



REPORT TO THE LIBRARY BOARD
Meeting Date: April 22, 2010

Session:	Public Session
Subject:	Collections Management Policy
Prepared By:	Susanna Hubbard Krimmer, Margaret Mitchell, Margaret Wilkinson, Beth Whitney
Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Decision: Approval <input checked="" type="checkbox"/>

Recommendation

It is recommended that the Library Board approve the draft *Collections Management Policy*, as contained in Appendix 1 of this report.

Purpose

The purpose of this report is to aid the Library Board in setting appropriate policy to govern the management of collections in all formats held by the London Public Library and made available to the public.

This report presents revisions to the current *Collections Maintenance and Development Policy* (LS-06), established in 1988 with latest revision in 1998.

London Public Library (LPL) endeavours to provide relevant, accessible, high quality collections for the use and enjoyment of the public. The *Collections Management Policy* sets out:

- LPL collections management philosophy;
- Policy level protocols for the development and maintenance LPL collections;
- Opportunities for members of the public to provide input; and
- Accountability for the management of LPL collections.

Issue / Opportunity

Public libraries provide access to information, ideas and works of imagination in any medium and regardless of frontiers. Strong library collections are fundamental to excellent library service. LPL's recommended *Collections Management Policy* is written in accordance with the principles of universal and equitable access and supportive of the LPL's *Vision, Mission and Service Excellence Model*. LPL endeavours to provide relevant, accessible, high quality collections that meet the present and future literacy, learning, informational, culture, leisure and recreational needs of the community and reflect library goals. To accomplish this, the LPL provides a broad range of print, audio, visual and electronic resources for people of every age and ability, to access in many different ways.

Collections management is an ongoing process requiring professional judgment and experience to balance needs and demands with maximum use of space, staff and fiscal resources. Accountability is vested in the office of the Chief Executive Office & Chief Librarian which delegates this professional activity to qualified and knowledgeable staff.

Background & Review Summary

Current Collections Development and Maintenance Policy

The current *Collections Development and Maintenance Policy* was adopted by the Library Board at its meeting of November 28, 1998 (L98/57). (See *Appendix 2: Collections Development and Maintenance Policy* (LS-06), 1998.)

The current *Collections Development and Maintenance Policy* (LS-06) was developed prior to the adoption of the governance policy model by the Library Board. It encompasses both governance and operational process and procedures. It includes detailed guidelines for a variety of operational aspects of collection development and maintenance, including: collection profiles, analysis and evaluation of collections, statistics, withdrawals, storage, replacement, repair and binding.

Policy Development & Review

In developing the recommended policy, LPL considered:

- Philosophical context;
- Constitutional and legal context: *Canadian Charter of Rights and Freedoms*, *Copyright Act*, *Criminal Code of Canada*, and pending regulations under the *Access for Ontarians with Disabilities Act*;
- Public policy context, e.g. policy statements of Canadian public libraries; Service best practices, including staff service and operations review, impact of

emerging media, accessibility and the existing *Collections Development and Maintenance Policy*;

- Distinct governance accountabilities of the Library Board and operational accountabilities of administration and staff related to collections management; and
- Concordance between the recommended policy and other Library Board policies, such as, but not limited to, *Intellectual Freedom Policy* (January 17, 2008), *Financial Management for Fund Development* (February 21, 2007) and *Accessibility for Users with Disabilities: Customer Services Standards* (January 2010).

Policy Framework

The recommended *Collections Management Policy* is created within the new framework of the governance policy model established by the Board. The recommended policy is a Means Policy, to be established by the Library Board. It establishes overall philosophy, direction and accountabilities for the management of LPL collections. The operational processes, procedures and guidelines will be reviewed and revised, as required, to support the new policy and will be established under the authority delegated to the CEO & Chief Librarian.

Materials Reconsideration

At the November 26, 2009 Board meeting, on the matter of a request to remove an item from the collection, the CEO reported to Board members that she was satisfied that the inclusion of this item was consistent with the LPL *Collections Maintenance and Development Policy* and that due process was followed. The CEO advised the Board that the policy was being reviewed in early 2010, as part of the ongoing review cycle, and that the accountabilities for the materials reconsideration process would be clarified as part of that review.

The Board's primary accountabilities related to the *Collections Management Policy* are to ensure that:

- The policy is applied in the context of the governance policy framework of the Library;
- The terms of the policy are applied;
- Through the CEO & Chief Librarian, collections management processes, procedures and guidelines are followed; and
- The CEO & Chief Librarian has acted in accordance with the policy and follows due process in the materials reconsideration process.

Persons from the community with concerns may address the Library Board through the delegation process.

The recommended policy includes specific policy statements for Materials Reconsideration (clause 17-20). While the CEO & Chief Librarian is responsible for the final decision on specific items, the Library Board is accountable for the overall application of policy. Members of the community are able to address the Library Board on that issue through the delegation process (clause 22). A list of items which were requested for reconsideration will be compiled annually to assist the Library Board in monitoring the application of this policy.

Next Steps

Upon approval of the recommended *Collections Management Policy*, the following steps will be taken:

- The approved *Collections Management Policy* will be communicated to the public via the LPL Website;
- Administrative policies and staff procedures, forms and guidelines will be adjusted, as required;
- The application of this policy and other related Library Board policies will be monitored to ensure ongoing concordance; and
- The forthcoming revisions *Lending Services Policy* will be aligned with this policy.

LONDON PUBLIC LIBRARY POLICY

Title: Collections Management Policy

Policy: Means

Policy No:

Issuing Date: April 22, 2010

Review: Every 4 Years

PURPOSE:

London Public endeavours to provide relevant, accessible, high quality collections for the use and enjoyment of the public. The purpose of the Collections Management Policy is to set out:

- Library Board policy for the development, maintenance and management of Library collections;
- Processes for members of the public to provide input; and
- Accountability for management of Library collections.

SCOPE: This policy governs all collections materials in all formats held by the London Public Library and made available to the public. The policy is in accordance with the principles of universal and equitable access and with London Public Library's *Vision, Mission and Service Excellence Model*.

DEFINITIONS:

“Format” is the physical form of material and applies to all literary, dramatic, musical and artistic works; sound recordings; and recorded performances. Physical forms include: print, audiovisual, electronic and multimedia.

POLICY STATEMENT:

1. It is the policy of the London Public Library to provide collections that:
 - Represent a wide range of ideas, creative thought, information and viewpoints;
 - Meet the present and future literacy, learning, informational, culture, leisure and recreational needs of the community;
 - Provide access to current and retrospective content;
 - Include a wide variety of formats; and
 - Are delivered through a multi-tiered service delivery model which rationalizes the location, scope and focus of collections.

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Collections Management Philosophy

2. The Library Board, in establishing this policy, 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.
3. This policy is consistent with the Library Board's endorsement, as policy, of the *Statement of Intellectual Freedom of the Canadian Library Association* which reads in part:

"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."

4. The Library Board is aware that in providing collections that represent a wide range of ideas, creative thought, information and viewpoints, some materials in the collection may be considered objectionable by some people. 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.
5. Except where limited by law, children are entitled to access all materials provided by the Library. Parents and legal guardians are responsible for monitoring and limiting the use of Library materials by their children.
6. The presence of materials in the Library collections does not constitute an endorsement of their content or viewpoints by the Library Board.
7. LPL acts in compliance with federal and provincial legislation including the *Canadian Copyright Act*, along with other laws governing intellectual property, and the *Criminal Code of Canada*, along with other legislation governing access to and communication of information, knowledge, opinion, creative thought and

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intellectual activity. The Library does not purchase or retain in its collections materials in contravention of the laws of Canada and the Province of Ontario.

Collections Development

8. Collections development decisions are made consistent with London Public Library's *Vision, Mission and Service Excellence Model* and this collection development policy.
9. General materials selection criteria are:
 - Popular demand and responsiveness to current demographic and social trends;
 - Suitability of subject and style for intended audience;
 - Suitability of physical form for library use;
 - Relationships to existing collection and other material on the subject;
 - Reputation and/or significance of the author;
 - Local significance of authors and/or subject;
 - Currency and relevance;
 - Availability in the marketplace; and
 - Purchase price and other budgetary considerations.
10. LPL provides a variety of formats to facilitate equity of access to intellectual content and to support people in the various ways they prefer or need in order to access and use content. Specialized collection formats are provided for those users who cannot use regular materials. Such users include people with disabilities. Community needs, marketplace trends and availability, the anticipated impact on existing resources, cost and budget availability are all assessed before a new format is introduced. The introduction of a new format may result in the Library's decision to retire another format or formats from its collections.

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Suggestions for Purchase

11. Members of the public are invited to submit suggestions for purchase. Suggestions for purchase are considered for acquisition subject to the same criteria for selection as other purchased materials.

Donations and Gifts

12. The Library accepts cash donations to be used towards the purchase of collections materials. Funds may be directed by donors to the acquisition of materials in specific subject areas and/or for specific library locations. Materials are selected subject to the general selection criteria outlined in this policy. If requested, a donor recognition plate will be affixed to an item purchased with donated money.
13. The Library accepts books and other materials as gifts-in-kind. It is understood that gifts are freely given without conditions attached. Donations suitable to the Library's need may be added to the collection subject to the general selection criteria outlined in this policy.
14. The Library reserves the right to dispose of unwanted donated items at any time in any way it deems appropriate. Materials that are not added to the collection may be directed to the Friends of the London Public Library for sale.

Collections Maintenance

15. Items that are no longer circulating and/or outdated, worn or damaged items are withdrawn from the collection in order to keep materials relevant, up-to-date and in a condition suitable for public use.
16. Worn or damaged items are selectively considered for replacement based the general selection criteria outlined in this policy. The Library may decide not to replace items which are stolen or damaged repeatedly.

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Materials Reconsideration

17. Persons from the community wishing to recommend the removal of a particular item in the library collection may submit a written Request for Reconsideration of Library Materials, which will be reviewed by the Coordinator, Collections Management.
18. The person(s) requesting the reconsideration may request that the review be referred to the office of the CEO & Chief Librarian. The final decision concerning Library materials rests with the CEO & Chief Librarian.
19. Decisions made about challenged materials will be communicated to the originators of the request for reconsideration following completion of the staff review.
20. An annual report on challenges to Library materials is provided to the Board.

Accountability

21. Accountability for the development, maintenance and management of collections of materials is vested in the office of the Chief Executive Office & Chief Librarian which delegates this professional activity to qualified and knowledgeable staff.
22. Accountability for the application of the *Collections Management Policy* resides with the Library Board. The Library Board will ensure that:
 - The policy is applied in the context of the governance policy framework of the Library;
 - The terms of the policy are applied;
 - Through the CEO & Chief Librarian, collections management processes, procedures and guidelines are followed; and
 - The CEO & Chief Librarian has acted in accordance with the policy and follows due process in the materials reconsideration process.

Persons from the community with concerns may address the Library Board through the delegation process.



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BACKGROUND:

INQUIRIES:

Coordinator, Collections Management

Chief Executive Officer (CEO) & Chief Librarian

KEYWORDS:

RELATED DOCUMENTS:

Public Libraries Act (RSO 1990, chapter 44)

Intellectual Freedom Policy (January 17, 2008)

Diversity Policy (February 21, 2007)

Financial Management for Fund Development (February 21, 2007)

Accessibility for Users with Disabilities: Customer Services Standards (January 2010)

DOCUMENT CONTROL:

Collection Development and Maintenance Policy (LS-06)

Date Passed: October 12, 1988 and November 28, 1998

**LONDON PUBLIC LIBRARY
STATEMENT OF POLICY**

Authority Level: Board Level

Policy #: LS-06

Date Passed: October 12, 1988
November 28, 1998

Collection Development and Maintenance

PURPOSE

The London Public Library Collection Development and Maintenance Policy has been established

- to provide a written document which enunciates the Library Board's policies and practices clearly to the community,
- to identify responsibility for collection development and maintenance, and
- to provide staff with general guidelines and criteria for development and maintenance of Library collections.

GOALS

London Public Library's major goals in collection development and maintenance of library materials are

- to meet the present and future informational, educational, leisure and cultural needs of the community, and
- to provide a collection of current and retrospective materials in appropriate formats, representing a variety of viewpoints.

.1. INTELLECTUAL FREEDOM AND COLLECTION DEVELOPMENT

The London Public Library Board endorses as policy the Statement on Intellectual Freedom of the Canadian Library Association which says:

All persons in Canada have 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. This 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.¹

¹Ratified by the Board of Directors and Council, Canadian Library Association, at the 29th Annual Conference in Winnipeg, June 1974 and amended Nov. 17, 1983 and Nov. 18, 1984

Thus the Library staff develop collections to present as many points of view as possible within constraints of budget, space and availability of materials.

The Library staff welcome suggestions from the community, while at the same time they insure selection and withdrawal decisions are made consistent with collection development goals and guidelines rather than in anticipation of approval or disapproval by members of the community. In this same spirit, Library staff do not assign prejudicial labels or expurgate portions of materials in the collections.

The presence of materials in the Library does not constitute endorsement of their contents by the Library Board.

The Library Board does not purchase, retain in its collections, or make accessible materials in violation of the statutes of Canada or Ontario.

The London Public Library Board endorses as policy the *London Race Relations and Diversity Policy* of the City of London as approved by London City Council on November 27, 1997 and August 9, 2000). Consistent with the aims of this policy and in accordance with the *Criminal Code of Canada*, materials which wilfully promote hatred against an identifiable group distinguishable by colour, race, religion or ethnic origin are not included in London Public Library's collections. (added per London Public Library directive, November 25, 1998, L98/96.1 and October 25, 2000, L00/95.5))

.2. RESPONSIBILITY FOR COLLECTION DEVELOPMENT AND MAINTENANCE

Responsibility for collection development and maintenance lies with the Chief Executive Officer, acting in accordance with the general policies established by the Library Board.

The Chief Executive Officer, in turn, delegates responsibility for collection development and maintenance to appropriate professional staff.

.3. **PUBLIC'S ROLE IN COLLECTION DEVELOPMENT**

The Library staff encourage comments and opinions regarding the collections from patrons. Discussion and the exchange of ideas between patrons and Library staff help assure that the collections more accurately reflect and support the needs and interests of patrons.

.3.1. Suggestions for Purchase

The Library staff welcome suggestions for purchase from users. Forms are available for this purpose.

Following evaluation of the suggested item, staff advise the patron what decision was made. If the item suggested is purchased, the patron who requested it will be allowed to use it first, whenever possible.

.3.2. Objections to Materials in the Collection

The London Public Library Board is aware that some materials are controversial and may offend some patrons.

The Library Board recognizes the right of individuals to express opposition to the inclusion of material in the Library's collections.

Complaints about materials in the collection made to members of the Library staff are directed to the appropriate librarian. If the patron wishes to place a formal written complaint, the complaint is reviewed by the supervisor in consultation with the subject librarian, and a written response is prepared for the patron submitting the complaint.

If this response is not satisfactory, the patron may ask to appeal the decision to the Chief Executive Officer. If still not satisfied with the outcome, the patron may appeal to the Library Board.

.4. ACCESSIBILITY OF THE COLLECTION

For convenience of access, materials are separated into adult and children's collections and within these, further designated as circulating or non-circulating.

Some library materials are stored owing to lack of space. Though not directly accessible to the public, these materials are retrieved for users by staff members. (Guidelines and Criteria for Storage are outlined in LS-06-GU, Section 5. Page 528.)

.4.1. Special Designations

As well, Library staff may provide special designations for certain materials, such as separate shelving or descriptive labelling in order

- to house parts of the collection that may be of special interest to an identified group of users,
- to highlight materials of current interest,
- to house materials which the public may require staff assistance to use,
- to protect valuable, rare, and fragile materials, and
- to accommodate specific physical requirements of the material.

The Library Board does not restrict access to Library collections, except in instances dictated by the statutes of Canada and Ontario.

(Note: Borrowing privileges for adults and children are stated in Policy #: LL-02, Page: 404)

.4.2. Parental/Guardian Responsibility

Responsibility for children's use of library materials rests with parents and legal guardians. Decisions made regarding collection development are not inhibited by the possibility that children may obtain materials their parents consider inappropriate. The London Public Library Board adopts as policy the principles that individuals have freedom of choice in selecting reading materials and that it is the right and obligation of parents to develop, interpret and maintain their own code of values in their own family.

.5. **COLLECTION GOALS - GENERAL SCOPE AND NATURE**

The London Public Library is a system made up of two principal parts: a central library and branch libraries. The collection is, therefore, comprised of many individual collections serving different needs, but developed to meet the overall broad and specialized needs of citizens.

.5.1. Central Library

As the resource collection, the Central Library, through its collection development program, strives

- to offer materials broadly ranging in subjects and in a variety of formats, geared to differing levels of ability, supportive of and responsive to the educational, informational, leisure, cultural and language needs of individuals of all ages,

- to provide useful and current information sources for individuals, businesses, and organizations,

- to maintain a collection of materials sufficient in depth and breadth to be responsive to changing community needs and interests, and

- to act as a back-up collection for the entire system, by maintaining a collection to support the needs and interests of patrons that go beyond those which can be met by the collections of the Branch Libraries.

.5.2. Branch Libraries

With their community-based collections, the Branch Libraries, through their collection development programs, strive

- to provide basic collections of popular materials in a variety of formats to support the general educational, informational, leisure and cultural needs of their service areas, and

- to provide specialized collections that are responsive to particular local interests and needs.

.6. SPECIAL CONSIDERATIONS

Certain issues relating to selection and withdrawal of materials require special consideration, as follows:

.6.1. Textbooks/Curriculum Support Materials

The London Public Library Board recognizes that students comprise a large and important segment of its clientele. While the Board undertakes to provide materials which supplement and enrich the reference, research, cultural and leisure needs of student borrowers of all ages, the Library Board does not have a separate mandate regarding collection development for students. The Library Board considers students as one of the many groups served by the Library.

With this guiding principle in mind the Library staff collect resources to augment study but not directly support school curricula. The Library does not purposely collect school textbooks, for instance, nor does it make a point of keeping multiple copies of educational materials to meet demands for large class assignments. At the Central Library, but especially in Branch Libraries, constraints of budget and space would mean that to do so would monopolize the services of the Library to the detriment of its use by other user groups the Library serves.

Textbooks are selected only in so far as they may be useful to the general reader or are valuable sources of information on a given subject.

In the context of this policy, textbooks are defined as teaching guides in the traditional sense or as publications so designated by publishers.

.6.2. Video Cassette Service

[Board Motion: L89/135.1, November 15, 1989]
L86/88.1, June 11, 1986]
L90/73.1, Sept 12, 1990]
L94/15.3, Feb 16, 1994]

The video cassette collection is limited to V.H.S. format. [L94/15.3, Feb 16, 1994]

.6.3. Eleanor Somerville Memorial Photographic Collection

[Board Motion: L78/100, June 14, 1978]

The collection is located in the London Room under the authority of the librarian in charge and is made available upon special request.

The collection is listed in the Manuscript Collection of the London Room.

Access is restricted to serious scholars and qualified researchers because the collection is fragile in nature and, with respect to some parts, is considered confidential;

No photocopying is permitted as this is damaging to the volumes.

.6.4. Gifts/Donations

The London Public Library Board welcomes gifts of books and other materials, and its collections have been enriched by such contributions. Gifts that are suitable to its needs may be added to the collection, subject to the same criteria for selection as purchased materials.

If requested by the donor, a donation identification will be placed inside the cover of a gift item. The Library Board reserves the right to accept or discard, at its discretion, any materials received through gifts or donations. No conditions may be imposed relating to any book or other item donated to the Library.

Those items accepted are placed in the general collections where they belong in relation to other materials. Normally no special shelves or sections are created.

Further, the Library Board reserves the right to dispose of unwanted items at any time in any way it deems appropriate. Gift materials that are not selected usually are directed to the booksale (in accordance with Policy #: LS-28, Page: 573).

The Library Board is not responsible for informing the donor of the disposition of gift materials. Because of circumstances such as wear, theft and mutilation as well as the constraints of space, the permanence of gifts added to the collection cannot be guaranteed.

Cash donations and bequests of money may be made to the London Public Library Trust Fund. The donor may request that these funds be used for the development of specific collections, but the Library Board reserves the right to select materials it deems appropriate.

.7. **RELATIONSHIP WITH OTHER LIBRARIES**

The London Public Library Board cooperates as fully as possible with other libraries and with community agencies, groups and organizations whose purposes and activities relate to the Library's objectives.

To avoid unnecessary duplication of materials, the kinds of materials available through other institutions in the area are considered in making collection development decisions.

.7.1. Inter-library Loan

Inter-library loan is used to improve service to London Public Library patrons. London Public Library in conjunction with Ontario Library Service provides an inter-library loan service by which library materials are made available from one library to another on a local, provincial and national level. In the belief that access to information is in the public interest, the Library thus attempts to make available material it does not own or which falls outside the scope of this collection policy. By the same token materials from the Library's collection are loaned to other libraries for use by their patrons.

.8. **REVISIONS**

In general, the London Public Library Collection Development and Maintenance Policy is reviewed regularly to ensure it adequately reflects changes in Library goals, objectives, user needs, budget and space restrictions of the institution.

Amendments and revisions to the policy are made as needed.

Board Motion: L88/118.2
Administrative Title Change: E92/28
L98/96.1

See Procedure:
See Guideline: LS-06-GU
See Regulation:
See Policy: LS-28

LONDON PUBLIC LIBRARY GUIDELINE

Authority Level: Board Level

Guideline #: LS-06-GU

Date Passed: October 12, 1988

Collection Development and Maintenance Guidelines

1. GUIDELINES FOR DEVELOPING COLLECTION PROFILES

To reach the collection development goals of the Library it is necessary to develop and maintain collection development profiles for subject collections in the Central Library and for collections at Branch Libraries.

The objectives for these profiles are to enable staff

- to understand the relationship of a collection to the total resources of the system and community,
- to develop collection goals,
- to review collection development activities regularly with regard to Library Collection Development goals and policy, and
- to train new staff in specialized collection needs.

Guidelines and criteria to be used in developing an individual collection are included as part of each collection profile.

To help staff in designing these individual collection profiles, some collection development guidelines and criteria are outlined below.

The first three sets of these guidelines and criteria relating to new material (2.), existing materials (3.), and withdrawal (4.) outline commonly used library guidelines and criteria which staff may want to consider when developing profiles for individual collections.

The guidelines and criteria concerning storage (5.), replacement (6.), and repair and binding (7.) express existing Library guidelines, criteria, procedures and practices which should be kept in mind when designing individual collection profiles.

GUIDELINES AND CRITERIA FOR SELECTION OF NEW MATERIALS

1.1. Guidelines

All selections, whether purchased or donated, should be considered in light of the same criteria.

Many factors are taken into account in making collection development decisions. For one, collection development reflects known community needs and interests. For another, consideration is given to the fact that interest may not exist without the material to create it.

An individual item need not meet all the listed criteria in order to be acceptable.

1.2. Criteria

1.2.1. General Criteria

- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Present and potential relevance to community needs and interests
- Appropriateness and effectiveness of medium to content
- Insight into human and social conditions
- Popular demand and current trends
- Relationships to existing collection and other material on the subject
- Reputation and/or significance of author or producer
- Skill, competence and purpose of the author or producer
- Attention of critics, reviewers or public
- Budgetary and space considerations
- Canadian perspective
- Balance of viewpoints in the collection

1.3. Specific Criteria for the Evaluation of Works of Information and Opinion

- Authority
- Comprehensiveness and depth of treatment
- Clarity, accuracy and logic of presentation

1.4. Specific Criteria for the Evaluation of Works of the Imagination

- Representative of important movement, genre, trend or national culture
- Story content
- Vitality and originality
- Effective characterization
- Authenticity of historical or social setting

2. **GUIDELINES AND CRITERIA FOR ANALYSIS AND EVALUATION OF EXISTING COLLECTIONS**

2.1. Guidelines

Collection analysis and evaluation are necessary to determine the potential of individual items presently in the collection to serve the needs of the patrons.

A continuing inventory of the book collection is made, and completed every five years.
(L72/88.1)

The number of items within the collection or sub-collection under review has to be considered, and their currency and the quality of the information contained in them have to be assessed.

Both qualitative and quantitative techniques may be used in this evaluation. The following methods used alone or in combination can help in determining collection quality.

2.1.1. Comparison of Collection to Standard Catalogues, Bibliographies, and Subject Lists:

Lists of titles or works appropriate to the subject collection may be compared to what is in the collection. Such lists can be found in standard bibliographies, lists of "Best Books" published in standard journals, specialized subject bibliographies, and specialty lists. Care should be taken to choose lists and special bibliographies that match the objectives and type of collection the Library is endeavouring to develop.

A high correlation between items listed in standard and special bibliographies and items in the collection is an indication of a well developed collection.

2.1.2. Direct Examination of the Collection:

The direct shelf examination method is impressionistic. Knowledge of the collection and subject area are relied on to assess size, scope, depth, currency and significance of the collections. As well, the physical appearance and state of repair of the items in the collection can be quickly evaluated. Using a data base printout can be helpful for determining how many and which items are in circulation. Direct examination is especially useful for getting an overview of the collection.

2.1.3. Compiling Statistics:

Statistical evaluation entails comparing data such as numbers of books, numbers of circulations per item within specific time frames, numbers of acquisitions per year by subject, publishing dates and other numeric correlations.

Statistical information should be used with caution. Rarely are statistical data alone the best indicators of collection quality. They are better used in conjunction with the best judgement and expertise of the professional librarian.

Statistics on which evaluations can be based include measures of:

2.1.3.1. SIZE

One method of evaluation is to compare the size of a given subject collection to similar collections within the Library and to other collections in public libraries of similar size, scope, patron make-up and mission. It is valuable to consider relationships among:

- number of volumes or titles in the collection
- number of periodical subscriptions
- number of volumes by date of publication
- size of vertical file collection
- collection turnover (average circulation per volume)

2.1.3.2. EXPENDITURE FOR LIBRARY MATERIALS

- amount spent per year for new materials
- amount spent per year for replacement or rebinding
- amount spent on subject area as percentage of total library collection
- amount spent per user and class of user

2.1.3.3. CIRCULATION STATISTICS

- for different classes of users
- for different subject classes of materials
- at different times of the year
- relationship to acquisition statistics

2.1.3.4. FILLED AND UNFILLED REQUESTS

- by type of materials requested
- relationship to acquisition statistics
- amount and types of requests which must be filled from other areas or sent outside by Inter-library Loan

2.1.4. Community Needs Assessment and Patron Survey:

Information gathered from formal patron surveys is considered in making collection development decisions.

2.1.5. Duplicates, Total Resources, and Document Delivery Tests:

The Library staff seek to avoid duplicating certain materials supplied by other types of libraries in the area. However, within the public library system duplicate buying is frequently necessary.

In general Library staff attempt to weigh specific demands for duplicates in relation to the total collection, the London Public Library Statement Of Purpose, and collection goals.

The provision of books in heavy demand is an obvious need. In many cases such need is filled with multiple paperback copies.

Copies of materials valuable for reference may be duplicated in both the reference and circulating collections. Materials of interest to both adults and children are frequently obtained for both collections.

Branch collections frequently duplicate materials found in other service location collections.

In a cooperative system such as London Public Library, the presence of an item in the system, although not in every Branch collection, may still represent acceptable collection development. The evaluation in this case concerns the ease of obtaining the item requested by a patron within a reasonable amount of time.

3. GUIDELINES AND CRITERIA FOR WITHDRAWAL

(See also Policy #: LS-28, Page: 573)

3.1. Guidelines

Withdrawal of materials is on an on-going process, which maintains and improves the attractiveness, currency, efficiency and vitality of all collections.

Unnecessary items, outdated materials, materials no longer of interest or in demand, unneeded duplicates, worn or damaged copies should be regularly culled from the collection.

Frequency of circulation, community and regional interests, intrinsic merit and availability of newer and more up-to-date materials are all factors to consider in deciding whether to weed an item, as is the space required for new acquisitions coming into the collection.

Fiction once popular but no longer in demand and likely available through the Ontario Joint Fiction Reserve are candidates for withdrawal. The same criteria apply to the infrequently asked for and highly specialized works of nonfiction where a patron's needs may be met through inter-library loan.

Withdrawal, as selection, may be done with the aid of authoritative sources, recommended bibliographies, reviews and the expert knowledge of the professionally trained staff.

Certain materials such as Canadiana and Local History are given extra consideration owing to their special value in the London setting.

3.2. Criteria

As with selection, not all criteria need be met nor does the meeting of the criteria automatically indicate an item should be discarded. Professional judgement of the librarian is crucial. Assessment of the potential of any material for withdrawal might take into consideration a combination of these general criteria:

3.2.1. Circulation

3.2.1.1. Last date of circulation

3.2.1.2. Frequency of circulation

Past use statistics can indicate the usefulness of material. Estimates can be made of potential use based on these data. Accordingly, material with heavy past usage and current active usage are core collection volumes and not candidates for withdrawal.

3.2.2. Status of the item

Overdue items not returned after two years and items marked missing for more than one year are candidates for removal from the data base. Consideration should be given to replacing items deleted in this manner.

3.2.3. Timeliness

Out-of-date materials should be weeded. Age of material can be based on the publication, imprint or copyright date or acquisition date. Out-of-date materials may include

3.2.3.1. Materials no longer in demand, including duplicates of materials in decreased demand,

3.2.3.2. Older editions no longer used

3.2.4. Value/Quality

-Subject matter as it relates to availability of other materials in the field, other items in the collection, or appropriateness for patron needs.

-Historical importance, uniqueness or intrinsic merit of the material. Local materials, famous authors, classics and Canadiana require special consideration based on this criterion.

-Discredited items should be considered for withdrawal bearing in mind the goal of maintaining a balanced collection.

-Individual monograph titles are judged of value/quality partially by appearance on standard lists or bibliographies or by the opinion of a specialist or group of specialists. Patron demand is also a factor to be considered.

-Physical Condition: If the material is damaged or worn, it should be weeded, replaced or repaired.

4. **GUIDELINES AND CRITERIA FOR STORAGE**

4.1. Guidelines

Owing to a lack of space, some library materials are stored.

4.2. Criteria to consider for storing items:

4.2.1. Monographs

- Circulating items that are used infrequently but still valuable to a collection.
- Reference materials including older editions of reference titles valuable to a collection.

4.3. Periodicals, Newspapers and Magazines

4.3.1.1. CENTRAL LIBRARY

- Periodical titles of current interest only are generally retained for one year or less.
- Periodical titles containing information of enduring value but which are not indexed are generally retained for five years.
- Periodical titles which are indexed are retained indefinitely within the limitations of the budget. Microform copies are purchased for the most commonly used titles.
- Periodical titles duplicated on microform are withdrawn after the microform arrives.
- Periodical titles whose value lies in their original format are bound for storage where budget permits.
- Periodical titles which cease publication or are cancelled are retained or withdrawn in accordance with the policy above.

4.3.1.2. BRANCH LIBRARIES

- Branches develop periodical collections to meet current interests.
- Retrospective collections are not developed.
- Periodicals withdrawn from the Branches are sent to the booksale (in accordance with Board Policy #: LS-28, Section 3, Page: 573).

5. GUIDELINES AND CRITERIA FOR REPLACEMENT

5.1. Guidelines

Replacing materials is a necessary part of collection maintenance.

Worn items withdrawn from the collection should be considered for replacement. While the London Public Library Board attempts to have copies of most standard and important works, it does not attempt to replace each copy withdrawn because of loss, damage or wear.

Replacements often are not made of items which are stolen or damaged repeatedly.

5.2. Criteria

Factors which might be considered in deciding whether to replace an item are

- The value of the individual item whether for literary quality, subject appeal or authority and/or importance of the author
- Extent of the present Library collection on the subject
- Availability of newer and/or better materials on the subject including new editions
- Historical value of the material
- Indexing or listing in a standard library tool
- Public demand for the title and/or interest in the subject
- Number of copies in the system as a whole as well as in the specific collection being assessed. Central Library, in particular, must consider the impact of non-replacement of a last copy on the system as a whole
- Cost of replacement

6. **GUIDELINES AND CRITERIA FOR REPAIR/BINDING**

Materials not suitable for mending or rebinding should be discarded and titles considered for replacement.

Worn items still required in the collection may be replaced rather than rebound when this is economically preferable.