

COLLECTION DEVELOPMENT POLICY

OVERVIEW

Purpose of the policy

This collection development policy has been created:

- to clearly state the policies of the Library Board
- to identify responsibilities for collection development and provide staff with consistent guidelines for development and maintenance of the collection
- to provide a process for public input
- to defend the freedom of information and protect against censorship.

Purpose of the collection

The Library Board believes that the public library is the principal source for information that is freely available to everyone. Therefore, the Hudson's Hope Public Library shall:

- acquire and organize educational, informational and recreational materials to promote the communication of ideas
- provide a progressive, user-oriented service which anticipates and responds to the educational, cultural, leisure and other information needs of the community.

Relationship to the Mission, Goals, and Strategic Plan of the Library

The library's mission statement is as follows:

"Our library promotes and encourages life long learning in our community"

To achieve these goals the library will:

- acquire and organize a well-balanced and broad collection, in various formats, representing a variety of viewpoints
- provide useful, current information sources for individuals, business, and organizations
- monitor the needs of the community by doing surveys, use studies, etc. regularly
- ensure that the collection reflects the priorities in the current strategic plan
- make the collection freely available to everyone
- make the library's atmosphere as welcoming as possible.

Selection Criteria

- suitability for meeting the needs of the community
- popular demand and current trends
- strengths and weaknesses of the existing collection
- timeliness and accuracy of the information
- purchase price and budgetary considerations
- space constraints
- availability of materials through Interlibrary Loans
- demand in the community
- the reference section should be kept current as dictated by patron use, keeping in mind the information provided on the WEB.

Items chosen for the collection should meet most - not necessarily all – of these criteria.

Selection Tools

The library makes use of various resources. Standing reviewing tools such as professional journals are good sources for the selection process. Selections are also made from the publisher's announcements of forthcoming materials. By keeping up to date on what is making news, the library attempts to anticipate demand for certain subjects. Making use of circulation statistics, surveys, and customer requests help to determine the strengths and weaknesses of the collection. The Hudson's Hope Public Library at this time does the bulk of the ordering from United Library Services because of the discount offered. United Library Services sends out catalogues periodically through the year. A form is available at the circulation desk for patrons to request materials for the collection (see Attachment A).

Gifts and Donations

The Hudson's Hope Public Library welcomes gifts and donations of books and other materials. Gifts/donations are added according to the same selection criteria as purchased materials. However, since processing and housing materials is expensive, the library reserves the right to accept or discard any materials received as gifts/donations. In addition, the library has the right to reject or discard any materials because of age or physical condition. Gifts/donations that are not added to the collection are usually put in the library book sales. Once received the materials are the exclusive property of the Hudson's Hope Public Library.

WEEDING

Guidelines for Weeding

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

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

Criteria for Weeding

The following criteria are considered:

- frequency of circulation
- timeliness
- accuracy
- physical condition
- availability of other copies

Disposal for Weeded Material (in order of preference)

- hold auction/book sale
- offer material to local schools
- check with senior homes/ thrift store
- recycle as per environmental rules

ADULT COLLECTION

Fiction, hardcover: Preference will be given to fiction that contributes to the balance of the collection with regard to: types and styles of literature, and patron appeal.

Non-Fiction, hardcover: This collection provides books needed for general reading, reference, independent learning and recreation.

Audio Books: The increasing importance of various media in the provision of information is recognized. The library maintains a collection of Audio Books with the emphasis on popular titles. The library purchases this format to supplement and extend the book collection.

Databases: the library has a selection of databases which are available on the website. Library cards give the patrons access to these databases; a few of the databases are in house use only meaning they are available through the computers within the library.

Paperbacks: The purpose of the paperback collection is to provide books, which supplement the hardcover collection. Other criteria include low cost and space availability.

Local History: The usual practice of the library is to acquire at least one copy of all printed material relating to Hudson's Hope and surrounding area. The library provides access to historical information through books and newspaper clippings. The library also purchases works of local authors.

Large Print: The library participates in an interlibrary loan program to provide large print books to patrons who have trouble reading regular print.

Magazines and Periodicals: A well-balanced collection complements and updates the book collection and supports both recreation reading and research needs. Selection is based on availability, price and local demand. Retention is one year.

DVD's: The increasing importance of various media in the provision of information is recognized. The purpose of the video collection is to serve the educational, cultural, and recreational needs of library customers.

Reference: Reference materials are not for loan. The reference section is kept current as dictated by patron use, keeping in mind the information provided on the WEB.

CHILDREN'S COLLECTION

The public library's objective in selecting materials for children is to make available a well-balanced collection that satisfies informational, recreational and cultural needs from early childhood through sixth grade. Consideration is given to Canadian content.

Easy Reading Books: These are designed for the beginning reader. They are distinguished by large, well-spaced print, short sentences, wide margins and artwork integrated with the text.

Hardcover Fiction: The need for a balanced children's collection is recognized. Important aspects of children's lives concerning problem areas such as fears, growing up, death, friendship, and dealing with a new sibling will be included. Picture books may be chosen on the basis of exceptionally good illustrations. Children's classics will be a part of the collection, as will popular mass-market titles.

Hardcover Non-Fiction: Non-fiction titles must be accurate, up-to-date and unbiased. Titles will be selected which:

1. satisfy children's natural curiosity about their environment,
2. develop children's awareness of the world around them,
3. are suitable for a range of age and reading levels, and
4. emphasize Canadian content where possible.

Paperbacks: The selection criteria are the same as that of the fiction and non-fiction guidelines for adults.

Audio Books: Popular Audio Books are for general recreational use. They consist of fairy tales, poetry, songs, stories, and nursery rhymes.

Early Literacy Station: This is a stand-alone computer with educational software that spans seven (7) curricular areas, targeted for toddlers through second graders.

Magazines: Children's magazines are mainly for recreational reading and providing supplementary resources for projects.

Theme Boxes and Bags: Theme boxes and bags are targeted for children from preschool age up to 12 years. Theme boxes and bags are not for in-library use.

ADMINISTRATION

- The purchase of materials should be under the management of the Director.
- The budgeted money should be reasonably allocated among the Adult, Children and Young Adults section.
- Protective jackets and classification labels should be ordered with the books.

COMPLAINTS ABOUT THE COLLECTION

The Hudson's Hope Public Library is aware that some materials are controversial and may offend some customers. (Refer to Intellectual Freedom Policy). The library recognizes the right of an individual or group to make a complaint about the inclusion of material in the library's collection.

Customers making complaints about any material in the collection will be directed to the Director. A staff member will obtain the necessary information on the "Request for Reconsideration of Library Materials" form (see Attachment B) and inform the Director as soon as possible. The Director will bring the complaint to the Board and will communicate the Board's decision to the customer in writing.

Chair

Secretary