

COLLECTION DEVELOPMENT POLICY

I. Introduction

The Public Libraries Regulations, 1996 define the development of collections as a basic library service. The Palliser Regional Library Board has adopted the following Collection Development Policy to guide librarians and inform the public about the principles on which library collections are developed and maintained.

Palliser Regional Library serves a diverse population of all ages residing in both urban and rural communities. Within its financial limitations, Palliser Regional Library strives to create a collection which includes a broad array of informational, cultural, recreational and educational materials to educate, entertain and enrich the lives of its patrons.

As a member of the Saskatchewan Information and Library Services Consortium (SILS), Palliser Regional Library's collection also serves the needs of all citizens of Saskatchewan. Palliser Regional Library therefore participates in resource sharing initiatives and consortium purchasing where possible to provide the greatest access to the library collection.

II. Materials Selection

Responsibility for Selection

Ultimate responsibility for selection lies with the Director of the Palliser Regional Library. The Director delegates selection responsibilities to the Rural Branch Supervisor and the Head Librarian of the Regional Resource Centre who operate within the framework of this policy which has been approved by the Palliser Regional Library Board.

The Rural Branch Supervisor has responsibility for selection of materials for the rural branches and delegates some tasks to rural branch librarians.

At the Regional Resource Centre, responsibility for selection of materials is shared by the Head Librarian, Assistant Head Librarian, and Children's Librarian with some assistance from the Library Technicians.

All staff ensure that their choices reflect the Collection Development Policy of Palliser Regional Library.

Methods of Selection

Selection is a discerning and interpretive process that involves recognition of the needs of the community while including a range of viewpoints. Materials are assessed on the basis of the content and style of the work as a whole, not by specific parts or passages. In accordance with Palliser Regional Library's Open Access and Intellectual Freedom Policy, selection of materials should not be unduly influenced by the personal opinions of the selectors, but determined by following the criteria in this policy. Impartiality and judicious selection will be exercised in all material acquisition practices.

The standard selection criteria include but are not limited to:

- Relevance to community interest and needs
- Positive attention of critics, reviewers and/or the reading public
- Accuracy and timeliness
- Reputation and authority of the author and publisher
- Canadian authors, content or perspective, especially items relating to Saskatchewan or the prairies
- Importance of the subject matter to the collection
- Purchase price and other budgetary considerations
- Scarcity of material on the subject
- Quality and suitability of the format
- Suitability of content and presentation for intended users

Patron Requests for Purchase

Suggestions from members of the community for the collection or individual items frequently provide staff with useful information about interests or needs that may not be adequately met by the collection. Therefore Palliser Regional Library will endeavour to fulfill patron requests for purchase, providing that they meet the above selection criteria.

InterLibrary Loan

Palliser Regional Library does not collect materials that are more suited to school, academic or special libraries. This type of material will be of interest to a limited public library audience and is likely available through interlibrary loan.

Material format

Materials are purchased in the most appropriate format for Library use. New formats will be considered for the collection when a significant portion of the local population acquires the necessary technology to make use of the format. Availability of items in the format, cost per item and the library's ability to acquire and handle items factor into the decision-making process for new formats. Similar considerations will influence the decision to discontinue purchases in certain formats.

Multiple copies

While the library does not have the funds to purchase multiple copies of every title and many popular items are available for loan through SILS, high demand items may be purchased in multiples. However, the library prefers to buy one or two copies of many titles rather than several copies of one or two titles. Through this approach, the library offers a variety, depth, breadth and relevance to the needs of the community.

III. Placement of Materials

Items in the collection are organized and classified into categories for ease of use and retrieval. The decision on where to place or how to classify materials in the library is determined by the classification scheme, reviews by professionals and the librarians' expertise. In accordance with Palliser Regional Library's Open Access and Intellectual Freedom Policy, it is the responsibility of the parents or guardians to monitor library use by children. Palliser Regional Library will not act in place of parents or guardians to limit children's access to any part of the collection.

IV. Types of Collections

The Library's physical collections are housed, displayed and circulated through a network of local branches, an area resource centre, and a regional resource centre. The collection also includes digital materials accessible online.

1. Rotating Block Collections

The Palliser Regional Library Board will develop rotating block collections in print and audio-visual formats to meet the general interest needs of Local Branches and Area Resource Centres.

2. Permanent Collections

A local branch library will develop and maintain a permanent collection of holdings that reflects local interests and needs. The permanent collection is purchased with local board funds and is maintained through annual purchases of new materials and regular evaluation and weeding. Development and maintenance of the permanent collection is the responsibility of the local branch librarian and may be done in consultation with Headquarters professional staff.

3. Professional Collection

Palliser Regional Library will develop a professional collection to be housed at Headquarters including reference materials for the use of library staff in all locations.

4. Special Collections

The Archives Department of the Moose Jaw Public Library/Regional Resource Centre houses local history materials that are of special interest to the area. Materials in this collection may include but are not restricted to original records, photographs, newspapers, microfilm, etc. The collection is not available for loan but is available onsite for research purposes.

V. Collection Evaluation

The collection needs continuous evaluation to ensure that the library is fulfilling its objective of providing materials in a timely manner to meet the needs and interests of the community. The collection is analyzed to determine how it is being used and how it ought to change to respond to patron needs. Collection holdings may also be checked against standard bibliographic tools and lists to ensure that the library is acquiring recommended titles.

Withdrawal of Library Materials

Titles may be withdrawn from the library's collection because of loss or physical damage. Materials that have been lost or damaged may be replaced using the same criteria as for selection.

Systematic weeding by library selection staff is required in order to keep the collection responsive to patron needs, to ensure its usefulness to the community, and to make room for newer materials. Materials may be weeded due to:

- Poor physical condition
- Out-of-date subject matter
- Subjects, authors or titles being no longer of interest to the community

Library selection staff will also consider the number of other copies in the collection or in SILS, the availability of newer materials on the subject, and its cost. Standard bibliographic tools will be consulted to determine whether titles have historical or literary merit.

Weeding also helps library selection staff evaluate the collection by identifying areas or titles where additional material is needed, older editions that need updating, and extra copies which are no longer required.

Disposal of Weeded Materials

Withdrawn materials may be put in a book sale, given to another organization, or recycled. No materials will be held or given to individuals.

VI. Donations

The library accepts donations of material subject to the following conditions:

- All items must meet the selection criteria outlined above. The library reserves the right to reject materials which do not meet its selection standards.
- All donations must be free from precondition and will be integrated into the total collection. Donors have no expectation of influencing materials selection and processing.
- All donations become the exclusive property of the library and will be processed, located, and withdrawn as determined by the needs and priorities of the library.
- Due to staffing limitations, the library is unable to provide appraisals and thus income tax deductible receipts for donated material.

VII. Controversial Materials/Intellectual Freedom

The Library's collection contains titles representing a variety of viewpoints and which may be controversial, unconventional or unpopular. In accordance with the Palliser Regional Library Open Access and Intellectual Freedom Policy, the Library Board believes that individuals have the right to make judgements regarding their choice of library materials for their own use in accordance with their personal standards.

The possibility that any material may offend any individual or group will not be a limiting factor where selection criteria are met. Library material will not be labeled or identified to show approval or disapproval of the content, nor will items be sequestered, except for the purpose of protecting them from theft or damage.

Requests for Removal of Library Materials

The library welcomes expression of opinion by library users; however, any objection to library material will not be cause for its removal. If a patron wishes the removal of certain library material from the collection, they will be asked to put their request in writing, and will receive a written response.