

TITLE: Collection Development		
COMMITTEE: Internal	Passed: 04/01/2018	Review Period: Every 5 years
Topic: Library Collections	Amended: 04/17/2023	Date of Next Review: 04/17/2028

The Ponoka Jubilee Library is committed to ensuring representative, diverse, and inclusive collections which reflect and anticipate the interests of our patrons. Collection materials are broad in scope and exist within the parameters of the Library's mandate.

Collection Development is a process requiring professional judgment and experience as well as public consultation in order to make informed choices regarding which materials are housed on site. The Library Manager is responsible for ensuring Ponoka Jubilee Library materials are chosen within guidelines appropriate to the needs of the community.

The primary aim of the Ponoka Jubilee Library is to collect and make available quality resources of an educational and/or recreational nature.

At present the Ponoka Jubilee Library provides a variety of print, audiovisual materials and circulating objects (i.e. board games, energy meters, etc.). The Library has a continued responsibility to explore, evaluate, and introduce new materials.

The Library's collection reflects the Board's mission statement and values. Collection decisions may also be informed by the goals stated in the Library's Plan of Service. The Library takes into consideration the community, the nature and quality of the materials, and the Library's endorsement of the Canadian Library Association's Statement on Intellectual Freedom and Libraries when adding new materials or services. Library materials may be acquired representing various points of view; the Town of Ponoka Library Board does not believe its role, or that of its staff, is to censor materials or act in any way as the supervisor of public morals.

OBJECTIVES OF MATERIALS SELECTION

The Library is devoted to serving all segments of the community. Considerations in materials selection will include:

- *Materials selected for the Library's Collection will vary to suit the needs of the Library's constituents.*
- *Source materials of the past.*
- *Contemporary materials representing various points of view, including materials which reflect current conditions, trends and controversies.*
- *Materials, including the experimental and controversial, which may expand one's comprehension of the world.*

- *Materials which increase the ability to function effectively, stimulate the imagination, or increase creativity.*
- *Materials which entertain and enhance the enjoyment of life.*
- *Materials representing the widest diversity of views and expressions, including those which may be viewed as unorthodox or unpopular.*
- *Materials will be selected on the basis of their content without regard to the personal history, race, nationality, political, or religious views of the maker.*
- *The Library does not advocate or endorse all the ideas and opinions found in its collection.*

GENERAL CRITERIA FOR THE EVALUATION, SELECTION, AND DESELECTION OF MATERIALS

In building and maintaining the Library Collection, objective guidelines will be used.

All materials, donated or purchased, will be examined and evaluated in terms of the standards which follow. Items need not meet all the criteria to be accepted:

General Criteria:

- *Suitability of physical form for Library use*
- *Suitability of subject and style for intended audience*
- *Relevance to community needs and interests*
- *Importance as a document of the times*
- *Insight into human conditions*
- *Relationship to existing collection*
- *Credibility of the maker*
- *Recommendation or notation by critics or reviewers*
- *Accessibility to print-disabled library users*
- *Budgetary and physical space priorities*

TEXTBOOKS:

The Library will not supply demand for current textbooks.

PATRON REQUESTS:

Patron requests are welcome and given due consideration for acquisition.

DONATIONS TO COLLECTION:

The Ponoka Jubilee Library has the discretion to accept gifts of collection materials and reserves the right to decide the disposition of gifts received.

All material donations become the exclusive property of the Ponoka Jubilee Library.

Receipts will not be issued for donations of collection materials.

OBJECTIONS TO LIBRARY MATERIALS:

The Ponoka Jubilee Library will review the selection of any materials upon receipt of a *Citizen's Request for Reconsideration of Library Material* form submitted by a patron.

References:

Ponoka Jubilee Library Plan of Service 2022-25

Citizen's Request for Reconsideration of Library Material



CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

1 Request Initiated By			
Last Name	First Name	Middle Initial	
Address (Street)			
(City)	(Province)	(Postal Code)	
Telephone (Residence)	(Business)	(Cell)	
E-mail			
I bring forward this request on behalf of:			
<input type="checkbox"/> Myself <input type="checkbox"/> Group/organization (indicate name):			
2 Material to be Reconsidered			
Title			
Author/Performer		Publisher (if known)	
Type of material:			
<input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> DVD/Video <input type="checkbox"/> CD <input type="checkbox"/> Other			
Details:			
1. What do you object to in the material? (Please be specific; cite pages, passages, tracks, etc.; use extra sheets if needed.)			
2. Did you read/view/listen to the entire material? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what parts?			
3. What are some good or positive things you found in this material?			
4. For what age group would you recommend this material?			
5. What reviews or interpretations of this work have you consulted?			

6. What do you believe is the overall theme of this material?

7. What other material of equal or greater value serving substantially the same purpose would you recommend in place of this?

8. How would you like your concern to be resolved?

9. Further comments:

3 Signature of Complainant	
	Date (DD/MM/YYYY)

Internal Use Only:	
Date (DD/MM/YYYY)	Received by Staff Member