

Wetaskiwin Public Library

Policy Manual

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Purpose

The purpose of this policy is to provide staff with the necessary guidelines to assist them in the development of collections to meet library goals and to inform the public about the principles by which materials are selected for inclusion in the library collections.

Vision

Free access to information and ideas is a democratic right of every Canadian citizen. Public libraries ensure this right by providing the public with opportunities to participate fully in a changing society through access to a wide range of humanity's thoughts, ideas, information and expressions of the creative imagination.

Collection Development Statement

The public library exists to open a window on the world, reflecting international, national and local trends, interests and events. Collections are developed to meet the needs and interests of the communities which the library serves.

To determine community needs and interests, the library periodically undertakes to study its communities. The library regularly assesses the use made of its collections as well as the depth and breadth of their coverage. The library attempts to make available the widest diversity of views and expressions, including those which may be regarded as unorthodox or unpopular with the majority. To accomplish this, the library may purchase controversial materials in order to ensure public access to all sides of an issue. Materials are acquired to foster interest and to anticipate

demand as well as to sustain demonstrated interest and demand. The purposes and resources of other libraries are recognized and through cooperative agreements, the resources of these libraries may be available to Wetaskiwin Public Library patrons.

The Wetaskiwin Public Library supports the Canadian Library Association Intellectual Freedom Statement:

Statement on Intellectual Freedom

Canadian Library Association

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, 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 and 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 and groups 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.*

(June 27, 1974; amended November 17, 1983 and November 18, 1985)

1. Collection Development:

The public library is a primary resource for life-long learning, offering a window on the wider world by providing a wide range of relevant and timely materials. The library provides free access to all materials by all patrons regardless of age, race, religion, familial belief, gender or political affiliation. Some library materials may be controversial or offensive to some people.

To ensure ease of access for patrons across the library system, multiple copies of popular or useful titles and items dealing with sensitive topics are routinely included in the library collections. While the library supports self-directed learning, it does not collect materials that support solely the specific curriculum needs of formal educational classes.

The discretion in the choice of materials by adults rests with the individual; guide in the choice of materials for children rests with their parent or guardian solely.

1.1 Selection of Materials:

- 1.1.1 Librarians judge impartially and evaluate critically. Selection is made by use of authoritative book reviews, knowledge of the reputation and reliability of the author, selection aids such as authoritative discussions of the literature of the subject, pertinent bibliographical publications, publishers' advertising media and requests of library patrons. At times, the librarians may consult with subject area specialists outside the institution to obtain advice about certain fields.
- 1.1.2 Materials are selected according to the needs and demands of the community, access to other library resources, the present library collection and the budget. The overall value of the material is the chief criterion of selection. Material is judged on the basis of the work as a whole not by a part taken out of context. No criteria are absolute and totally satisfactory and during the selection procedure, rarely is every specific principle applied. An item, therefore, need not meet all the criteria in order to be acceptable.

1.2 General Criteria for Selection:

- 1.2.1 Opportunity to widen horizons, stimulate imagination and reflection, and enlarge experiences;
- 1.2.2 Meets the international, national and local needs and interests of the community in a timely manner;
- 1.2.3 Subject, style and formats suitable for intended audience and use;
- 1.2.4 Competency and reputation of the author and/or publisher;
- 1.2.5 Enduring value as a classic;
- 1.2.6 Popular demand, both existing and anticipated;
- 1.2.7 Canadian content;
- 1.2.8 Presentation of all sides of controversial issues, where possible;
- 1.2.9 Balancing special group interests with general demand;
- 1.2.10 Represent challenging, though extreme or minority, points of view in order to provide insight into human and social conditions;

- 1.2.11 Relevance to existing collections;
- 1.2.12 Within space and budgetary limitations.

1.3 Donations:

- 1.3.1 The Wetaskiwin Public Library encourages gifts of money and bequests to the library. The library is a registered charity under the Canadian Income Tax Act; individuals and groups may thus receive income tax deductions for financial contributions. These contributions will be used for library materials, programming or equipment.
- 1.3.2 If the donor wishes to specify the use to which money is to be put, a special agreement with the library is necessary at the time that the donation is made.
- 1.3.3 The library is pleased to accept gifts of print and non-print materials which can be integrated into existing collections and which fit collection development policies. Classifications, shelving, access, location and disposal will be determined by library staff. The library reserves the right to dispose of gifts not added to its collection. The library does not evaluate materials for tax receipt purposes.

1.4 Suggestions for Purchase:

- 1.4.1 The public are encouraged to suggest titles for addition to the library collection. These suggestions will be considered in light of established collections development criteria. Persons making suggestions are asked to complete a suggestion form.
- 1.4.2 Patrons requesting materials not added to the collection may be referred to other local libraries or the materials may be requested on interlibrary loan.

1.5 Collection Maintenance:

- 1.5.1 The Wetaskiwin Public Library does not acquire or retain damaged, soiled, or dated items or items deemed to be in poor condition in its collection unless retention value has been determined by staff.
- 1.5.2 Weeding is the continuous systematic withdrawal of materials to maintain the integrity of the library's collection. Library staff determines when unused items, unnecessary duplicates, outdated, worn, or damaged materials are to be discarded using the same criteria that are applied to acquisitions.
- 1.5.3 When appropriate, last copies of important titles will be retained. The Wetaskiwin Public Library recognizes its responsibility in cooperating with other libraries in the region. Collection maintenance policies reflect this responsibility.
- 1.5.4 Weeding is done to:
 - 1.5.4.1 have a collection which reflects the current and anticipated needs of the community;
 - 1.5.4.2 ensure that the collection is attractively and appealingly displayed;
 - 1.5.4.3 utilize in the most economical way the available space in the library.
 - 1.5.4.4 remove outdated materials from the collection.

1.6 Book Sales and Recycling of Discarded Items:

- 1.6.1 In general, discarded materials and donated materials not added to the collection are sold in a book sale, donated to another institution or organization or, if unsuitable for sale or donation, sent to be recycled. Materials that remain unsold after a public book

sale may be sold to a dealer. Profits from the sale of these materials are used to supplement the library's collection budget.

- 1.6.2 In the public interest, certain materials will not be sold in a library sponsored book sale. These materials include such items as outdated drug information, superseded legal materials and inaccurate or superseded non-fiction materials.
- 1.6.3 Discards are only made available to the public and staff through book sales. Staff may purchase discarded materials for personal use only. Purchase may not be made with intent for direct resale.

1.7 Replacements:

- 1.7.1 Withdrawn or missing materials are not automatically replaced. In general, replacements are purchased following the general collections criteria. Several additional factors are, however, considered:
 - 1.7.1.1 importance of title to collection;
 - 1.7.1.2 extent of the present library collection on the subject;
 - 1.7.1.3 availability of new titles on the subject;
 - 1.7.1.4 historical value of the material;
 - 1.7.1.5 indexing or listing in a standard library tool;
 - 1.7.1.6 public interest in the subject.

1.8 Reconsideration:

- 1.8.1 While professional staff is always willing to discuss the make-up of the collection, the library is obliged to withdraw only that material judged illegal by the higher courts in Canada. The library board subscribes to the CLA Statement on Intellectual Freedom.
- 1.8.2 Discretion in the choice of material to be borrowed or used will be left to the adult patron; guidance in the choice of materials for children is the sole responsibility of the child's parent or guardian.

2. Resource Sharing:

- 2.1 The City of Wetaskiwin Library Board participates in the provincial public library network(s).
- 2.2 The board also participates in The Alberta Library (TAL) by virtue of membership in the Yellowhead Regional Library System.
- 2.3 The board shall actively participate in resource-sharing programs and services, including but not limited to the provincial interlibrary loan program, ME Libraries, The Regional Automation Consortium (TRAC), and the TAL Card program.
- 2.4 The board will not charge another public library for the interlibrary loan service.

- 2.5 The board publicizes the interlibrary loan, TRAC/TAL card, and ME Library services to its patrons through newspaper articles, posters and brochures, presentations to groups and organizations, and displays within the community.
- 2.6 Training of staff in resource sharing is the responsibility of the board and library management, in partnership with the Yellowhead Regional Library System, and Public Library Services Branch. Training shall be carried out through a combination of one-on-one training, on-site visits, online training, workshops, procedure manuals, and conferences as per the board's continuing education policy and procedures.

3. Provision of Library Materials in Languages Other than English:

- 3.1 The board recognizes the need to have materials available in languages other than English.
- 3.2 Where the Manager of Library Services determines the demand for materials in a specific language is low, the library will supply materials through the Yellowhead Regional Library system.
- 3.3 Where the Manager of Library Services determines the demand for material in a specific language is high, the library will purchase materials to add to its permanent collection.

4. Provision of Library Materials for Those Unable to Use Conventional Print:

- 4.1 The board recognizes the need to provide library material in a format for those unable to use conventional print materials.
- 4.2 To meet this need the board supports active participation in the Talking Book Service provided by the current formal agreement with the National Network for Equitable Library Service (NNELS) and Centre for Equitable Library Access (CELA).

5. Loan of Resources:

5.1 Issuance of cards:

- 5.1.1 Adults from the City of Wetaskiwin, County of Wetaskiwin, or Maskwacis will be required to produce one or more pieces of identification, with current photo and address, at the discretion of library staff prior to issuance of card.
- 5.1.2 Youth aged 16-18 will be required to provide identification, with current address and proof of age, prior to issuance of card. If the youth applicant does not have identification, a parent or guardian will be required to sign membership form and provide identification.
- 5.1.3 For permanent residents of Alberta living outside of the City or County of Wetaskiwin or Maskwacis, but residing in an area with public library service, library access is granted through a ME library card, issued at their home library. Patrons must register their ME library card on-line in order to access collections outside the issuing library.
 - 5.1.3.1 Non-system users will be issued a local-use card and may borrow ten local items at one time, excluding equipment. Non-system membership is \$20 per person, per year. Access to TRAC/TAL and ME library services and collections is not available to local-use cardholders. Yellowhead Regional Library identifies non-system users as any patrons living in non-contributing municipalities. A current list of such areas is available through YRL.
- 5.1.4 An institutional membership will be issued to any business or organization meeting the same address requirements as residential members. An institutional membership is \$50.
 - 5.1.4.1 Only one card will be issued for the institution. The institution must provide a letter, signed by a person of authority, stating that the organization/institution/group will take responsibility for material borrowed on the card. The organization will take responsibility for the card and any person who borrows material on the card is assumed to be entitled to use it.
 - 5.1.4.2 Institutional members may borrow 100 items at one time.
 - 5.1.4.3 Institutional members located in the City or County of Wetaskiwin will be issued a ME library card, and a TAL card upon request.
- 5.1.5 All ME and TAL memberships in good standing will be honored.
 - 5.1.5.1 Library staff may request other identification, with current address.
 - 5.1.5.2 ME cardholders may borrow as residents, 50 items at one time, excluding equipment.
 - 5.1.5.3 TAL cardholders may borrow ten items at one time, excluding equipment.
 - 5.1.5.4 Card will be valid up to the expiry date on the ME membership or TAL card.
- 5.1.6 Temporary residents (visitors from outside the province of Alberta) may purchase a local-use, temporary membership for \$25. The fee is non-refundable, and the membership is valid for three months.
 - 5.1.6.1 Temporary address must be given and identification with current permanent address must be presented to staff.

- 5.1.6.2 Local-use, temporary membership patrons may borrow two items at one time, excluding equipment.
- 5.1.7 Honorary memberships may be issued at the discretion of the Library Board.
- 5.2 Replacement cards will be issued for \$2 each or \$5 for all cards in a family membership. If the membership has expired and no longer exists in the ILS, no fees will be charged to issue new cards.
- 5.3 Borrower cards will remain current for a period of one year from date of issuance with the exception of temporary memberships. After one year, staff will request identification to confirm address and contact information, and to collect any outstanding fines or fees on the patron account.
- 5.4 A cardholder must present his or her library card, either in physical or digital form, to borrow materials. Cardholders must give prior written approval for anyone else to pick up hold requests on their behalf.
- 5.5 An eligible cardholder may borrow a maximum of 50 circulating items at any one time, of which not more than eight may be items from the video collection.
- 5.6 Books, audiobooks, and book CDs may be borrowed for a period of three weeks.
- 5.7 Fast Fiction may be borrowed for a period of one week.
- 5.8 Fast Flicks may be borrowed for a period of one day.
- 5.9 Items from the audio-visual collection (i.e. DVDs/Blu-Rays), music CDs, and circulating magazines may be borrowed for a period of one week.
- 5.10 Digital resources not provided by the library system may be borrowed for a period of time as stipulated by the content provider. Interlibrary Loan (ILL) items may normally be borrowed for a period of three weeks. This loan period may vary for out-of-system loans, as stipulated by the owning library.
- 5.11 Interlibrary Loan (ILL) items may normally be borrowed for a period of three weeks. This loan period may vary for out-of-system loans, as stipulated by the owning library. The Wetaskiwin Public Library is not responsible for any fees charged by the owning library related to ILL requests.
- 5.12 Items in the reference collection or items deemed by the Manager of Library Services to be irreplaceable may not be borrowed.
- 5.13 A maximum of two renewals per item are permitted except for Fast Fiction, Fast Flicks, and select equipment, which are non-renewable.

- 5.14 An item may not be renewed if another cardholder in the library system has placed a hold on that item, or on other designated material such as equipment, backpacks or other specialty items.
- 5.15 Renewals may not be possible for ILL items.
- 5.16 Extended due dates may be granted at the discretion of the Manager of Library Services or designate in the event of holiday travel, anticipated hospitalization or recuperation, or other foreseeable absences.
- 5.17 Renewals may be made in person, over the phone, or via the library's online catalogue.
- 5.18 It is the responsibility of cardholders to ensure items are either renewed or returned on time. As per the library bylaws, overdue fees are as follows (up to a maximum of \$20):
- 5.18.1 Children's materials (fiction, non-fiction, audiobooks): \$0.35 per day, per item
 - 5.18.2 Adult materials (fiction, non-fiction, audiobooks): \$0.35 per day, per item
 - 5.18.3 Audio-visual materials (DVDs, Blu-Ray, music CDs, video games): \$1.50 per day, per item
 - 5.18.4 Fast Flicks and Fast Fiction: \$1.50 per day, per item
 - 5.18.5 Kits and Equipment (Kobo or Kindle e-readers, backpacks, and other specialty items): \$1.50 per day, per item
- 5.19 Cardholders are encouraged to inform the library immediately about lost items.
- 5.20 As per the library bylaws, the cardholder will be charged the purchase price of the book as listed in the library's integrated library system (ILS). The Manager of Library Services or designate may choose to adjust the value of material based on current market prices. All items catalogued are assessed a processing fee according to Fee Schedule F. This fee is also added to replacement items.
- 5.21 Replacement charges may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder with prior approval of the Manager of Library Services.
- 5.22 If an item is returned by a cardholder after the replacement costs have been paid, that item becomes the property of the cardholder and cannot be returned to the library for reimbursement. If, due to staff error, the item is found after the replacement costs have been paid, the library will refund the cost of replacement paid to the borrower.
- 5.23 Cardholders' borrowing privileges are suspended when their total fines are equal to or greater than \$10

Board Chair

Date