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Policy name	General Principles – Collection Management
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Related documents	Penticton Public Library Commitment to Intellectual Freedom (Policy 10.02)
Superseded policies	

### 70.00 GENERAL PRINCIPLES:

The mission of the Penticton Public Library is to be “a thriving presence, responsive and connected to our diverse community through innovative services, outreach, and partnerships.” The vision of the Penticton Public Library to “be a welcoming and thriving gathering place, engaging with our diverse community and encouraging all ages in their pursuit of learning and personal growth.” These statements inform our collection management policy and practice. The ideas underlying this policy is that free access to information and ideas is a democratic right of every citizen. Public libraries ensure this right by providing the public with opportunities to participate fully in a changing society through access to a wide range of humanity's thoughts, ideas, information and expressions of the creative imagination.



Policy name	Collection Development
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Superseded Policies	

## 70.01 COLLECTION DEVELOPMENT

### Collection Development Statement:

The public library exists to open a window on the world, reflecting international, national and local trends, interests and events. Collections are developed to meet the needs and interests of the communities which the library serves.

To determine community needs and interests, the library periodically undertakes to study its communities. The library regularly assesses the use made of its collections as well as the depth and breadth of their coverage. The library attempts to make available the widest diversity of views and expressions, including those which may be regarded as unorthodox or unpopular with the majority. To accomplish this, the library will purchase controversial materials in order to ensure public access to all sides of an issue. Materials are acquired to foster interest and to anticipate demand as well as to sustain demonstrated interest and demand. The purposes and resources of other libraries are recognized and through cooperative agreements, the resources of these libraries may be available to Penticton Public Library patrons (See Policy 60.02.01 Special Services - Interlibrary Loans).

The Penticton Public Library supports the Canadian Federation of Library Association’s Statement on Intellectual Freedom (See Policy 10.02 Foundational Policies – Statement on Intellectual Freedom)

### Overview of the Collection

This single branch Library offers reference collections and local history; along with electronic, print, audio-visual materials as well as non-traditional library materials for children, teens, and adults.

### Selection Goals

The Library strives to be a source of both information and recreation for the community of Penticton. The selection staff works to anticipate the needs and wants of its patrons, now and into the future.

### Intellectual Freedom

Freedom of access to information is essential in a democratic society. The Penticton Public Library supports and endorses the Canadian Federation of Library Associations’ and the British Columbia Library Association’s Statements of Intellectual Freedom. For this reason, librarians have the responsibility to acquire and make available a wide range of books and materials including those which express controversial or unpopular ideas.



Librarians, therefore, recognize the right of individuals and groups to criticize their selection; but must not allow the freedom of choice within the Library to be limited by the personal views of any group or individual.

Parents and guardians of children are responsible for their children's choices of material and use of the internet on Library premises.

### **Access Guidelines**

All Library users have open access to the Library's circulating and reference collections, apart from DAISYS, which are restricted by copyright law.

### **Responsibility for Selection**

Overall responsibility and authority for materials is with the Chief Librarian who operates within the policies of the Board. The Chief Librarian determines the budgets allocated each year for the acquisition of library resources.

The initial responsibility for materials selection lies with the professional staff at the Library. All staff members and the public may recommend material for consideration.

### **Selection Criteria**

Materials are selected in accordance with one or more of the following guidelines:

Items are selected:

- to satisfy the recreational reading, listening, viewing and interactive needs for customers of differing tastes, interests, and purposes
- to enrich human understanding by presenting subjects and issues informatively and objectively
- to educate by providing basic factual information in as broad a base as possible
- to collect and preserve materials which illustrate the growth and development of the City of Penticton, celebrate its history and heritage or which pertain in whole or in part to activities within the geographic boundaries of the City of Penticton

Criteria for Selection:

- suitability of physical and digital form for library use
- relation to existing collections and other items on a subject
- accessibility of items in other libraries, for free via the internet, or from other easily and freely accessible resources
- interests and composition of the community
- popular or anticipated demand and current trends
- attention of critics, reviewers, and the public
- quality, clarity, comprehensiveness, and accuracy of the work
- reputation, skill, competence, and purpose of the originator of the work
- special value as a contribution to social questions and problems of continuing or topical interest
- timeliness or permanence of the work



- availability of funds and space
- balance of viewpoints in the collection including those considered extreme or minority

## Materials Selection

### PRINT

#### *Fiction*

This collection reflects the diverse interests of the public. The Library attempts to meet the recreational reading needs of patrons and purchases books and audiobooks in various genres.

High-demand titles are purchased in multiple copies using a ratio of one copy per 8 requests.

#### *Non-Fiction*

Material is purchased on a wide variety of topics representing different points of view. Inclusion of a title in the collection does not constitute endorsement by the Library as many opinions, hypotheses and theories make up a balanced collection. Nevertheless, timeliness, accuracy of content and authority are considered important criteria when selecting materials for the non-fiction areas. Important sources are updated as new editions are published.

#### *Reference*

Due to the fact that most information is available online, the print reference collection will only focus on topics which are very important and cost prohibitive for patrons; such as legal reference, local history, special interest items, and some investment and business resources. The Library will make the effort to ensure that reputable resources that would have formerly been a part of the reference collection are accessible digitally.

## Nonprint formats

#### *DVDs*

The Library is one of the few locations where DVDs may be borrowed in Penticton. As such, we have a responsibility to maintain a rotating collection which encompasses classic and contemporary titles.

#### *Audio*

The Audiobook CD collection is selected in the same manner as book titles.

#### *Digital formats*

The Library subscribes to various platforms that permits patrons to download film, magazine, audio and e-book titles from the internet at home. These titles are selected by a committee and are not at the discretion of the staff of the Penticton Public Library.

#### *Electronic Databases/Reference Sources*

Many reference resources are now available online. The Penticton Public Library will make the effort to subscribe to resources which are most useful to our patrons or which would be cost prohibitive for patrons.



*Library of Things*

The Library of Things includes educational backpacks, video game consoles, board games, and other educational resources as deemed appropriate.



Policy name	Collection Maintenance
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Related documents	
Superseded Policies	1994 Policy Manual 30.00 Collection Development

## 70.02 COLLECTION MAINTENANCE

### Policy Statement

The Library strives to maintain strong physical collections while growing or providing access to content that reflect the increasing demand for information, books, music, and videos in digital formats and this approach is reflected on our de-selection policy and procedures.

### *Deselection Criteria:*

The Library continually identifies items from its collections for discard based upon the following criteria:

- Item's subject is outdated.
- Item is no longer of interest or in demand.
- Overabundance of an item or subject as interest wanes.
- Worn or damaged copies.

Once an item has been identified for possible elimination based on the criteria above, the process of determining if an item still deserves a place in the library's collection begins. Retention is based on the following criteria:

- Is it of local, regional, or national significance, including works of local or Canadian authors, artists, recording artists or film makers and works pertaining to local history?
- Is it a work by a famous author, artist, recording artist, film maker or universally accepted as a classic work?
- Is it unique to the collection in that there is little or no information available on that topic elsewhere and the information is still relevant and useful?

Items withdrawn from the collection are placed into our ongoing book sale or kept for one of our larger sales.

### *Local History Collections*

Material added to the Local History collection shall be held until such time as it is deemed no longer relevant and is de-accessioned.



Policy name	Collection Donations
Policy number	70.03
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Related documents	
Superseded Policies	1994 Policy Manual 30.00 Collection Development

### 70.03 DONATIONS FOR THE COLLECTION

- Gifts of books or other materials are accepted by the Public and Youth Services Librarians if they satisfy the same standards applied to the acquisition of new materials.
- Gifts of books or other materials are accepted only on the principle that the Library has complete jurisdiction over their disposal. It is understood that items that will not be placed in the collection will be usually sold of through the Library's book sales.





Policy name	Challenged Material
Policy number	70.04
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## 70.04 CHALLENGED MATERIAL

### Policy Statement:

As reflected in our Intellectual Freedom Policy (10.02) and our Collection Development Policy (70.01), the Penticton Public Library endorses the basic principles of Intellectual Freedom outlined in the following statement by the Canadian Federation of Library Associations:

“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 consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.” (Canadian Federation of Library Associations Position Statement on Intellectual Freedom and Libraries, amended, 1985, 2017)

The Library believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Material selectors consequently strive to provide the widest possible range of resources within Penticton Public Library collections.

Some Library users may consider certain items offensive for various reasons. The Library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.

Library users who object to materials located in the collection are asked to complete a written request for the reconsideration of the materials. Request forms are available for this purpose at the reference desk, or online. (see Penticton Public Library website at: [www.pentictonlibrary.ca](http://www.pentictonlibrary.ca))

Some of the Library's digital content is provided using third-party vendors. The Library subscribes to services in which the third-party vendor, and not Library staff, determines the specific titles or materials made available through the service. In these circumstances, the Library is unable to reconsider specific materials that Library users object to, but may inform the third-party vendor of user concerns and/or take these concerns into consideration in determining whether to continue using the vendor.

All written complaints are reviewed by the Chief Librarian and forwarded to the Public Services or Youth Services Librarian, who will engage appropriate staff in a review of the item based on the request submitted.

The decision reached on this, or any subsequent reviews will reflect the principles outlined in the Library's Collections Policy and Intellectual Freedom Policy.





