

**Type:** Administrative**Authority:** CEO**Associated Documents:****Original Approval:** 5-22-18**Amended On:** 5-19-2022**Reviewed On:****ADM.2018.79.01 Commitment Statement**

The library wishes to present the collection in such a manner that it provides adequate space for use of the collection by public and staff. The system can currently house a collection of approx. 37,000 volumes. The collection should not grow to the point where overcrowding inhibits either the functionality or the appearance of the collections.

ADM.2018.79.02 Authority to Select Materials

1. Ultimate responsibility for book selection rests with the CEO. The CEO may delegate staff members the authority to interpret and guide the application of selection policy in making day to day decisions.
2. Authority for the determination of policy in the selection and acquisition of materials is an operational matter, and therefore vested with the Library CEO.

Section 3 Selection Criteria

1. The selection of materials is governed by the needs of the community, the existing collection, the merit of the item and the Library's budget. To serve the wide variety of needs in the Town of The Blue Mountains, the Library must have a collection that is broad in subject, comprehensive in viewpoint and wide in latitude with respect to reading levels. There must be material that will satisfy the needs of the community for recreation, leisure and study.
2. The Library will develop a collection of materials broad in scope and of a general nature. An attempt will be made to acquire works noteworthy, significant and of the highest quality in all fields.
3. The Library does not intend to acquire research materials or specialized scholarly works and does not intend to develop an extensive collection in any one subject field. There will be no attempt to acquire school text books or specialized curriculum materials unless these are deemed to be of interest to the general public.
4. Materials selected shall meet high standards in quality, content, expression and format. All acquisitions, whether purchased or donated, shall be considered in terms of the following criteria:
 - 4.1. Suitability of subject and style for the intended BMPL users;
 - 4.2. Reputation and authority of the author and publisher;
 - 4.3. Comments of reviewers, critics, and publishers;
 - 4.4. Strengths and weaknesses of the existing collection;
 - 4.5. Demand in the community for a certain subject or title;
 - 4.6. Availability of materials through other libraries in the community or area;
 - 4.7. Suitability and quality of physical form, layout, and construction;
 - 4.8. Timeliness and accuracy of the information contained therein; and

- 4.9. Purchase price and other budgetary considerations.
5. Children's materials and Teen acquisitions shall be selected based on the above considerations as well as the following:
 - 5.1. Interest level based on age;
 - 5.2. High/low availability;
 - 5.3. Art, graphical and general appearance of illustrations; and
 - 5.4. Levelled materials for literacy enhancements.
6. Specific Collections shall also be accepted for purchase and donation which represent false or dated information, and kept in a specific non-circulating collection for archive and research purposes.
7. Special Collections may be developed in partnership or by MOU with Donors. In these cases, the Donors shall have influence on how their financial donation is being spent within the Library, but shall not have an influence over general Collection Development.
8. Alternate formats shall be made available in an efficient manner to BMPL users. These may be purchased, gained through pools, or via ILL. Alternate Formats include:
 - 8.1. Large print;
 - 8.2. Audio books;
 - 8.3. Downloadable audio books; and
 - 8.4. Downloadable E-books.
9. The Library does not accept books on spec.

ADM.2018.79.04 Local Collections

Local Collections shall be acquired when they have been determined to:

1. Contain accurate content for the collections;
2. Be supported by or Authored by those who have expertise in a given area;
3. Be of interest to the BMPL users and community; and
4. Have archival significance.

ADM.2018.79.05 Vendors and Source of Materials

In choosing sources of material for the collection, the Source of Materials is of key importance to the CEO and the functionality of the Library. Preference shall be given to suppliers who

1. Provide cataloguing and processing services;
2. Offer the best discounts;
3. Provide the fastest, most efficient and most cost effective service; and
4. Are Canadian.

ADM.2018.79.06 Balanced Expenditure

1. In planning the annual materials budget, balanced consideration shall be given to the following main areas of collection development:
 - 1.1. Current materials, to keep the collection up-to-date
 - 1.2. Materials to build the collection in those areas in which it is lacking
 - 1.3. Materials of relevance which are not in the Library's holdings.
2. In expending the materials budget, adequate and consistent attention shall be given to all major parts of the collection including Adult Fiction, Non-fiction, Children's, and Young Adult.

ADM.2018.79.07 Multiple Copies of Library Books

1. The Blue Mountains Public Library seeks to provide BMPL users with timely access to reading materials. Current best-selling fiction and non-fiction books frequently attract readers in substantial numbers.
2. Books for which there is great demand as measured by the number of local holds for the book may be purchased in a quantity to enable a BMPL user to be able to checkout a copy of a book within a reasonable time.

ADM.2018.79.08 Weeding Guidelines

1. Weeding is as important to collection development as selection. As part of the on-going collection evaluation, material which meets certain criteria can be weeded from the collection. The result is an attractive collection which meets the needs of the community and is well used.
2. The usual reasons for withdrawing an item are:
 - 2.1. The materials are no longer useful in the light of the goals and objectives of the Library;
 - 2.2. The materials contents are out-of-date and therefore potentially misleading;
 - 2.3. The materials are no longer of interest to the community;
 - 2.4. The materials are damaged or worn-out; and
 - 2.5. Room is needed for new materials coming into the collection.
3. Books that are dirty, torn, damaged or have pages missing are all candidates for withdrawal. When such a book is returned to the circulation desk, it should be set aside and discarded as soon as time permits. Rebinding is not recommended unless the item is of value to the collection and/or irreplaceable.
4. Books that date quickly such as travel guides and annuals should be weeded on an annual basis. When a new edition is purchased, the oldest edition should be discarded. Incorrect information is often worse than no information at all.
5. Weeding the collection is an integral part of collection development and should be done at least once a year. Weeding is the responsibility of the CEO or designated staff. Materials should be weeded according to the following criteria:
 - 5.1. If the information they contain is outdated or superseded such as encyclopaedias, atlases, almanacs, yearbooks.
 - 5.2. If they have not circulated in the last 5 years and they are not deemed worthy of retention for other reasons such as they are a work of reference; considered a classic; considered of local interest.
 - 5.3. If they are duplicates and use does not justify keeping more than one copy.
 - 5.4. If they are in poor physical condition.
 - 5.5. Some areas of the collection require more frequent weeding such as those dealing with financial planning, technology and modern science.
6. Weeded books will be placed on the used bookshelf, sent to a third party reseller, or recycled at the CEO's discretion.
7. Local content, local authors, and local history is not subject to weeding guidelines.

ADM.2018.79.09 Exclusions 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 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.

ADM.2018.79.10 Patron Suggestions

Patron suggestions for additions to the Library's collection will be received by the staff. *See Community Feedback.*