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| Section    | Collection Development H      | Policy No.     | H.1                 |
| Subsection | 1                             | Effective Date | September 1998      |
| Version    | Review – Nov 2022             | Review Date    | Jan 2023/March 2023 |
| Name       | Collection Development Policy |                |                     |

## H.1 Collection Development Policy - South Central Regional Library

### Canadian Library Association Statement on Intellectual Freedom and Libraries

The Canadian Library Association recognizes and values the Canadian Charter of Rights and Freedoms <http://laws-lois.justice.gc.ca/eng/Const/page-15.html> as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Library Association supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights <http://www.un.org/en/documents/udhr/index.shtml>, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Library Association affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Library Association affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Library Association holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, 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.



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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.

Libraries have a core responsibility to safeguard and defend privacy in the individual’s pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approved by Executive Council ~ June 27, 1974 Amended November 17, 1983; November 18, 1985; and September 27, 2015

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## 1. Introduction

### 1.1 Mission Statement

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 lifelong interest in reading and learning."*

### 1.2 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 public, are welcome to make suggestions for selections. However, purchases are at the discretion of the Branch Administrators with the support of the Director who should be able to answer to the Board and the public for any selections made.

### 1.3 Intellectual Freedom

The South Central Regional Library Board supports the principles laid down by the Canadian Library Association's statement on Intellectual Freedom (**See statement p.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 children's choice and use of resources rests with their parent(s) or legal guardian(s).** Selection for the adult collection is not restricted by the possibility that children may access resources their parent(s) or legal guardian(s) may consider inappropriate. The library believes in the freedom of the individual, and the right and obligation of parent(s) or legal guardian(s) to guide, develop, interpret, and maintain their own code of values in their family. The library will not limit individuals' access to content included in its collections.

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## 2. Collection Development Goals

*"To provide access to resources to meet the educational, cultural, informational and leisure-time needs of citizens of all ages and backgrounds.*

### 2.1 Classification

Materials are catalogued and classified according to RDA (Resource Description and Access) standard and the CFLA Cataloguing Code of Ethics.

### 2.2 Shelving

Shelving location is determined by age level and format. Works of non-fiction are assigned a classification according to the Dewey Decimal system, based on subject. Subject headings are assigned according to the Library of Congress Subject Headings authority records. Additional local subject headings or tags may be added for local or specific content.

Materials which may contain controversial and/or sensitive topics are treated in the same manner as all other catalogued items and will be shelved in the designated subject area. In the case where materials may have been misclassified or staff feel there should be a review of the classification, they will consult with the Cataloguing Technician. If a broader review is required, the material will be brought to a Branch meeting for discussion and resolution. At no time will materials be moved to a different shelving location without consulting the Cataloguing Technician.

## 3. Materials Selection

- 3.1 Selection Guidelines **NOTE:** Some materials purchased by public libraries may be of a sensitive nature or topic, which may not be found in school or private libraries. The right to choose or not to choose any of these materials remains the responsibility of the patron.

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.



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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 and organizations who have specialized subject knowledge. Materials selected should build a well-rounded collection which includes all viewpoints and opinions, and which will meet patrons' needs. The personal convictions of individuals or groups of staff members should not influence the selection of any materials. An attempt will be given to collect works of the recipients of recognized awards.

### 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
- \* Scarcity of material on the subject and availability elsewhere
- \* Quality and suitability of the format
- \* Need for duplicate material
- \* Cost, budgetary and space limitations
- \* Other considerations may be applicable in specific subject areas.

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

- \* Representation of a significant genre or national culture
- \* Literary quality
- \* Sustained interest
- \* Authentic reflection of human experience

### 3.2 Selection 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 such as “GoodReads” and literary forums
- \* Input from staff, the Board, and the public, including Inter-Library Loan (ILL) requests
- \* Other libraries' catalogues (World Cat, etc)
- \* Reputable vendors who wholesale to public libraries and school libraries



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\* 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.

### 3.3 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 to be distributed among the five branches.

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.

## 4. Materials Weeding or Deselection

4.1 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 to make room for newer titles and to maintain a collection which is useful to the community.

Consult with other verifiable resources 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.

Attempts will be made to resell and or repurpose items in good condition before being discarded.

4.2 Non-fiction materials with time sensitive data should be reviewed every 3-5 years.

- \* Medical/Health texts
- \* Legal information
- \* Sciences and Technology
- \* Cultural Sensitivity

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## 5. Policies by Subject of Material

### 5.1 Juvenile/Junior

- 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 several art techniques and the illustrations are considered works of art. Popular books are often in need of replacement due to heavy use.
- 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. **Junior Fiction:** These titles are geared for the Grades 2-8. The collection of children's materials is selected to meet the recreational and educational needs. They may include award winning titles and modern selections in such areas as mystery, fantasy/science fiction, sports, animals, and contemporary fiction. Standard and classic titles are also purchased.
- d. **Junior Categories**
- |                        |                      |
|------------------------|----------------------|
| *BE - Board Easy       | *JE - Junior Easy    |
| *BR - Beginning Reader | *RR - Rapid Reads    |
| *JF - Junior Fiction   | *JS - Junior Series  |
| *RA – Read-Along       | *GN – Graphic Novels |
- d. **Junior Non-Fiction:** The children's non-fiction collection consists of materials to meet the recreational, educational, and informational reading needs of children in Grades 2-8.

### 5.2 Young Adult

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 young adult demographic. This group of users consists of those thirteen and older.



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- a. **Young Adult Fiction:** These titles are geared for ages 14 and up. The collection of young adult materials is selected to meet the recreational needs and may include popular authors, titles, and series. May also include award winning titles and selections in such areas as mystery/thriller, fantasy/science fiction, action and adventure, romance, and contemporary fiction. Standard and classic titles are also purchased.
- b. **Young Adult Non-Fiction:** These titles are researched and selected according to current trends and needs of the community

### 5.3 Adult Fiction

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.

- a. **Fiction:** Classics of literature, popular best sellers, Canadian fiction in all genres and formats. Multiple copies of popular fiction may be purchased to meet demand.
- b. **Inspirational Fiction:** There is a consistent demand for inspirational fiction and selections will be made according to the needs of the branch & community. Title will be purchased to complete series and fill patron requests. Popular authors will be included in the selections.

### 5.4 Adult Non-Fiction

#### 000 – Computer Science, Information & General Works:

Encyclopedias, 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. Every attempt will be made to encourage online usage of SCRL and other databases rather than purchase physical copies.

Technological and general work trends will be considered but not necessarily purchased.

#### 100 - Philosophy and Psychology:

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

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### 200 – Religion:

In accordance with the selection criteria, the library continues collecting widely on various 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. Materials of an inflammatory nature which tend to foster intolerant attitudes are collected only if they have historical or research value.

### 300 – Social Sciences:

*Includes Social Sciences, Sociology and Anthropology, Statistics, Political Science, Economics, Law, Public Administration and Military Science, Social Problems and Social Services, Education, Commerce, Communications and Transportation, Customs, Etiquette and Folklore.*

The library attempts to provide relevant materials of interest to the general reader. 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.

### 400 – Language:

The 400s include general works on language and linguistics in English and other languages. Emphasis is placed on purchasing a wide variety of dictionaries, translation dictionaries are purchased, 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. Sign language materials are purchased to meet local demands.

A growing adult market is found with English as a Second Language (EAL) and language toolkits and materials.

### 500 - Science:

*Includes Science, Mathematics, Astronomy, Physics, Chemistry, Earth Sciences and Geology, Fossils and Prehistoric Life, Biology, Plants (Botany), Animals (Zoology).*

The library purchases for the general, non-specialist reader materials written at various levels of difficulty.



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### 600 – Technology:

*Includes Technology, Medicine and health, Engineering, Agriculture, Home and Family Management, Management and Public Relations, Chemical Engineering, Manufacturing, Construction of Buildings.*

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.

### 700 - Arts and Recreation:

*Includes Arts, Area Planning and Landscape Architecture, Architecture, Sculpture, Ceramics and Metalwork, Design and Related Arts, Painting, Printmaking and Prints, Photography, Computer Art, Film, Video, Music, Sports, Games, and Entertainment.*

An attempt is made to provide representative coverage of both major and minor artists, periods, and media. "How to Books" are also included as trends occur or are to meet the needs of the public.

### 800 – Literature:

*Includes Literature, Rhetoric and Criticism, Literatures by language (Poetry, Drama, Fiction, Essays, Speeches, Letters, Wit and Humour, Miscellany).*

Literature in all its various forms 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.

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

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## 900 - Geography and History:

*Includes History, Geography and travel, Biography and Genealogy, and History of Ancient World, Europe, Asia, Africa, North America, South America, and other areas.*

The library selects materials that identify, describe, and analyze other civilizations, countries, cultures, and peoples of the world. Materials should reflect both a historical and modern perspective as well as relevant current issues. Deliberate efforts are made to collect materials about local places, events, and notable people in various formats.

**NOTE – Biography:** Biographies are routinely selected for well-known persons of historical significance and current popular interest. This collection is interfiled with the subjects they belong to with a ‘biography’ indication attached to the spine.

### 5.5 Other Collections

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

- a. **Large Print** - Available in both paperback and hardcover formats the collection primarily consists of titles already in the library in standard type. Single copies will be purchased and distributed among the Branches.
- b. **Mennonite Collection** - In keeping with the Mennonite culture of some areas of our community, special effort is made to collect materials written about and by Mennonites. Those of a local historical and/or biographical nature should be considered as permanent part of the collections in a special area.
- c. **Reference Materials** - Most reference materials are integrated into the general collection. Online resources and databases have taken the place of many of these materials and are much more relevant and up to date.
- d. **Audio** – Spoken word recordings in both abridged and unabridged formats for all ages. These may in CD, Playaway and downloadable audio books through an App.

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- e. **Video** – Also known as DVD & may include Blue-Ray. This collection consists of entertainment and educational film with a high priority for popular and new releases. All items are categorized, and most are rated.
- f. **Music** – CD format, usually of local artists or of special interest.
- g. **Archives** - Used for materials that are fragile and/or considered irreplaceable. Access to archived materials will be limited and with permission only.
- h. **Newspapers** – Copies of local papers should be available in each Branch. Wider publications will be purchased and provided for in-branch reading only.
- i. **Periodicals** – Selected for general and popular reading. Retention guidelines are reviewed by Branches and done according to relevancy, trends, and space.
- j. **Kits** – Allow for interactive engagement by all age groups. Kits are comprised of a single component or multiple items. Some kits are only for in-library use while others have circulation capabilities.
- Story kits – themed kits comprised of multiple children’s books and other items such as games, toys, DVDs, or CDs.
  - MaPLE Lab kits – Make, Play, Learn, Experiment kits – include contents such as robots, LEGO, and craft supplies for interactive programming.
  - Book Club kits – includes 5 copies of a book and discussion guide, to be checked out and used by book clubs.
- k. **Pamphlet Files** – Historical documents which do not fit the regular criteria of book format. Located in the 900’s they are specialized publications focusing on Provincial historical moments.
- l. **Government Documents** - These documents are now available online through the Federal Government website.
- m. **Vertical Files** – Files have been moved to the Morden Historical Society archives. Collection is no longer active.
6. **Online Resources**
- Free resources available to library patrons with no fines or fees attached.



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- a. **Databases** – See SCRL website for current databases, links, and other online accessible resources.
- b. **Ebooks & E-Audio Books** – Downloadable eBooks and audio books only available using a valid library account. All downloads are stored on a mobile device and checked out like a physical book. Purchases for these materials are part of the Advantage+ consortium with selections combined with those of all participating rural Manitoba libraries as well as PLSB, who is a major contributor to the catalogue. Recommendations for purchase by patrons are also considered.
- c. **Online Video** – Video streaming service available to patrons using a valid library card. Selections are made by the vendor.

## 7 Donations & 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. Items meant to influence the collection or impose a particular view *may* not be accepted as a donation.

The library will not provide evaluations of gifts for tax relief or other purposes.

- a. **Magazines and Periodicals** - The library will accept magazine donation subscriptions on condition they meet the general criteria used for the selection of other library materials as stated in the Collection Development Policy. Preference would be a monetary donation.
- b. **Book & Materials Donations** – The library will accept donations of materials to include in the collection if they are a) needed in the collection b) of historical or local value c) fit the criteria of the collection development policy.



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## 8. Books & Materials Complaints

A citizen who questions any material in the library may register his or her opinion in writing using the approved Book & Materials Complaint Form.

*See Personnel & Policy Manual:*

- H.2 Books & Materials Complaint Process
- Appendix B.7 Books & Materials Complaint Form
- Appendix B.8 Books & Materials Complaint Response Form

## 9. 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.

**2022 Committee Recommendation** – Collection Development Policy to be reviewed every two years.

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## 10. Appendix

### 10.1 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.

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#### 10.2 Acknowledgements:

Originally drafted in 1995 and approved **September 1998**.

**Reviewed September 2022** – Update criteria, holdings information, selection & weeding criteria. Eliminate obscure terminology and references to obsolete internet references.

The selection of books for South Central Regional Libraries is done by qualified Library Staff through various vendors and publishers. Criteria for selection is based on the guidelines in this policy.

Recommendations submitted to SCRL Board – **November 2022**

Revised/Approved - **February 2023**

Reviewed/Approved – **March 2023**