

OP-09	COLLECTION DEVELOPMENT & MANAGEMENT		
APPROVED	19 January 2022	EFFECTIVE	1981
AMENDED	1986, 1993, 1995, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To provide guidance to aid the Library in meeting its commitment to develop robust and diverse collections to best serve and inspire our public.

2. SCOPE

Library employees are responsible for applying this policy in the selection, organization and management of all collections material, and informing users about how this impacts their ability to access this material.

3. DEFINITIONS

Collections – Material acquired by the Library for public use is organized into groups determined by subject matter, format or both to improve access.

4. GENERAL

- a. Strong collections of books and other resources are the core of excellent library service.
- b. The Library Board recognizes that collection development practices are carried out with due regard for, and in compliance of, all applicable federal, provincial, and local government laws.
- c. The goals of the collection are to:
 - ◆ Inspire a love of reading, the joy of discovery, the exploration of ideas, and promote lifelong learning;
 - ◆ Support the diverse informational, recreational and educational needs of the community;
 - ◆ Reflect various cultural, ethnic, religious, and philosophical backgrounds;
 - ◆ Respect and accommodate users' varied educational levels, abilities and disabilities;
 - ◆ Emphasize general and popular treatments of subject areas;
 - ◆ Complement and supplement resources offered by other community institutions.
- d. The Library endeavours to ensure both breadth and depth of its collections through employees' familiarity with existing collections, their awareness of the needs of Library users, and their knowledge of retrospective, current and future trends in informational and recreational materials suitable for public library use.

5. SELECTION OF MATERIAL

- a. Collection development is an ongoing process requiring professional judgment and experience to balance competing needs and demands, striving for the optimal use of the human and fiscal resources entrusted to the Library.
- b. All acquisition of collection material is responsibly exercised within the context of the budget.
- c. Content is the primary consideration for the selection of material.
- d. The Library will evaluate new material types and formats for possible inclusion in its collections taking into account the budget, community need, notable trends, impact on existing resources, and suitability for library use. The Library considers digital information resources as an extension of its physical collections.

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- e. The selection of material in a new format may result in the Library deciding to retire existing items or material formats from its collections to responsibly accommodate trends in user demands and/or changes in technology.

6. MANAGEMENT OF COLLECTIONS

- a. Regular management of the Library's collections is necessary to maintain collection vitality, size and scope. As such, this process entails the same care, thought and judgment as selection.
- b. Materials will be regularly assessed as to their condition, accuracy, currency, performance within the context of the particular Library collection, and relevance to Library users. Other selection guidelines and criteria may also be applied.
- c. Materials that are lost or damaged will be replaced depending on availability, cost and demand for the item.
- d. Last copies of important works may be retained or another copy purchased, if possible, to replace a last copy.
- e. Material removed from the Library's collections will either be disposed of or given to the Friends of the Library.

7. INTELLECTUAL FREEDOM

- a. The Library believes in enabling all people to learn, read and share ideas in an atmosphere of intellectual freedom and universal access to information.
- b. The Library endorses the British Columbia Library Association's *Statement on Intellectual Freedom*, and the International Federation of Library Associations and Institutions' *Statement on Libraries and Intellectual Freedom*.
- c. The Library does not advocate any particular beliefs, philosophies, ideas or viewpoints found in its collections. The presence of an item in the collection does not constitute endorsement of its contents by the Library. This applies to all formats including print, non-print, audio-visual and digital materials.

8. ACCESS TO COLLECTIONS

- a. The ultimate right or responsibility for the choice and use of materials made available through the Library rests with the individual. The Library will not restrict access to material for any person, except where required by law.
- b. The classification, organization and labeling of the Library's collections are designed to minimize barriers and enhance access to the collection.
- c. The Library does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.
- d. The Library may control use of any collection material in order to protect items deemed susceptible to theft or damage, or to ensure the widest possible access to materials by library users.
- e. Except where limited by law, children are entitled to borrowing privileges, and open and ready access to materials and facilities provided by the Library.

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- f. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children. The Library believes in the freedom of the individual, and the right and obligation of a parent or legal guardian to guide, develop, interpret and maintain their own code of values in their family.

9. RECONSIDERATION OF A TITLE

- a. The Library believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Thus the Library strives to provide the widest possible range of resources within its collections.
- b. The Library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.
- c. Library users may, on occasion, consider the content or manner of expressing ideas in material that is purposely selected to meet collection development criteria offensive. Library users who object to material located in a Library collection may submit a written request for the reconsideration of a title form.
- d. The Chief Librarian will communicate decisions made about challenged materials to the originators of the requests upon the completion of a formal review.
- e. If the individual or group disagrees, or is not satisfied with the decision of the Chief Librarian, they may make a further request for reconsideration to the Library Board. The Library Board’s decision will be final.

RELATED POLICIES

- VS-01 Core Principles
- VS-03 Protection of Privacy
- VS-04 Equity, Diversity & Inclusion Statement
- FP-10 Donations