks, CDs, etc.

The following materials are NOT available to request through Interlibrary Loan:

- Books published within the last six months
- Magazines and Journals
- Items the South Central Regional Library owns in the local collection
- Rare, fragile, or local histories items

Notification of Delivery

Borrowers will be notified by either email or phone that their item has been received.



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Use of Materials

Borrowers can have a maximum of 6 active requests at one time.

Loan periods and renewal of materials borrowed through Interlibrary Loan will depend on the lending library's loan policies. If an extension of a loan is anticipated, borrowers should contact their local library 3 business days before the due date.

Items received from a loaning library are to be picked up by the borrower within 7 days of notification of the items arrival.

Parents/guardians are responsible for monitoring their children's reading content and condition of materials.

Fines and Fees

Borrowers are responsible for fines accumulated from late pick up, late return, and damaged or lost items. Fines for late returns and damaged or lost items will reflect the loan policies of the lending library and may vary from the fines set at the South Central Regional Library.

South Central Regional Library does not charge for Interlibrary Loans of materials to libraries that do not charge. Libraries that charge for inter-library loans will be charged an equal amount. Any charges levied by the lending library will have to be covered by the borrower. Charges for ILL materials must be paid for when picking up the item. Any library with outstanding charges may have its interlibrary loan privileges suspended.

Adapted From: Halifax Public Libraries Interlibrary Loan Policy



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5.0 Handling of Complaints Regarding Library Material

A citizen who questions any material in the library may register his or her opinion in writing on the form "Book Complaint Form" and the matter will be referred to the Director, who will forward it to a review committee. If citizen concerns cannot be satisfied at this level or if the complaint is of a graphic nature, the complaint will be referred to the Library Board. The Director shall report all completed complaint forms to the Library Board.

A disputed book will not be removed from the shelves because of a complaint until such recommendation by the policy committee is reviewed and approved by the Board as a whole.

See Personnel & Policy Manual – Appendix B.7 (Book Complaint Form) & Appendix B.8 (Book Complaint Response Form)



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6.0 Gifts

The library accepts gifts of books and other materials with the understanding that they become the property of the library and will be evaluated against the same criteria as purchased materials. The library will make the final decision on the use or other disposition of all donations and will decide the conditions of display, housing and access to the materials.

Furthermore, the library accepts gift books with the understanding that those which would enrich the library collection will be retained, and others disposed of in an appropriate manner - by giving them to other libraries or institutions or by selling them.

No special shelves or sections will be designated for gift collections but an appropriate book plate will be placed in each gift identifying the donor and purpose of donation if requested by the donor. The library will not provide evaluations of gifts for tax relief or other purposes.

The library accepts gifts with "strings" regarding subject matter only if they meet a recognized need in the collection.

Funds for the purchase of materials will be accepted and a receipt for income tax purposes provided to the donor. The library encourages donors to place as few restrictions as possible on the funds in order to permit the most flexible use of the donation for the enrichment of the collection.



Section	Collection Development H	Policy No.	H.1
Subsection	1	Effective Date	September 1998
Version	Review – see note	Review Date	2022
Name	Collection Development		

7. Policy Review

The materials selection and collection development policy shall be reviewed as deemed necessary by the policy committee of the Board. The policy shall reflect changes in goals and objectives, needs of users and potential users, and priorities and budgetary constraints. The Director will coordinate policy review and remain in contact with collection development in other similar libraries.



Section	Collection Development H	Policy No.	H.1
Subsection	1	Effective Date	September 1998
Version	Review – see note	Review Date	2022
Name	Collection Development		

8.01 Appendix 1

Canadian Library Association

Position Statement on Intellectual Freedom

All persons in Canada have the fundamental right as embodied on the nation's Bill of Rights and the Canadian Charter of Rights, 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 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 the Canadian Library Association Council on **June 27, 1974**, and amended on November 17, 1983 and on **November 18, 1985**.

(Reproduced with the permission of Canadian Library Association, December 1988)



Section	Collection Development H	Policy No.	H.1
Subsection	1	Effective Date	September 1998
Version	Review – see note	Review Date	2022
Name	Collection Development		

8.02 Appendix 2 Canadian Library Association Code of Ethics

POSITION STATEMENT

Subject: Code of Ethics
 Approved by: Ratified by Annual General Meeting
 Date of Approval: June 13, 1976

Members of the Canadian Library Association have the individual and collective responsibility to:

- 1) support and implement the principles and practices embodied in the current Canadian Library Association Statement on Intellectual Freedom;
- 2) make every effort to promote and maintain the highest possible range and standards of library service to all segments of Canadian society;
- 3) facilitate access to any or all sources of information which may be of assistance to library users;
- 4) protect the privacy and dignity of library users and staff.



Section	Collection Development H	Policy No.	H.1
Subsection	1	Effective Date	September 1998
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Name	Collection Development		

NOTE: Not in use since 2017 – Have automated access through Spruce & Useful

Guidelines for use of the Library's Internet station - September 2001

BOOKINGS

- All those wishing to use the library's Internet station must have a valid library card and are required to register/sign up at the circulation desk.
- Appointments for individual instruction can be requested. The Clerk will be glad to assist you with using the computers. If there are any problems with the computer, please notify the Clerk immediately. Most times the problem is minor and can be fixed if attended to promptly.

DOWNLOADING

- Where possible, information located on the Internet may be printed providing that this will not infringe upon any copyright law.
- SCRL has a Public Internet Security service which will clear all personal information, downloaded data or other private transactions. These are not recoverable.

RESTRICTIONS

- Be polite. Do not write or send abusive messages to others. Respect the privacy of others. Do not give out personal information to unknown persons. Do not use the Internet for any activity that may be considered unethical, immoral or illegal.
- The Internet is provided to the public with the intent that it will be utilized for informational and educational needs.
- The library is for everyone and material that may be offensive to others is not an acceptable use of the Internet station. Any material that may be violent, sexist, racist, pornographic or offensive in any nature is forbidden in the library.

Failure to comply with these guidelines will result in the loss of Internet privileges.

REGISTRATION FOR USING THE LIBRARY'S INTERNET STATION

Name: _____ Date: _____

Library No.: _____ Phone No.: _____



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Name	Collection Development		

I, _____, have read the guidelines for using the South Central Regional Library's Internet Station and agree to abide by the policies established by the library for acceptable use.



Section	Collection Development H	Policy No.	H.1
Subsection	1	Effective Date	September 1998
Version	Review – see note	Review Date	2022
Name	Collection Development		

Guidelines for use of the Library's Internet station
September 2001

BOOKINGS

- All those wishing to use the library's Internet station must have a valid library card and are required to register/sign up at the circulation desk or with the Internet Supervisor.
- Appointments for individual instruction can be requested. The Internet Supervisor will be glad to assist you with using the computers. If there are any problems with the computer, please notify the supervisor immediately. Most times the problem is minor and can be fixed if attended to promptly.
- If you would like to make sure a computer will be available for you, please book ahead by phone or in person. Maximum reserved time per day will be one hour, however, if the computer is not booked you may be able to extend your time.

DOWNLOADING

- Files may be downloaded only onto floppy disk. Where possible, information located on the Internet may be printed providing that this will not infringe upon any copyright law.
- Data downloaded from the Internet may contain computer viruses. The South Central Regional Library is not responsible for damage to any user's disk or any loss of data from patron use of the library's computers. To protect our system against viruses, only disks purchased at the library front desk may be used in the library computers.

RESTRICTIONS

- Be polite. Do not write or send abusive messages to others. Respect the privacy of others. Do not give out personal information to unknown persons. Do not use the Internet for any activity that may be considered unethical, immoral or illegal.
- The Internet is provided to the public with the intent that it will be utilized for informational and educational needs. Therefore, we do not allow chat rooms, instant messenger programs, file-sharing programs, or on-line games.
- The library is for everyone and material that may be offensive to others is not an acceptable use of the Internet station. Any material that may be violent, sexist, racist, pornographic or offensive in any nature is forbidden in the library.

Failure to comply with these guidelines will result in the loss of Internet privileges.

CHILDREN'S REGISTRATION FOR USING THE LIBRARY'S INTERNET STATION

I am willing for my child,



Section	Collection Development H	Policy No.	H.1
Subsection	1	Effective Date	September 1998
Version	Review – see note	Review Date	2022
Name	Collection Development		

Name: _____

Age: _____ Grade: _____ Library No.: _____

to use the South Central Regional Library’s Internet Station. I have read the information concerning Child Safety on the Internet and accept responsibility for developing rules with my child for responsible use of the Internet.

Parent’s Name: _____

Parent’s Signature: _____

Phone Number: _____ Date: _____

YOUR CHILD AND THE INTERNET

The Internet is an unregulated, worldwide system of over 1,000,000 computers. The South Central Regional Library cannot control the information available over the internet, and is not responsible for its contents. The Internet contains information on all subjects and from many viewpoints; however, not all sources provide information that is accurate, complete, or current and some may be offensive

PARENTS’ RESPONSIBILITY

As with materials in the Library, any restriction of a child’s access to the Internet is the sole responsibility of the parent, guardian, or caregiver. Parents are encouraged to work with their children to develop rules for the use of the Internet..

POINTERS FOR PARENTS

- Visit the Library often with your child
- Spend time Online visiting Internet sites with your child.
- Encourage your child to ask the library staff for help in finding information of the Internet.

Keep yourself informed of current trends related to the Inter



Section	Collection Development H	Policy No.	H.1
Subsection	1	Effective Date	June 2019
Version	Review	Review Date	2022
Name	Update of terminology & elimination of obscure or obsolete holding information		