

COLLECTION DEVELOPMENT POLICY

Approved: March 26, 2003

Revised: October 10, 2007

Policy Objective

This policy provides guidelines for selections and maintenance of the library collection in order to meet the social, cultural, recreational, informational and educational needs of the community.

Collection Development Guidelines

1. The library will provide any materials in any format that help to meet its objectives. Materials may include, but are not limited to, books, periodicals, newspapers, slides, films, musical scores, maps, DVDs, microfilm and microfiche, compact discs, CD-ROM and/or other electronic formats.
2. The library will not attempt to purchase highly technical and specialized materials that fulfill academic or research needs, or the very ephemeral and trivial, as these are beyond the scope of the collection. Every effort will be made, however, to supply these types of materials to patrons through the inter-library loan service.
3. The library will not segregate or maintain permanent special collections representing a particular religious political or sociological viewpoint.

Selection and Acquisition of Materials

4. The library acquires materials through purchases or donations.
 - 4.1 Collection development is based upon the following guidelines:
 - 4.1.1 Contemporary materials representing various points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies.

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- 4.1.2 Interpretations of history, with special emphasis on Canadian and local historical materials.
- 4.1.3 Materials that contribute to the individual's ability to function effectively as a productive member of society.
- 4.1.4 Materials, including the experimental or controversial, which enhance our ability to understand the world around us.
- 4.1.5 Materials that entertain and that may improve our enjoyment of life. When possible, special consideration will be given to materials that are in current demand.
- 4.1.6 Special order requests will be considered in light of the acquisition policy and budgetary restrictions.

Evaluation and Selection

- 4.2 Materials in any format, whether donated or purchased, will be examined and evaluated in terms of the following considerations, which apply to the entire library collection. Items need not meet all of the following to be acceptable:
 - 4.2.1 Present and potential relevance to community needs and interests.
 - 4.2.2 Relationship to existing collection and other materials on the subject.
 - 4.2.3 Favorable attention from critics, reviewers or the public.
 - 4.2.4 Importance as a document of the times.
 - 4.2.5 Accuracy of information and objectivity of opinion.
 - 4.2.6 Important representation of minority points of view.
 - 4.2.7 Reputation and/or significance of the author, illustrator, publisher or performer.
 - 4.2.8 Appropriateness and effectiveness of medium to content.
 - 4.2.9 Suitability of subject and style for intended audience.

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4.2.10 Suitability of physical format for library use.

4.2.11 Budgetary and space constraints.

5. The Library subscribes to the Intellectual Freedom Statement prepared and adopted by the Canadian Library Association.

Disposing of Resources

6. Materials that are no longer useful in the light of stated objectives of the library would be systematically weeded from the collection according to accepted professional practices. Arrangements for disposing of discarded items are made at the discretion of the Director.

Suggestions to Purchase

7. Patrons may suggest items for purchase by filling out a "Suggestion to Purchase" form. As much information about the item as possible should be included. Making a suggestion does not necessarily mean the item will be purchased by the library.

Objections to an Item

8. Objections to an item in the collection.
 - 8.1 Any member asking for an item to be removed from the collection on the basis of its content will be:
 - 8.1.1 Shown a copy of this policy.
 - 8.1.2 Shown a copy of the CLA Intellectual Freedom Statement.
 - 8.1.3 Be given a "Request for Reconsideration of an Item" form to fill out. See **APPENDIX H**.
 - 8.1.3.1 For any request to be taken seriously, this form must be filled out in detail and submitted to the Library Director.
 - 8.2 The Director will consider each case on its own merits, and advise the patron of the decision regarding the request for reconsideration.

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- 8.3 If the patron is not satisfied with the Director's decision, he or she may request that his or her request for reconsideration be turned over to the Library Board.
- 8.4 Any decisions made by the Library board regarding requests for reconsideration of an item will be binding.

Local History Materials

- 9. The library acknowledges a particular interest in local history and will attempt to acquire printed materials relating to Trail and surrounding areas.