



Policy No: 4.9 COLLECTIONS MANAGEMENT POLICY

Type: Library Services Administration

Originated: January 20, 2000

Supersedes: June 11, 2015

Amended: April 8, 2021

Related Policies:

Purpose:

The Collections Management Policy establishes guidance, within budgetary and space limitations, for the selection, de-selection and management of materials which meet the needs and interests of the Thunder Bay community. It reflects the Library's values, purpose, vision and strategic directions and defines the scope and standards for the Library collection. TBPL is committed to continual assessment and improvement and adapts its collections to reflect diverse and emerging areas of interest and concern.

Policy Statements

Selection

In order to accomplish our purpose and provide materials which are current, relevant and representative of community needs we may consider the following criteria:

- Relevance to the needs and interests of the community
- Popular appeal
- Contribution to the diversity and scope of the collection
- Suitability of format
- Reputation or significance of creator
- Quality of production
- Competence of author and/or illustrator
- Local significance of author and/or content
- Canadian content
- Receipt or nomination for award or recognition
- Relevance of readability, content and format for intended audience
- Physical space availability
- Effectiveness and sustainability of format in communicating the content
- Demonstration of ongoing need and appeal as evidenced by circulation data
- Equipment needed to access a work will be considered at the point of selection

- Regarding the authenticity of content; prominence will be given to the acquisition of
- #Own Voices, works which are authored by persons who are part of the marginalized community reflected in the subject, theme or characters.
- Value for expenditure
- Patron suggestion
- Significance as a standard or classic work (especially pertaining to reorders)
- Importance as part of a series still in demand
- Self-published materials are acquired when they meet standard selection criteria and are readily available via designated vendors

Organization and Accessibility

The Library makes its collection accessible by:

- Providing knowledgeable, friendly and helpful staff
- Offering useful and appealing computer catalogs for browsing and locating material
- Maintaining well-designed and accessible buildings with appropriate signage and pictorial imagery
- Maintaining a well-designed web-based online catalog with a variety of online resources and e-materials, which are available 24/7
- Making reservations and delivery of materials to a branch of choice available
- Utilizing rental sources and purchasing multiple copies of high-demand materials within budgetary restraints
- Determining and adapting methods for classification and organization of materials which best suit the needs of the community and which respect the culture, age and demands of various users
- Contributing to the Interlibrary Loan system to provide for difficult to source materials and support of same
- Consulting with the community via the Indigenous Council, Youth Council and other methods in order to ensure that the collection remains relevant, community- led and needs based.

Deselection and Collection Weeding

Collection Maintenance Guidelines are available for guidance for staff and the public on the maintenance and pruning of the collection. These are regularly updated in order to maintain the collection's currency, appearance, and relevancy and to enable ongoing additions of newer material and a balanced collection.

The following criteria may be considered in the de-selection process:

- Newer edition available
- Out of date or inaccurate information
- Physical condition of the item ie. The item is worn, soiled, or damaged
- Circulation data indicates that the item is used little, is likely to be unused in the future or may be better utilized as another location
- Other copies are available elsewhere in the collection
- Item is available in digital version
- Item is part of a series which cannot be maintained or is not in demand any longer
- Capacity of Library spaces
- Importance as a document of the times or classis is not evident
- Relevance to the needs and demands of the community is not evident
- Item is available in other institutions ie school libraries
- Item has neither Canadian nor local significance
- Item has been challenged by community members or other agencies such as authors, publishing companies and foundation and challenge has been deemed valid
- Item is considered to be inconsistent with TBPL values, vision, purpose and strategic direction

These criteria may not be equally relevant for all collections. For example the Local History collections are exempt from standard weeding decisions as the scope is broader and the intent is to preserve and make available local works and material about the City and region.

Materials withdrawn from the Library will be handled according to the procedures for withdrawn materials, including relocation or donation, sale by the Friends of the Library or recycling

Given the diverse nature of the community which the Library serves, it is possible that any given item may be regarded as offensive by some persons on racial, political, religious or moral grounds. However, if the Library is to fulfill its obligation to the community as a whole, it must provide a balanced collection or materials which represent varied points of view, including those of a controversial nature. The presence of an item in the Library collection does not indicate an endorsement of its contents by the Library. The Library Board affirms its support of the principles embodied in the *Statement of Intellectual Freedom* adopted by the Canadian Library Association. At the same time, other considerations, such as the current strategic directions of the TBPL may override this statement, particularly with regards to children's books. Responsibility for selection policy lies with the Library Board. The Board delegates to the Chief Librarian/CEO the authority to interpret and guide the application of this policy. The Chief Librarian/CEO may authorize other staff to utilize this policy in developing the library collections.

The Library will review the selection of an item in the collection upon receipt of the Statement of Concern About Library Materials. (include form)