Madawaska Valley Public Library Policy Manual

Policy Type: Operational **Policy Number: OP-05**

Policy Title: Collection Development **Initial Approval Date: October 2012**
Last Review/Revision Date: 2024
Review Date: 2027

Objective

To set the parameters for the development of the collections, decisions on the selection of materials, and the basis for collection evaluation, planning and budgeting.

Scope

The collections support the Madawaska Valley Public Library's (the Library) mission to stimulate the imagination, creativity and inquiry through literature, research and reference, for culture and commerce. It is the library's goal to provide equitable assess to ideas and knowledge. The library is committed to making the collections accessible to people with disabilities by offering a choice of formats, as feasible.

Section 1: Scope and Size of the Collection

1. The library provides a collection of books and materials:
   a) In a variety of formats and media
   b) For all ages
   c) That is responsive to the needs and interests of the community it serves
   d) That reflects the diversity of the community.
2. The collections shall be balanced and represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature.
3. The presence of an item in the library does not indicate an endorsement of its content by the library.
4. Materials in the collections may meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their respective curricula.
5. The library develops collections which include, but are not limited to: fiction and non-fiction for adults, young adults, teens and children; magazines, picture books, music and media, local history and local interests, genealogy, adult literacy, adult retraining programs, and government documents.
6. The Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials as feasible. Our collection will include titles by and about First Nation communities, and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.
7. The staff, under the guidance of the Chief Executive Officer (CEO), is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are a tool for collection development and evaluation.
8. The library participates in consortia and in pools to broaden the scope and size of the collection. To provide users with print disabilities with a broader collection,

the library will join accessible format initiatives (the Canadian Public Library Accessible Formats Initiative), if feasible.

9. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Section 2: Selection of Materials

1. The Township of Madawaska Valley Public Library Board (the Board) delegates the responsibility for the collection to the CEO.
2. Selection responsibility for specific portions of the collections may be delegated to staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience.
3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is ordered, and what remains in the collections, is based on the following randomly listed criteria:
   a) Recommendations by critics or reviewers
   b) Public demand
   c) Relationship of subject to existing collection
   d) Importance of subject matter in relation to community needs
   e) Authority or significance of author
   f) Quality of writing, production and illustrations
   g) Accessibility criteria and features
   h) Authority and standards of publisher
   i) Suitability of format for library use
   j) Canadian content
   k) Currency and relevancy of the content

Section 3: Withdrawal and Replacement of Items (See Appendix 1)

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO, which may be shared with other members of the staff, and/or volunteers, if feasible.
3. Items will be withdrawn based on the American Library Association's CREW Method for weeding the collection, and/or as determined by the CEO.
4. Withdrawn material will be considered for the Library's Book Sale, donated to schools or organizations if appropriate, or discarded.
5. Replacement shall depend, in part, on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Section 4: Gifts and Donations

1. The Library accepts gifts of books, other materials or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection.
2. All donated material automatically becomes the property of the Madawaska Valley Public Library.
3. The same criteria of selection and withdrawing that are applied to purchased materials are also applied to gifts and donations.
4. Gifts of books or other material may be rejected for donation based upon the physical condition of those materials.
5. Donated materials not added to the collection will be dealt with as per Section 3.4.

Section 5: Requests from Clients

1. Suggestions from clients for the purchase of items are always welcome and are given due consideration.
2. Requests for re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a client or member of the community must be received by the CEO in writing. Responses to these requests are guided by the Board's position that:
   a) People have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others (see ***Intellectual Freedom FN-03***)
   b) The library will not exclude an item from its collection solely because of:
      - The author's/creator's race, religion, nationality or their sexual, social or political views.
      - Frankness or coarseness of language.
      - Controversial content.
      - Endorsement or disapproval of an individual or group.
      - Language of the text.

      The library will neither undertake to mark items in order to show approval or disapproval nor remove parts of any materials.
   c) It is the right of parents and legal guardians to determine and select the most appropriate materials for the minor-aged children in their care.

APPENDIX 1

WEEDING/DE-SELECTION GUIDELINES

"Weeding" or "de-selection" is the process whereby superseded, unused or damaged materials are withdrawn. Collection maintenance is an on-going process to assess gaps in the collection created through weeding/de-selection [in response to changing community needs.

The physical constraints of the Library require that some older items are removed from the collection to make room for new items. The Library follows the general "MUSTIE" criteria under the CREW Method (Continuous Review, Evaluation, and Weeding) for the process of identifying items which may be suitable for removal from the Library's collection:

- **M = M**isleading (and/or factually inaccurate)
- **U = U**gly (worn and beyond mending or rebinding)
- **S = S**uperseded (by a truly new edition or by a much better book on the subject)
- **T = T**rivial (of no discernible literary or scientific merit)
- **I = I**rrelevant to the needs and interests of your community
- **E =** The material may be obtained expeditiously **E**lsewhere through interlibrary loan or reciprocal borrowing.

  Staff shall use the following measures and evaluation techniques for the purpose of weeding/de-selecting materials from the Library's collection. The Staff may also use discretion based on experience, areas of expertise and professional skills in making a determination of which items to ultimately keep or discard from the collection.

a. The last recorded circulation date is greater than two years.
b. Suitability of subject, style and level for the intended audience has changed.
c. Relation to existing collection and other materials on the subject.
d. Accessibility of material in other libraries is available.
e. Interests and composition of the community and region.
f. Quality of writing and/or visual art is no longer relevant.
g. Reputation, skill and competence of the originator or publisher of the work.
h. Timeliness or permanence of the work is now stale.
i. Availability of space.
j. Balance of viewpoints in the collection.

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Related Documents:

Policy Number FN-03 **Intellectual Freedom**
Policy Number FN-04 **Respect and Acknowledgment Declaration**
Policy Number OP-03 **Accessible Customer Service**
Policy Number OP-17 **Meeting the Requirements of AODA Regulations**
CREW: A Weeding Guideline for Modern Libraries, developed by the Texas State Library and Archives Commission