

Brockville Public Library

Policy Type: Operational

Policy Number: 13

Policy Title: Collection Management

Approval Date: March 2016
February 2011

Review Date: March 2019

General Policy

Strong Library collections are fundamental to the delivery of excellent Library service. The Brockville Public Library (BPL) is committed to developing diverse and robust collections which meet community needs, provide enjoyment and reflect the Library's strategic goals.

To determine community needs and interests, the Library periodically surveys the community. The Library regularly assesses the use made of its collection as well as the depth, breadth, relevance and condition of the resources.

Collection management is an ongoing process requiring professional training and experience. Collection management includes development, acquisitions and maintenance.

Through collection management we strive to balance community needs and collection requests with other strategic priorities.

The purpose of the Collection Management Policy is to:

- outline Library Board policy for the development and maintenance of Library materials.
- establish protocols for customers to provide input.
- familiarize people with the philosophies, principles and processes that are involved with maintaining an excellent Library collection.

BPL acts in compliance with federal and provincial legislation including the Canadian Copyright Act and other laws governing intellectual property, the Criminal Code of Canada, and other legislation, such as the Accessibility for Ontarians with Disabilities Act (AODA).

Brockville Public Library does not knowingly keep, acquire or purchase material that violates applicable legislation.

The Brockville Public Library Board applies the following Foundation Statements to collection management:

- Ontario Library Association Statement of Intellectual Freedom.
- Canadian Library Association Statement of Intellectual Freedom.

- Ontario Library Association on Children’s Rights in the Library.
- Ontario Library Association Teen’s Rights in the Public Library.

See Board Governance Policy – 14: Foundation Statements.

The Library's collection will attempt to reflect our community’s diversity in a balanced way without implying endorsement of content or viewpoint.

The discretion in the choice of materials by adults rests with the individual. Except where limited by legislation, children are entitled to access all materials provided by the Library. Guidance in the choice of materials for children rests solely with their parent or guardian. See Borrowing Library Resources Policy – 15.

This policy governs all collection resources, in all formats and genres and for all ages.

Guidelines

Collection 13 - 1 Collection Development Goals

- Meet the recreation, information and culture needs and interests of the community.
- Nurture lifelong learning.
- Reflect various cultural, linguistic, religious and philosophical backgrounds.
- Stimulate participation in the affairs of the community, the country and the world.
- Recognize and accommodate a range of education levels and abilities.
- Inspire the love of reading, the exploration of ideas and the enjoyment of life.

To achieve these goals, Library staff will endeavour to:

- Select materials which represent all viewpoints of a wide range of topics.
- Evaluate materials in terms of timeliness, demand, quality and authority.
- Develop collections of materials in a variety of genres and formats.
- Proactively provide accessible formats.
- Acquire materials for all ages and levels of comprehension.
- Develop specialized collections such as Local History.

Collection 13 - 2 Composition of the Collection

The composition of the Library collection will reflect the needs and interests of the community of Brockville as determined by analysis and experience on the part of trained Library staff. Attention is paid to ensuring a balanced collection which reflects the needs of all age groups.

- Popular or recreation: the Library buys current titles from lists of bestsellers or from experience of titles and authors that are likely to be in high demand or are the “hot” topics of the day.

- General information: the Library buys a large number of current titles and a limited number of retrospective titles on any subject that would include those beyond the bestseller lists.
- Instructional: the Library buys a good selection of current titles available on subjects of general interest and a limited selection of retrospective titles.
- Reference: the Library purchases very limited reference resources and purchases titles based on customer requests in balance with fiscal considerations.
- Local History and Local Authors: See Collection - 8 Local History.
- Book Club Sets: the Library purchases sets of titles for use by the BPL's Book Clubs and clubs throughout Ontario which are affiliated with a public library. Titles of this collection are selected based on input from members of the Library's Book Clubs, in consideration of the selection criteria and the resilience of collection budget.
- Outreach Resources: Brockville Public Library delivers Library materials and services to people unable (usually for physical reasons) to visit our facility. The Library purchases titles and formats in consideration of this service.
- Accessible Formats: many of the resources at the Library are selected to also satisfy accessibility needs for people with vision and hearing challenges. See Collection - 7 Accessible Resources.
- World Languages: the Library may purchase titles based on community demographics and needs as ascertained by the frequency of requests. These collection requests are often out-sourced through the interlibrary loan system.

Collection 13 - 3 Selection Guidelines

Assessment of materials for inclusion in the collection is performed on several levels: intellectual content, technical quality and practical considerations.

It is necessary that the material meet some, but not necessarily all, of the criteria established. The selection criteria defined in the following table will be used for the development and acquisition of resources for the Library's collections.

Criteria	Guidelines
Demand	Popularity and customer demand; responsiveness to current and anticipated demographic and social trends.
Quality	Attention of critics and reviewers, award winners, or inclusion in bibliographies; literary merit, artistic value and contribution to the field of knowledge; reputation or authority of the author, creator, or publisher; quality of writing, production, and illustration.

Subject Matter	Significance, timeliness, or permanence of subject matter; representation of diverse points of view; relationship to the existing collection; importance of subject matter in relation to community needs; local significance; Canadian content.
Audience	Suitability of subject and style for intended audience; lifelong learning enrichment; relevance to early literacy; responsive to school age, teen and young adult interests.
Availability and Access	Availability in the marketplace through the internet, e-resources, subscription databases, or other means; suitability of format for Library use; availability of materials through other libraries or institutions; copyright, public performance rights and other legislation issues; ease of use, accessibility and remote access potential; hardware, software, networking, and storage requirements; physical housing considerations.
Price	Purchase price; vendor competitiveness; other budget implications; comparison of content and cost with other available formats.

Collection 13 – 4 Meeting Demand for High-Interest Titles

As determined through Library reports and as a general ‘rule of thumb’, if the hold ratio becomes ten or greater on any one title, collection development staff will review and weigh the usage trends, the author popularity, the genre and the timeliness to determine if one or more additional copies should be added to the collection.

Collection 13 - 5 Requests for Purchase

Customers, staff and volunteers are invited to submit suggestions for purchase in the spirit of encouraging customer-driven selection for a portion of our collection. These requests for purchase are subject to the Library’s selection guidelines.

People requesting titles, that are not subsequently purchased, may be referred to other local libraries or the title may be requested through our interlibrary loan service.

Collection 13 – 6 New Formats

Careful consideration is given to the introduction of new formats to the Library’s collections. Community needs, the impact on existing resources and budget are all reviewed before items in a new format are considered and purchased for the collection.

The selection of material in any new format may result in the Library's decision to retire specific items or formats from its collections in order to responsibly accommodate trends in customer demands and/or changes in technology.

Collection 13 - 7 Accessible Resources

Brockville Public Library offers a wide range of materials in alternate formats.

The Library will acquire materials in accessible formats as available and evaluated by the established selection criteria. Resources not available at BPL may be obtained through our interlibrary loan system.

Accessible materials may include:

- Large print
- Audiobooks (including DAISY)
- e-books, e-audio, e-music, e-movie
- titles available through the Centre for Equitable Library Access Collection (please ask the Library staff about this service)

For further accessibility guidelines at BPL, see Accessibility Policy – 8 and visit our website at <http://www.brockvillelibrary.ca/adaptive-technology.htm> and <http://www.brockvillelibrary.ca/cnib-collections.htm>

Collection 13 - 8 Local History and Local Authors

BPL’s collection features local history resources which generally includes documents, publications, microfilm and other resources relating to the history of the City of Brockville and surrounding area.

Local authors are also featured in the Library collection. Local author publications will be accessed for acquisition with the established selection criteria.

The Library will acquire new material pertaining to the history of the City of Brockville and surrounding area and local author publications using the established selection criteria. Many of the local history and local author titles are donated.

The local history collection includes circulating and non-circulating material.

Lending of the non-circulating material for display or similar purposes will be made with the approval of

the CEO or senior staff on duty. Lending arrangements will be documented.

The Library reserves the right to redirect historical items to other organizations.

Collection 13 - 9 Gifts and Donations to the Collection

Brockville Public Library gratefully accepts new or used materials. Your library collections are enhanced each year through the addition of many generous gifts and donations.

Donations to our collection may be made by a specified cash amount which enables the Library to purchase new material. Cash donations qualify for a tax receipt.

Tax receipts are issued for a customer-purchased new collection title that is being added to the Library collection, and includes the original purchase receipt. Customer-purchased items that replace lost and/or damaged material do not qualify for a tax receipt.

BPL welcomes new and used physical donations with the understanding that these materials become the property of the BPL to be used at the Library's discretion.

Donated items are added to the collection, sold at our annual book sale for fundraising, redirected to another community organization or recycled. Materials in poor and unhealthy physical condition will not be accepted.

BPL staff are not qualified to perform appraisals on donated resources. Staff are happy to refer to customers to a professional service in this field.

BPL adds gifts and donations that supplement and enhance its resources. The addition of items to our collection will be based on the same criteria used for purchasing new material.

A dedication/presentation bookplate may be placed inside the donated material at the donor's request.

Given the volume of donations received, significant staff resources are required to manually process donated items, including evaluating, cataloguing or redirecting. As a result, we are unable to provide itemized lists of donations or provide follow-up on the status of a donation.

Except for temporary exhibit purposes, the Library will not store books, documents, or objects owned or controlled by groups or individuals.

Cross-reference Fund Development: Acceptance of Gifts – 20.

Collection 13 - 10 Resource Sharing: BPL Collection as part of a Cooperative Network

The Brockville Public Library Board endorses the value of resource sharing. The Board recognizes that the information needs of the community may not be met through the resources of the Brockville Public Library

alone. The Library will strive to complement the information services of schools, agencies and other organizations but will not assume their function.

Customers may be referred to appropriate information sources when the Library's collection does not meet their needs. These may include but are not limited to:

- interlibrary Loan: the sharing of resources with other libraries.
- supplementary 'pooled' and rotating collections coordinated by the Ontario Library Service.
- partnered collections: the sharing of resources with community organizations.

Collection 13 - 11 Materials not selected

- As mentioned above, materials that violate legislation will automatically be excluded from the Library's collection.
- Original historical publications, artifacts or documents will be referred to the Brockville Museum or local archives.
- Textbooks and curriculum-related works are not purchased or accepted unless they are considered useful to the general reader as an introduction to a subject, are the only source of information, or because their content is considered essential to the Library collection.

Collection 13 - 12 Deselection

Deselection is a crucial aspect of maintaining healthy, vigorous and current collection. BPL continually assesses its collections.

Managers responsible for collection development will organize the deselection of items from the collection.

In order to maintain an active collection with high quality standards, materials will be withdrawn from the collection on a systematic basis using the American Library Association's CREW (Continuous-Review Evaluation-Weeding) process.

Deselection occurs when:

- materials are no longer useful in the light of the vision and mission of the Library
- the content is out-of-date and potentially misleading.
- materials are no longer of interest to the community and are not circulating.
- items are damaged, worn-out or unhealthy.
- new and current materials are being acquired for the collection.
- housing space for the collections becomes compromised.

Discarded materials may be sold in-library to generate funds, recycled or donated to community organizations.

First publications and rare resources may be added to the reference or closed reference areas.

Collection 13 - 13 Replacements and Repairs

In some circumstances withdrawn, damaged or missing resources may be replaced and/or repaired. In general, replacements are purchased or repairs are made with consideration given to the following:

- importance of the title to collection.
- breadth and depth of the present Library collection on the subject.
- availability of new titles on the subject.
- historical value of the material.
- public interest in the subject.
- staff time and resources required to replace/repair the item.

Collection 13 - 14 Requests for Reconsideration of Collection Items

BPL believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Staff responsible for material selection consequently strive to provide the widest possible range of resources.

The content, images or manner of expressing ideas in material may, on occasion, be considered offensive to some people. The Library recognizes the right of any individual or group to reject Library material for personal use but does not accord any individual or group the right to restrict the freedom of others to make use of that same material.

Library users who wish to challenge certain materials located in the collection are asked to complete a written Request for Reconsideration of Library Materials form. See Appendix A.

Written requests will be formally reviewed by designated managers and, if necessary, the CEO. The decisions made regarding challenged materials will be communicated to the originator of the request within 30 days from the date the request is received.

Collection 13 – 15 Collection Access and Housing

The Brockville Public Library Board affirms that everyone has the right of access to varied expressions of intellectual activity and creativity in a welcoming, diverse and equitable environment.

In accordance with the above principle the Library collections will be housed for open access and controversial titles will not be labeled or shelved separately from the general collection.

The Library reserves the right to shelve irreplaceable material and resources which are essential to daily service in non-circulating reference areas.

The Library may control the use of any collection material in order to protect items deemed susceptible to theft or damage or to ensure the widest possible availability of materials for Library customers.

Collection 13 - 16 Collection Budget

In planning for annual collection spending by category and format, a comprehensive collection analysis is completed. This analysis captures turnover, inventory, circulation and previous funding rates for each sub-category of the entire collection. See Appendix B for the current collection analysis and plan.

Spending levels are made based on these statistics with certain exceptions being considered. For example, local history items have low turnover and low inventory but still require funding to be allocated to that area of the collection. Often, upcoming 'hot topics' are anticipated such as world war anniversaries, the Olympics etc. which will require collection dollars to acquire timely publications.

Knowledge of new emerging formats or changing demographics will require a realignment of the total budget or an increased collection budget request.

It is the responsibility of the CEO, in coordination with designated managers, to prepare the annual collection budget for the Library Board as part of the annual budget process.

Collection 13 - 17 Responsibility for Collection Management

It is the ultimate responsibility of the Library Board to establish all major policies for the governance, operation and management of the Brockville Public Library. The responsibility for collection management is vested in the CEO and assigned to designated employees in their job descriptions.

Collection 13 - 18 Adoption and review of the policy

This policy will be reviewed by the Board every three years. Immediate revisions required may be made sooner, if necessary.

Board Motion Number: 008-2016

Date: March 21, 2016

Signature of Chairman _____

*Sources: London Public Library
Innisfil Public Library
Kingston Frontenac Public Library
Toronto Public Library
Halifax Regional Public Library*

Appendix A



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Appendix A

Request for Reconsideration of Library Materials Form

Please complete this form and return it to the CEO who will evaluate the title(s) in order to determine if any action should be taken. You will be kept informed of the progress of the review. Customers are reminded that under the terms of the Intellectual Freedom policies, the Library is obligated to provide books and other materials on all varieties of opinions. Please see Collection Management Policy – 13.

Author / Producer: _____

Title: _____

Copyright Date: _____

Format of Resource: (please circle)

Audiobook Book Blu-ray/DVD eBook Magazine Other

Person making the request:

Name: _____

Organization: _____

Address: _____

City & Postal Code: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

Date submitted to the CEO: _____
CEO response date: _____

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