

**Type:** Administrative**Authority:** CEO**Associated** Collection Development Plan**Documents:****Original Approval:** 5-22-18**Amended On:** 03-03-2020**Reviewed On:** 5-19-2022**ADM.2018.77.01****General**

1. The composition of the Library collection shall reflect the needs and interests of the community of The Blue Mountains as determined by analysis and experience on the part of the Library staff. The collection shall be composed of following major parts:
 - Adult Print Collection
 - Young Adult/Teen
 - Children
 - Francophone (children)
 - Newspapers and Periodicals
 - Local Content
 - Movies
 - Audio Books
 - E-Collections
 - Technology
 - Other Materials
2. The Library will collect materials in a variety of formats including electronic. Collection policies will be applied to all materials regardless of format.
3. As paperbound books are not durable, those books of lasting value to the collection will be purchased in cloth bound or perma-bound editions wherever possible. Mass Market paper backs are at the discretion of the staff and based on longevity, price and access.

ADM.2018.77.02**Adult Print Collection**

Where appropriate, non-print materials may replace the print materials. As digitized and online resources become more space and cost effective, this list may lean heavily to this direction, especially in the area of Non-fiction resources.

1. Fiction

- 1.1. The Library recognizes the need to accommodate the varying tastes, interests, purposes, and reading skills of its clients. While there is no single standard of literary quality, preference shall be given to fiction that contributes to the balance of the collection with regard to:
 - 1.1.1. Types and styles of literature and genres;
 - 1.1.2. Subjects treated;
 - 1.1.3. BMPL user appeal.
- 1.2. While it is not possible to keep all retrospective materials, access to these works shall be maintained through the interlibrary loan network and pools.

2. Non-fiction

- 2.1. The non-fiction collection will be broad in scope and general in nature.
- 2.2. **Applied Sciences** - Includes general interest in farming, gardening, landscaping, cooking, animal and pet care; handicrafts; cookbooks. Repair and maintenance; basic trade manuals; and other items available online shall be considered instead of onsite holdings.
- 2.3. **Art and Architecture** - Includes major books on art, architecture, sculpture, and applied arts.
- 2.4. **Biography** - Includes autobiography; personal narratives; journals, diaries, and letters.
- 2.5. **Business** - Includes current, reliable material on investment; renting; consumer concerns; accounting; small business management; career development; labour relations. Special effort shall be made to collect and manage information about local and Aboriginal businesses.
- 2.6. **Computer Science** - Includes manuals suitable for the home user; general works on the development of computers and on the computer business and industry.
- 2.7. **Economics** - Includes theory; money, banking, and public finance. Additionally, this area shall include self-promotion such as resume writing.
- 2.8. **Education** – history of local schools, help for home-schoolers, and helping children with homework. General interest education content may also be added.
- 2.9. **Folklore, Fairy Tales, Myths and Legends** - Includes works of criticism and psychological interpretation; representative myths and legends of various periods and nationalities, including Canadian and Native folklore. Content shall be interspersed within the children’s and adult collections, based on interest levels and not necessarily reading levels.
- 2.10. **Geography and Travel** - Includes descriptive texts of a wide variety of countries and of all parts of Canada; general and thematic atlases for circulation and annual travel guides for popular destinations; popular accounts of travel. A prime focus of travel shall be Canada, the UK and Europe. Emphasis shall be placed on keeping these materials up-to-date.
- 2.11. **History** - Includes materials covering all phases of human history, from the earliest times to the present, with emphasis on Canadian and local history.
- 2.12. **Languages** - Includes general works on language and linguistics; grammar; dictionaries; phrase books. A sizable francophone children’s collection is included at L.E. Shore and available for all members of the system. The Library will monitor community demographics to determine if any additional linguistic needs may arise, and if so, at which branch.
- 2.13. **Law and Criminology** - The collection shall be for the layman and provide basic information. Includes: popular, titles on court procedure, jury duty; family law; patents and copyright; landlord and tenants’ rights; employment standards; human rights code; criminal law; federal and provincial statutes; local laws; general works on criminal psychology; law enforcement and correctional systems in Canada. A focus on True Crime will also be included.
- 2.14. **Literature** - Includes contemporary and classic essays, poetry, drama, and short stories; selected works of criticism; works on the techniques of communication such as professional writing, essay writing, and public speaking. Emphasis shall be placed on Canadian and local authors.
- 2.15. **Mathematics** - Includes algebra, calculus, and geometry; texts to support school assignments and adult continuing education; business-related mathematics; and practical mathematics.
- 2.16. **Medicine** - The collection shall be specifically for the layman. Includes developmental disabilities; aging; sex and sexually transmitted diseases; drugs and alcoholism; nutrition;

preventive medicine; first aid; public health and sanitation; disease; anatomy and physiology; and pharmacology.

- 2.17. **Music** - Includes history, theory, biographies, and instructional materials for popular instruments.
- 2.18. **Parenting** - Parenting may be a subset of a larger medicine and health or may be a collection on its own. Parenting shall include pregnancy and health, parenting, as well as children's books which deal with difficult topics such as death and personal growth. This collection will include both the adult and child content and reading levels together for easy access by parents and caregivers.
- 2.19. **Philosophy** - Includes basic works, histories, guides, and popular self-help.
- 2.20. **Political Science** - Includes theory and organization of government; comparative forms of government; public administration; biographies of political figures.
- 2.21. **Psychology** - Includes theory, mental hygiene, and popular self-help.
- 2.22. **Pure Sciences** - Overall emphasis is on practical approaches to science and technology and on interpretations of scientific theory rather than on the highly theoretical works themselves. Includes astronomy, biology, chemistry, geology, and physics.
- 2.23. **Religion** - An impartial collection recognizing various points of view shall be maintained. Inclusion or exclusion of any title from the collection is based on the considerations described in this policy and not on the personal religious convictions of the staff. Includes sacred works in various versions relating to the world's major religions; writings of major theologians; doctrines and histories of all religions and denominations; and inspirational material. A balanced approach shall be taken on the collection of religious doctrine.
- 2.24. **Sex** - Includes biological function; alternative sexuality; sexually transmitted diseases; birth control; and advice and studies of a popular nature.
- 2.25. **Social Sciences** - Includes general works in the areas of social psychology, demography, social organization and change, community planning, family relationships and counselling, popular materials on marriage, social etiquette, and family life for both adults and young adults.

3. Reference

- 3.1. A collection of general and specialized encyclopedias, dictionaries, and atlases shall be maintained in print and/or electronic subscriptions. Reference materials shall be brought up-to-date as new editions become available. Many reference materials may be housed electronically and not in-house. These shall be promoted to BMPL users so they are aware of all the reference materials held by the Library.

ADM.2018.77.03 Young Adult/Teen

A collection specifically selected for young adults, both fiction and non-fiction, shall be represented and shall cover the range of new, classic and standard titles shall be maintained. Young adult generally includes, but is not limited to, those between the ages of thirteen and seventeen. The importance of adolescence as a crucial growing phase is recognized and, accordingly, materials dealing with awareness of self; hero-worship; conformity; bullying, suicide, and mental health; sex, and sexual health and wellness; LGBTQIA+; substance use; concern with the future; and evaluation of beliefs shall be selected. Where possible, fiction materials with these themes shall be included within the Collection.

ADM.2018.77.04 Children

Materials of potential use and interest to children shall be considered for the children's collection and shall cover the range of new, classic and standard titles. The non-fiction collection will include non-fiction titles similar to the adult non-fiction collection in scope and breadth, but written for the young reader. The collection for those 12 and under will have a focus on early literacy; early reader; primary, junior and intermediate.

Fiction

1.1. The need for a balanced children's collection is recognized. Since bibliotherapy is an important aspect of children's fiction, titles concerning problem areas such as toilet training, fears, growing up, death, divorce, friendship, and dealing with a new sibling shall be included. Picture books may be chosen on the basis of exceptionally good illustrations. Children's classics shall be a part of the collection as shall popular mass market titles. Fiction shall be categorized into reading levels and formats such as Board Books, Picture Books, Early Readers, Junior Fiction, Junior Series, Read & Sing Along, and Graphic Novels.

2. Non-fiction

2.1. Non-fiction titles must be accurate, up-to-date and unbiased. Titles shall be selected which:

- 2.1.1. Satisfy children's natural curiosity about their environment;
- 2.1.2. Develop children's awareness of the world around them; and
- 2.1.3. Are suitable for a range of age and reading levels.

3. Reference

3.1. The children's reference collection shall include online access to general encyclopedias, both Canadian and international, suitable for various age groups.

ADM.2018.77.05 Newspapers, Periodicals and Digital Periodicals

1. The Collection will consist of periodicals which contain information of a practical value, current information not yet available in book form, news-related information in a subject area and recreational reading.
2. Titles included will represent interests of the community as a whole. They will be broad in scope, neither scholarly nor highly technical.
3. Regional and cultural materials will be considered where they are of interest to the whole community.
4. The magazine and newspaper collection shall supplement the reference collection by providing current resources.
5. A wide variety of magazines for all ages and reading levels shall be provided to provide information on general interest topics relevant to the community as a whole. It is not intended to be a base for research in any field.
6. Newspapers shall be acquired to provide current news coverage from local to international levels and to provide a unique source of local history information.
7. The Library and Museum shall work to collect back issues on microfiche of local newspapers for archival purposes.
8. The Library shall participate in online resource Collective Purchasing Agreements when possible in order to expand the onsite collections with online magazines and newspapers.

9. The Library shall participate in CNIB magazine collections.
10. The Library shall participate in online access databases such as RB Digital and CPIQ for enhanced access to materials not available onsite.

ADM.2018.77.06 Movies

1. The increasing importance of various media in the provision of information is recognized. There shall be a balance among popular DVDs and educational titles for all age groups. A variety of audio recording and video recording formats may be included.
2. Given the relative expense of audio-visual materials, wherever possible the number of titles available to its BMPL users shall be increased by exchanging its collection with the collections of other libraries through local and region-wide pool arrangements.
3. Access to digital titles shall be part of the E-collections and include movies via subscription programs.

ADM.2018.77.07 Local Content

1. The Library will strive to maintain a collection of materials of local historical interest which does not duplicate other collections in the area. Local is defined as the geographic regions of the municipality of the Town of The Blue Mountains and the surrounding area.
2. The staff shall endeavour to support the joint Library/Museum archives on The Blue Mountains and the Southern Georgian Bay region.
- 3. Vertical File (Pamphlet file)**
 - 3.1. Current material on topical issues shall be available in a “vertical file”. This file may be physical or digital.
 - 3.2. A vertical file may include: charts, pictures, maps, clippings, pamphlets, and brochures. This collection is available by request of the Circulation Desk. Appointments may be required if reference staffing is not available.
 - 3.3. These materials will be maintained at the CHD and be within the collection development plan of the Curator.
- 4. Digital Collections**
 - 4.1. Digital Collections are defined as electronic copies of the original. These may be digitized by the Library, Museum or by the publisher in an exact copy or an alternate electronic copy.
 - 4.2. The Library shall maintain digital collections in partnership with the CHD to supplement on in-house materials. This includes:
 - 4.2.1. Online resources; and
 - 4.2.2. Digital archives and local history.
- 5. Local History**
 - 5.1. Providing access to the historical past of TBM and Southern Georgian Bay region is an important function of the BMPL: specifically the library, museum and archives.
 - 5.2. Works by and about local authors, and materials relating to the history of TBM and area shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.
 - 5.3. Local works about or by local artisans will be collected if they meet the collection standards of the community museum.

5.4. The Library will support information dissemination by cross cataloguing all OPAC appropriate materials available in this museum collection.

5.5. Indigenous materials and content will be collected as it pertains to local history.

5.6. Decolonizing the collection is a priority of BMPL. Collections will be considered inherently biased towards non-Indigenous cultures. Collecting and offering an Indigenous perspective or a questioning perspective should be considered in collection development of both library materials and museum collections.

6. Local Content

6.1. The writings of contemporary authors which reflect the local territory, customs, or heritage of the TBM and Southern Georgian Bay are an important component of the Library Collections and shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.

6.2. The Museum will support information dissemination by including OPAC searches with researchers or for their own exhibitions in order to make for a more seamless local content collection.

ADM.2018.77.08 E-resources

The Library subscribes to a number of E-resources. These can be accessed both onsite and/or via the webpage.

ADM.2018.77.09 Technology

The Library shall loan technology to BMPL users in good standard including laptops, Chromebooks, and tablets. Other technology is included in Section 10 below.

ADM.2018.77.10 Other Materials

1. Alternative Collections

1.1. The Library staff shall seek community input on alternative collections which may be utilized by the community and the visitors. Such alternative collections include, but are not limited to:

1.1.1. Snow Shoes

1.1.2. Seed Libraries

1.1.3. Fishing equipment and tackle

1.1.4. Puzzles

1.1.5. Technology, coding, creator space collections

2. Games & Literacy Activities

2.1. The Games and Literacy Activities collection is developed to support the family time and learning through play.

2.2. Board games and other learning through play materials will be available for limited circulation.

3. Materials for those with Disabilities

3.1. The Library shall maintain alternate format collections via purchase, pool, and ILL in accordance with the AODA and copyright legislation.

3.2. Large-print reading materials and talking books shall be provided for this BMPL user group through Library investment and partnerships.

3.3. When specific titles are not available onsite, InterLibrary Loan or downloadable audio books shall be utilized.

3.4. Braille, Spoken Word and other requests shall be taken under consideration in accordance with the AODA.

4. Government Documents

4.1. The Library staff shall seek to provide the community with access to current government policies, information, and legislation.

4.2. The Library is a selective depository library for the Ontario government per ServiceOntario Portal Access agreements. Selection and retention of these items follows the same general principles as for all other materials. Where appropriate, online and digitized resources shall be a preferred method of access.

4.3. Although not collections on their own, the Library shall offer links and access to Service Canada and ServiceOntario materials, and support BMPL users to access legitimate government sources and documents.

4.4. Local government documents such as Emergency Plans, TBM Official Plan and other Town specific documents shall be available in print or in electronic formats when provided by the Town.

ADM.2018.77.11 Exclusion from the Collection

1. The Library collection provides materials for self-study but is not primarily designed to furnish reading required for academic study.

1.1. Materials needed for formal courses of study by elementary and secondary schools and post-secondary institutions of learning may not be available, and may not be available for the duration of length an academic course may require.

1.2. Textbooks shall be purchased or accepted as donation only when they provide the best coverage of a subject and are also useful to the general public.

2. Materials which obviously foster religious or racial intolerance are outside the scope of this collection.

3. Materials that are banned under Canadian law may be excluded from the Library's collection by the discretion of the CEO; however banned books by religious organizations, school districts, or other non-authoritative groups may be included in the Collection.