

Policy Number: CO 01

Policy Title: Collection Development

Policy Status: Required by Library Legislation

Date Approved: March 3 1975

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Date for Review: 2017

Definition of Materials

The word “materials” refers to any object or resource, whether physical or digital, which is acquired by the Library for use by patrons.

Principles

The purpose of Strathcona County Library's materials collection policy is to guide staff and inform the public about the principles which guide selection. The following principles have as their basis the Canadian Library Association Statement on Intellectual Freedom (ST01).

Strathcona County Library is devoted to serving all segments of the community in accordance with its mandate and vision statement.

The Library strives to maintain awareness of, and selects material to reflect: social, economic, environmental and technology trends, as well as changes in educational, cultural, and intellectual fields.

The Library attempts to make available a wide diversity of views and expressions including those which may be controversial.

Works are selected on the basis of content without regard to the personal history, sex, race, nationality, or the political or religious views of the creator.

The Library does not advocate all the ideas and opinions found in its collection. The presence of a book, periodical or other materials in the Library does not indicate an endorsement of its contents by the Library.

Materials Acquired:

The Library acquires a range of materials, including:

- Contemporary materials representing various points of view, which are of popular interest and possible future significance, including materials which reflect current conditions, trends and controversies.
- Materials which support both formal and informal learning.
- Materials which entertain and which enhance the individual's enjoyment of life.
- Materials which stimulate the imagination, or increase the individual's potential for creativity, or build the individual's ability to function effectively as a productive member of society.
- Materials which extend the individual's capacity to understand the universe, including the experimental or controversial.

The Library recognizes that some materials may be controversial and may offend some patrons. The materials selected for the Library's collection will vary to suit the needs of different parts of the Library's constituency. Not all materials selected, therefore, will be suitable to every patron or group of patrons. The ultimate responsibility for an individual's choice of materials lies with the individual.

Parental or Legal Guardian Responsibility

Selection of materials for the collections is not restricted by the possibility that children may obtain materials that their parents or legal guardians might consider inappropriate. The Library supports the freedom of the individual and the right and obligation of parents or legal guardians to develop, interpret and maintain their own code of values in their family. Responsibility for the choice of materials by children rests with their parents or legal guardians.

Reconsideration of Items Selected for the Collection

Questions about the collection are welcome and are treated with courtesy and respect. If concerns or questions arise about an item, staff will follow the steps laid out in the Administrative Guidelines. If a patron wishes to submit a written concern, a "Request for Reconsideration of a Library Resource" form is offered and a response is made as detailed in the Guidelines. Unusual concerns will be referred to the CEO; and in exceptional cases, the CEO will present comprehensive information to the Strathcona County Library Board. The Board's decision is final.

Responsibility for Materials Selection

Although the ultimate responsibility for selection is vested in the Library Board, the Board delegates authority to the CEO, to interpret and to guide the application of the policy set by the Board. The CEO authorizes other staff to apply this policy in building collections. All staff members selecting library materials are expected to keep the selection criteria in mind and apply their knowledge and experience in making decisions.

Criteria for the Evaluation and Selection of Materials

In building collections to serve the aims of the Library, Collection Plans are developed for the selection and de-selection of all Library materials.

All materials, whether donated or purchased, will be examined and evaluated in terms of the following standards. Items need not meet all the criteria to be acceptable.

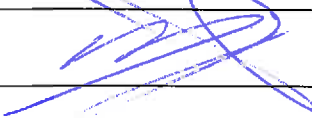
General criteria for all materials:

- Suitability of physical form for library use.
- Suitability of subject and style for intended audience.
- Present and potential relevance to community needs and interests.
- Appropriateness and effectiveness of medium with respect to content.
- Insight into human and social, economic and environmental conditions.
- Importance as a document of the times.
- Relationship to existing collection and other material on the subject.
- Authority, reputation and/or significance of author.
- Skill, competence and purpose of the author.
- Recommendation by standard selection tools, reviewers or public.
- Budgetary and space priorities.
- Representation of diverse points of view.
- Canadian perspective.
- Current educational curriculum.
- Current reading trends.
- Interest/demand from the public.
- Language demand from the public.
- Format.

De-Selecting Materials from the Collection

The purpose of de-selection of materials is to maintain an appealing and up-to-date collection that follows the general criteria outlined in this policy.

De-selected materials will be disposed of by the Library through such means as sale, donation or recycling. The organization which, or the individual who, obtains discarded items shall be responsible for the cost related to packaging and transportation.

Approved by Board Chair	
Date	May 5, 2014