

Collection Development Policy

The purpose of this policy is to provide staff with the necessary guidelines to assist them in the development of collections to meet library goals and to inform the public about the principles by which materials are selected for inclusion in the library collection.

Mission statement

Headingley Municipal Library provides community access to library resources, programs and services for the enjoyment of the reading of recreational materials and for information to enhance lifelong learning.

Responsibility for the collection

The Library Board delegates the responsibility for the collection and for its implementation to the Head Librarian. The Librarian and staff are responsible for following the guidelines which have been established to implement the collection development policy.

The children's library contains a diverse collection and may include material which some parents deem to be age or content inappropriate for their child. Parents and legal guardians are responsible for children's reading and viewing.

Selection of materials for the adult collection is not restricted by the possibility that children may obtain, read, or view such materials. Headingley Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children. DVDs are clearly marked with the movie rating and warning labels as indicated on the back of the DVDs for parents to use their discernment.

Principles of Selection

Headingley Municipal Library endorses the Canadian Library Association's "Statement on Intellectual Freedom":

"Every person in Canada has the fundamental right, as embodied in the nation's Bill of Rights and the Canadian charter of Rights and Freedoms to have access to all expressions of knowledge, creativity and intellectual activity and to express their thoughts publicly. The right to intellectual freedom under the law is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.”

The Library Board does not advocate particular beliefs or points of view and the presence of an item in the collection does not indicate endorsement of the content.

The Library does not purchase, retain or make accessible in its permanent collection, resources and material in violation of the statutes of Canada or Manitoba.

No materials are excluded from selection solely because of the “race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, disability, family status, sex, sexual orientation and/or receipt of public assistance” of the creator of the work.

No materials are excluded from selection solely because they may come into the possession of a child.

In adopting this Policy, the Board endorses the Canadian Library Association's Position statement on Intellectual Freedom. The Board is cognizant of Section 2(b) of the Canadian Charter of rights and Freedoms which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

Special consideration is given to materials with Canadian content, that record the Canadian experience or that relate to life in Canada or the lives and works of Canadians.

Common guidelines include but are not limited to:

- Suitability of subject and style for intended users
- Relation to the current collection and other material on the subject
- Reputation and authority of the author and publisher
- Potential user appeal
- Strengths and weaknesses of the existing collection
- Cost
- Contribution to balance of treatment of a controversial subject
- Currency and accuracy of the information
- Local significance of the author or topic
- Suitability and quality of physical form, layout and construction
- Space requirements
- Availability of materials through other libraries in the area

- Demand in the community

An item does not have to meet all of the above criteria in order to be acceptable. Materials which do not meet these criteria may still be recommended for purchase to satisfy heavy reader interest.

By keeping abreast of what is making news, both through traditional and online resources, the library attempts to anticipate demand for certain subjects. Making use of circulation statistics, surveys and customer requests help in determining the strengths and weaknesses of the collections. Also, review media, bibliographies and book reviews are used to support staff selection.

Interlibrary Loan

Headingley Library in conjunction with Public Library Services provides an interlibrary loan service by which library materials are made available from one library to another on a provincial level. Through this service, the library attempts to make available materials it does not own or which fall outside the scope of this collection policy. In return, materials from this library's collection are loaned to other libraries for use by their patrons.

If a book is requested outside of the province for a patron, the patron will be responsible for the entire amount of shipping in both directions.

Gifts and Donations

The Library accepts gifted materials with the understanding that such materials may be added to the collection only if they meet the same standards which are applied to the selection of materials. Once received, materials are the exclusive property of Headingley Municipal Library.

Books that are donated to the library must follow at least one of the following criteria:

- be less than three years' old
- be a missing book from a series collection
- be a book that would be used as reference material
- has current information (non-fiction) and/or
- be a piece of classical literature

Those items that are unwanted may be offered to other libraries, provided to the two local penitentiaries, sold or discarded. No condition may be imposed by the donor on the library relating to any item after its acceptance.

The library does not accept donations of encyclopedias, textbooks, dictionaries, vhs or cassette tapes, music DVDs or magazines.

As a charitable organization, Headingley library gratefully accepts cash donations and bequests of money. Donors may request that these funds be used for specific purchases or collections but the Head Librarian reserves the right to select materials deemed appropriate. All donations of \$10 or more will be issued a tax receipt.

Suggestions/Requests for purchase

Patrons are encouraged to suggest titles for addition to the library collection. These suggestions will be considered in light of established collection development criteria.

Collection Maintenance – Weeding

Guidelines

Systematic weeding of materials is necessary to maintain the currency and relevance of the collection. Outdated materials, materials no longer of interest or in demand, unneeded duplicates and worn or damaged copies should be removed from the collection regularly.

Such materials shall be discarded, sold or recycled based on the discretion of the Librarian.

Local history materials are given special consideration because of their specific historical value.

Magazines are reviewed annually. Monthly magazines will be retained for two years and magazines with weekly subscriptions will be retained for one year.

Criteria for weeding.

Not all criteria need to be met nor does the meeting of the criteria automatically mean that an item should be weeded. The following criteria are considered:

- frequency of circulation
- timeliness
- accuracy
- physical condition
- availability of other copies

Reconsideration of library materials

Headingley Library recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials available in the library. However, Headingley Library will not remove items purchased in compliance with this policy based on patron disapproval. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by groups within the community. Although people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the intellectual freedom of others.

Headingley Library will comply with laws enacted at all levels of government.

Therefore, it does not collect material which has been designated obscene or pornographic under the Criminal code of Canada or has been banned by the courts.

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