



Type: Administrative
Authority: CEO
Approval Date: 5-22-18
Associated Documents: Collection Development Plan

Section 1 Purpose of the Collection

1. The Board, by way of the CEO, provides a collection which is a principal means for published thoughts and ideas; expression of the creative imagination; and local history and culture to be freely available to residents and visitors of TBM. The BMPL shall:
 - 1.1. Assemble and administer, in organized collections, books and related educational, informational and recreational materials in order to promote, through guidance and stimulation, the communication of ideas, an awareness of local issues and enriched personal lives;
 - 1.2. Provide physical and electronic books, as well as other materials through which inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary in a society that depends on the free circulation of ideas for its health and survival; and
 - 1.3. Provide a progressive, user-oriented service that responds to and anticipates the educational, cultural, leisure, and other information needs of TBM communities.
2. The Library shall provide the means through which members of the community can have access to thinking on all sides of an issue.
3. The Library shall provide equitable access to information.

Section 2 Goals of the Library Collection

1. The primary goals of the Library Collection are:
 - 1.1. To provide access to all expressions of knowledge, creativity, and intellectual activity;
 - 1.2. To provide a wide range of resources for self-development and independent study, and to complement formal education;
 - 1.3. To meet the informational needs of all members of the community;
 - 1.4. To provide materials which stimulate and support enjoyment of and participation in cultural life;
 - 1.5. To provide access to information of local interest or concern;
 - 1.6. To provide materials for recreational and leisure time use;
 - 1.7. To bridge the digital divide for on-reserve/rural peoples of Ontario; and
 - 1.8. To collect and develop local history archival materials of relevance to the TBM communities.
2. To achieve these goals, the Library staff shall endeavour to:
 - 2.1. Select materials which represent all sides of a wide range of issues;
 - 2.2. Consider materials in terms of timeliness, demand, quality and authority;
 - 2.3. Develop collections of materials in a variety of formats;
 - 2.4. Acquire materials in formats specifically for use by the physically disabled;
 - 2.5. Acquire materials for all ages and levels of comprehension;
 - 2.6. Develop collections on specialized topics such as Local History of both TBM and the Southern Georgian Bay region; and
 - 2.7. Acquire digital resources which support the collection.

Section 3 Collection as Part of the System

The Board recognizes that the information needs of the community cannot be met through the resources of BMPL alone. The Board views the Library's permanent collection as one essential element in an information system which also includes the holdings of the Craigeith Heritage Depot community museum and archive, interlibrary loan, the sharing of resources, and cooperative resource development with neighbouring libraries, and supplementary deposit collections coordinated by the Southern Ontario Library Service (SOLS) and the Ontario Library Service-North (OLS-N).

Section 4 Responsibility for the Collection

As per POL-BLG.2018.07 of the Board:

1. The Chief Executive Officer (CEO) is responsible for the selection and acquisition of materials for the Library collection in conformity with Board policy.
2. The CEO ensures that the collection is properly maintained and organized and that an effective collection control system is in place.

Section 5 Content of the Collection

1. The Library shall provide as wide a spectrum of materials as budget and space limitations allow, with emphasis on:
 - 1.1. Materials which record and communicate historical, scientific, social and cultural knowledge;
 - 1.2. Materials of current and future significance and interest;
 - 1.3. Materials which stimulate imagination, creativity and curiosity;
 - 1.4. Materials which increase the individual's ability to function as a productive member of society;
 - 1.5. Materials which entertain and thus enhance the individual's enjoyment of life; and
 - 1.6. Materials which enhance and entice the literacy of the youth.

Section 6 Types of Format of Materials

1. The Library shall provide in its collection those types of materials that best help it to meet its goals and objectives. Books shall be of primary importance. Other types of material shall include periodicals, pamphlets, and clippings; and non-print materials such as audio recordings and video recordings. Digital and online collections shall be utilized to assist in offering larger collections than can be housed on site. These digital collections include databases, memberships, subscriptions, and downloadable sources such as e-books and audio-books.
2. In support of the AODA, the Library shall purchase materials, join pools, and make available via ILL a variety of materials for patrons. This includes, but is not limited to:
 - 2.1. Large Print books;
 - 2.2. CNIB available materials;
 - 2.3. Audio books;
 - 2.4. Downloadable audio books; and
 - 2.5. Downloadable e-books.
3. In support of the AODA, the Library shall assist patrons by making other forms of materials available in a variety of formats including online resources, large print communications, and recorded communications. These alternate formats should be requested to the staff in order for the best format to be produced.

4. The Library will loan and have available technologies which both support access to the variety of formats, and which are part of the Library's collection.
5. It should be noted that copyright legislation must always be respected in making alternate formats of materials available.

Section 7 Size of the Collection

1. The Board recognizes that, given the limitations of available physical space, the size of the collection must be limited in order to:
 - 1.1. Ensure adequate space for public and staff circulation and activities; and
 - 1.2. Avoid overcrowding of the collection which would hamper access to materials and give an impression of disorder and lack of control.
2. The permanent collection goal for the Library is a quantity of volumes not less than five times the population served. Given that the system serves both the resident population of the Town and the regular visitors, this number should be at a minimum the resident population.
3. Each year material will need to be replaced. The replacement rate suggested by the American Library Association (ALA) is one-sixth of a volume per capita per year. The ALA replacement rate shall be used as a guide in the Library and shall be reflected within the Annual Budget of the Library.
4. Should the Ontario Public Library Guidelines publish independent replacement or collection statistics, this information shall be used in place of the ALA rates.

Original Approval: 5-22-18
Amended On: _____



Type: Governance

Authority: Board

Approval Date: 5-22-18

Associated Documents:

Section 1 **Commitment Statement**

Collection Literacy is an important aspect of service within the Library. Staff must be skilled or have literacy pertaining to the collection in order to serve the users. Likewise it is a main priority to build a community who are literate in Library usage including Library skills, be it Dewey Decimal, in-house research, and online research.

Section 2 **Collection Literacy for Employees**

Employees are the first line of customer service and therefore must be able to answer questions of the users as well as know materials in house to be able to determine future needs. The CEO shall provide

1. Ongoing staff training for improved:
 - 1.1. Knowledge of the collections
 - 1.2. Reader’s Advisory
 - 1.3. Cataloguing standards
2. E-Resource training:
 - 2.1. For reference requests
 - 2.2. In a “train the trainer” method

Section 3 **Collection Literacy for Users**

Collection Literacy for the Users will be provided to all community members in order for them to have equal access to the collections. The employees shall provide

1. Assistance to users for increased independence of research and library skills knowledge;
2. Online research tutorials upon request and in workshops;
3. Student tutorials for the purpose of enhancing library skills knowledge and basic research skills; and
4. Research assistance for users;
5. In-servicing for teaching staff pertaining to access to databases and student research.

Section 4 **Board Awareness of Collection Literacy Needs**

1. The CEO shall be directly responsible for ensuring the Board’s Collection Development Literacy.
2. Although the Board does not make decisions pertaining to Collection, it is imperative that the Board have a working knowledge of the types of materials; the needs of the community; and ensures there is policy pertaining to the Staff Training, Collection Development, and user’s needs in order to approve appropriate budgets and to include needs in the Strategic Plan.
3. The Board shall ensure an ongoing budget is available for replacement and new purchases in a variety of formats, across the Collection.

Original Approval: 5-22-18
Amended On: _____



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Associated Documents: Collection Development Plan

Section 1 General

1. The composition of the Library collection shall reflect the needs and interests of the community of The Blue Mountains as determined by analysis and experience on the part of the Library staff. The collection shall be composed of following major parts:
 - Adult Print Collection
 - Young Adult/Teen
 - Children
 - Francophone (children)
 - Newspapers and Periodicals
 - Local Content
 - Movies
 - Audio Books
 - E-Collections
 - Technology
 - Other Materials
2. The Library will collect materials in a variety of formats including electronic. Collection policies will be applied to all materials regardless of format.
3. As paperbound books are not durable, those books of lasting value to the collection will be purchased in cloth bound or perma-bound editions wherever possible. Mass Market paper backs are at the discretion of the staff and based on longevity, price and access.

Section 2 Adult Print Collection

Where appropriate, non-print materials may replace the print materials. As digitized and online resources become more space and cost effective, this list may lean heavily to this direction, especially in the area of Non-fiction resources.

1. Fiction

- 1.1. The Library recognizes the need to accommodate the varying tastes, interests, purposes, and reading skills of its clients. While there is no single standard of literary quality, preference shall be given to fiction that contributes to the balance of the collection with regard to:
 - 1.1.1. Types and styles of literature and genres;
 - 1.1.2. Subjects treated;
 - 1.1.3. Patron appeal.
- 1.2. While it is not possible to keep all retrospective materials, access to these works shall be maintained through the interlibrary loan network and pools.

2. Non-fiction

- 2.1. The non-fiction collection will be broad in scope and general in nature.

- 2.2. **Applied Sciences** - Includes general interest in farming, gardening, landscaping, cooking, animal and pet care; handicrafts; cookbooks. Repair and maintenance; basic trade manuals; and other items available online shall be considered instead of onsite holdings.
- 2.3. **Art and Architecture** - Includes major books on art, architecture, sculpture, and applied arts.
- 2.4. **Biography** - Includes autobiography; personal narratives; journals, diaries, and letters.
- 2.5. **Business** - Includes current, reliable material on investment; renting; consumer concerns; accounting; small business management; career development; labour relations. Special effort shall be made to collect and manage information about local and Aboriginal businesses.
- 2.6. **Computer Science** - Includes manuals suitable for the home user; general works on the development of computers and on the computer business and industry.
- 2.7. **Economics** - Includes theory; money, banking, and public finance. Additionally, this area shall include self-promotion such as resume writing.
- 2.8. **Education** – history of local schools, help for home-schoolers, and helping children with homework. General interest education content may also be added.
- 2.9. **Folklore, Fairy Tales, Myths and Legends** - Includes works of criticism and psychological interpretation; representative myths and legends of various periods and nationalities, including Canadian and Native folklore. Content shall be interspersed within the children’s and adult collections, based on interest levels and not necessarily reading levels.
- 2.10. **Geography and Travel** - Includes descriptive texts of a wide variety of countries and of all parts of Canada; general and thematic atlases for circulation and annual travel guides for popular destinations; popular accounts of travel. A prime focus of travel shall be Canada, the UK and Europe. Emphasis shall be placed on keeping these materials up-to-date.
- 2.11. **History** - Includes materials covering all phases of human history, from the earliest times to the present, with emphasis on Canadian history.
- 2.12. **Languages** - Includes general works on language and linguistics; grammar; dictionaries; phrase books. A sizable francophone children’s collection is included at L.E. Shore and available for all members of the system. The Library will monitor community demographics to determine if any additional linguistic needs may arise, and if so, at which branch.
- 2.13. **Law and Criminology** - The collection shall be for the layman and provide basic information. Includes: popular, titles on court procedure, jury duty; family law; patents and copyright; landlord and tenants’ rights; employment standards; human rights code; criminal law; federal and provincial statutes; local laws; general works on criminal psychology; law enforcement and correctional systems in Canada. A focus on True Crime will also be included.
- 2.14. **Literature** - Includes contemporary and classic essays, poetry, drama, and short stories; selected works of criticism; works on the techniques of communication such as professional writing, essay writing, and public speaking. Emphasis shall be placed on Canadian and local authors.
- 2.15. **Mathematics** - Includes algebra, calculus, and geometry; texts to support school assignments and adult continuing education; business-related mathematics; and practical mathematics.
- 2.16. **Medicine** - The collection shall be specifically for the layman. Includes developmental disabilities; aging; sex and sexually transmitted diseases; drugs and alcoholism; nutrition; preventive medicine; first aid; public health and sanitation; disease; anatomy and physiology; and pharmacology.

- 2.17. **Music** - Includes history, theory, biographies, and instructional materials for popular instruments.
- 2.18. **Parenting** - Parenting may be a subset of a larger medicine and health or may be a collection on its own. Parenting shall include pregnancy and health, parenting, as well as children's books which deal with difficult topics such as death and personal growth. This collection will include both the adult and child content and reading levels together for easy access by parents and caregivers.
- 2.19. **Philosophy** - Includes basic works, histories, guides, and popular self-help.
- 2.20. **Political Science** - Includes theory and organization of government; comparative forms of government; public administration; biographies of political figures.
- 2.21. **Psychology** - Includes theory, mental hygiene, and popular self-help.
- 2.22. **Pure Sciences** - Overall emphasis is on practical approaches to science and technology and on interpretations of scientific theory rather than on the highly theoretical works themselves. Includes astronomy, biology, chemistry, geology, and physics.
- 2.23. **Religion** - An impartial collection recognizing various points of view shall be maintained. Inclusion or exclusion of any title from the collection is based on the considerations described in this policy and not on the personal religious convictions of the staff. Includes sacred works in various versions relating to the world's major religions; writings of major theologians; doctrines and histories of all religions and denominations; and inspirational material. A balanced approach shall be taken on the collection of religious doctrine.
- 2.24. **Sex** - Includes biological function; alternative sexuality; sexually transmitted diseases; birth control; and advice and studies of a popular nature.
- 2.25. **Social Sciences** - Includes general works in the areas of social psychology, demography, social organization and change, community planning, family relationships and counselling, popular materials on marriage, social etiquette, and family life for both adults and young adults.

3. Reference

- 3.1. A collection of general and specialized encyclopedias, dictionaries, and atlases shall be maintained in print and/or electronic subscriptions. Reference materials shall be brought up-to-date as new editions become available. Many reference materials may be housed electronically and not in-house. These shall be promoted to patrons so they are aware of all the reference materials held by the Library.

Section 3 Young Adult/Teen

A collection specifically selected for young adults, both fiction and non-fiction, shall be represented and shall cover the range of new, classic and standard titles. Young adult generally includes, but is not limited to, those between the ages of thirteen and seventeen. The importance of adolescence as a crucial growing phase is recognized and, accordingly, materials dealing with awareness of self; hero-worship; conformity; bullying, suicide, and mental health; sex, and sexual health and wellness; LGBTQIA+; substance use; concern with the future; and evaluation of beliefs shall be selected. Where possible, fiction materials with these themes shall be included within the Collection.

Section 4 Children

Materials of potential use and interest to children shall be considered for the children's collection and shall cover the range of new, classic and standard titles. The non-fiction collection will include non-fiction titles similar to the adult non-fiction collection in scope and breadth, but written for the young reader. The collection for those 12 and under will have a focus on early literacy; early reader; primary, junior and intermediate..

Fiction

1.1. The need for a balanced children's collection is recognized. Since bibliotherapy is an important aspect of children's fiction, titles concerning problem areas such as toilet training, fears, growing up, death, divorce, friendship, and dealing with a new sibling shall be included. Picture books may be chosen on the basis of exceptionally good illustrations. Children's classics shall be a part of the collection as shall popular mass market titles. Fiction shall be categorized into reading levels and formats such as Board Books, Picture Books, Early Readers, Junior Fiction, Junior Series, Read & Sing Along, and Graphic Novels.

2. Non-fiction

2.1. Non-fiction titles must be accurate, up-to-date and unbiased. Titles shall be selected which:

- 2.1.1. Satisfy children's natural curiosity about their environment;
- 2.1.2. Develop children's awareness of the world around them; and
- 2.1.3. Are suitable for a range of age and reading levels.

3. Reference

3.1. The children's reference collection shall include online access to general encyclopedias, both Canadian and international, suitable for various age groups.

Section 5 Newspapers, Periodicals and Digital Periodicals

1. The Collection will consist of periodicals which contain information of a practical value, current information not yet available in book form, news-related information in a subject area and recreational reading.
2. Titles included will represent interests of the community as a whole. They will be broad in scope, neither scholarly nor highly technical.
3. Regional and cultural materials will be considered where they are of interest to the whole community.
4. The magazine and newspaper collection shall supplement the reference collection by providing current resources.
5. A wide variety of magazines for all ages and reading levels shall be provided to provide information on general interest topics relevant to the community as a whole. It is not intended to be a base for research in any field.
6. Newspapers shall be acquired to provide current news coverage from local to international levels and to provide a unique source of local history information.
7. The Library and Museum shall work to collect back issues on microfiche of local newspapers for archival purposes.
8. The Library shall participate in online resource Collective Purchasing Agreements when possible in order to expand the onsite collections with online magazines and newspapers.
9. The Library shall participate in CNIB magazine collections.

10. The Library shall participate in online access databases such as RB Digital and CPIQ for enhanced access to materials not available onsite.

Section 6 Movies

1. The increasing importance of various media in the provision of information is recognized. There shall be a balance among popular DVDs and educational titles for all age groups. A variety of audio recording and video recording formats may be included.
2. Given the relative expense of audio-visual materials, wherever possible the number of titles available to its patrons shall be increased by exchanging its collection with the collections of other libraries through local and region-wide pool arrangements.
3. Access to digital titles shall be part of the E-collections and include movies via subscription programs.

Section 7 Local Content

1. The Library will strive to maintain a collection of materials of local historical interest which does not duplicate other collections in the area. Local is defined as the geographic regions of the municipality of the Town of The Blue Mountains and the surrounding area.
2. The staff shall endeavour to support the joint Library/Museum archives on The Blue Mountains and the Southern Georgian Bay region.
- 3. Vertical File (Pamphlet file)**
 - 3.1. Current material on topical issues shall be available in a “vertical file”. This file may be physical or digital.
 - 3.2. A vertical file may include: charts, pictures, maps, clippings, pamphlets, and brochures. This collection is available by request of the Circulation Desk. Appointments may be required if reference staffing is not available.
 - 3.3. These materials will be maintained at the CHD and be within the collection development plan of the Curator.
- 4. Digital Collections**
 - 4.1. Digital Collections are defined as electronic copies of the original. These may be digitized by the Library, Museum or by the publisher in an exact copy or an alternate electronic copy.
 - 4.2. The Library shall maintain digital collections in partnership with the CHD to supplement on in-house materials. This includes:
 - 4.2.1. Online resources; and
 - 4.2.2. Digital archives and local history.
- 5. Local History**
 - 5.1. Providing access to the historical past of TBM and Southern Georgian Bay region is an important function of the BMPL: specifically the library, museum and archives.
 - 5.2. Works by and about local authors, and materials relating to the history of TBM and area shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.
 - 5.3. Local works about or by local artisans will be collected if they meet the collection standards of the community museum.

5.4. The Library will support information dissemination by cross cataloguing all OPAC appropriate materials available in this museum collection.

6. Local Content

6.1. The writings of contemporary authors which reflect the local territory, customs, or heritage of the TBM and Southern Georgian Bay are an important component of the Library Collections and shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.

6.2. The Museum will support information dissemination by including OPAC searches with researchers or for their own exhibitions in order to make for a more seamless local content collection.

Section 8 E-resources

The Library subscribes to a number of E-resources. These can be accessed both onsite and/or via the webpage.

Section 9 Technology

The Library shall loan technology to users in good standard including laptops, Chromebooks, and tablets.

Section 10 Other Materials

1. Alternative Collections

1.1. The Library staff shall seek community input on alternative collections which may be utilized by the community and the visitors. Such alternative collections include, but are not limited to:

1.1.1. Snow Shoes

1.1.2. Seed Libraries

1.1.3. Fishing equipment and tackle

1.1.4. Puzzles

2. Games & Literacy Activities

2.1. The Games and Literacy Activities collection is developed to support the family time and learning through play.

2.2. Board games and other learning through play materials will be available for limited circulation.

3. Materials for those with Disabilities

3.1. The Library shall maintain alternate format collections via purchase, pool, and ILL in accordance with the AODA and copyright legislation.

3.2. Large-print reading materials and talking books shall be provided for this user group through Library investment and partnerships.

3.3. When specific titles are not available onsite, InterLibrary Loan or downloadable audio books shall be utilized.

3.4. Braille, Spoken Word and other requests shall be taken under consideration in accordance with the AODA.

4. Government Documents

4.1. The Library staff shall seek to provide the community with access to current government policies, information, and legislation.

4.2. The Library is a selective depository library for the Ontario government per ServiceOntario Portal Access agreements. Selection and retention of these items follows the same general principles as

for all other materials. Where appropriate, online and digitized resources shall be a preferred method of access.

- 4.3. Although not collections on their own, the Library shall offer links and access to Service Canada and ServiceOntario materials, and support patrons to access legitimate government sources and documents.
- 4.4. Local government documents such as Emergency Plans, TBM Official Plan and other Town specific documents shall be available in print or in electronic formats when provided by the Town.

Section 11 Exclusion 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 or accepted as donation 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.

Original Approval: 5-22-18
Amended On: _____

**Type:** Administrative**Authority:** CEO**Approval Date:** 5-22-18**Associated Documents:****Section 1****Classification**

1. In order for the Library collection to be of maximum use and value to patrons, the collection shall be organized in such a way as to facilitate access to the information contained therein. This shall be achieved through a logical and systematic physical arrangement of individual items and through the provision of indexes and catalogues for public use.
2. The Dewey Decimal Classification System shall be used to organize the non-fiction book collection.
3. The employees may choose to alter the arrangement of the collection for functionality of the user.
 - 3.1. New materials, thematic displays, or staff pics may be moved to high traffic areas. No notice is required to the user for such movement.
 - 3.2. Some areas of the collection may be pulled out of the standard placeholder range in order to be better marketed and to meet the users' needs. In this case a place holder sign shall be put in the area of the shelves.

Section 2**Cataloguing**

1. When obtaining catalogue copy for new items in the collection, preference shall be given to those methods requiring the least staff time (e.g. obtaining cataloguing from the materials supplier, use of cataloguing-in-publication (CIP), use of imported records).
2. In the case where original cataloguing is required, the staff shall follow international standards.

Original Approval: 5-22-18
Amended On: _____



Type: Administrative

Authority: CEO

Approval Date: 5-22-18

Associated Documents:

Section 1 **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.

Section 2 **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 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 patrons. 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.

Section 4 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 Library patrons and community; and
4. Have archival significance.

Section 5 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.

Section 6 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.

Section 7

Multiple Copies of Library Books

1. The Blue Mountains Public Library seeks to provide patrons 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 patron to be able to checkout a copy of a book within a reasonable time.

Section 8

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.

Section 9 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.

Section 10 Patron Suggestions

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

Original Approval: 5-22-18
Amended On: _____



Type: Administrative

Authority: CEO

Approval Date: 5-22-18

Associated Documents:

Section 1 Commitment Statement

Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the BMPL by providing enhanced access to library materials and information. By participating in resource sharing, the Library provides patrons with access to shared collections which would otherwise not be available in the collection. Further, by BMPL's resource sharing, we make our collections available to other libraries, enhancing collections, to users within the province of Ontario. This policy establishes a commitment to resource sharing partnerships.

Section 2 Cost Sharing and Resource Sharing

1. The Library shall participate in resource sharing opportunities by:
 - 1.1. Joining collaborative initiatives such as material pools, and the provincial interlibrary loan network;
 - 1.2. Using resource sharing as an adjunct to, not a substitute for, the Library's collection;
 - 1.3. Purchasing frequently requested titles; and
 - 1.4. Offering provincial interlibrary loan service to users in good standing.

Section 3 Involvement with Inter-Library Loans Ontario

1. Interlibrary loan is a transaction in which the BMPL borrows materials directly from another library on behalf of a user, or another library borrows materials from the BMPL on behalf of its user through INFO (Information Network for Ontario). The library shall:
 - 1.1. Adhere to the provincial interlibrary loan policies and participation standards;
 - 1.2. Make its database of holdings available to the provincial interlibrary loan network;
 - 1.3. Promote awareness of the interlibrary loan service;
 - 1.4. Request materials not owned by the Library or missing from the Library's collection;
 - 1.5. Request any type of library materials needed for the purpose of study, instruction, information, recreation, or research;
 - 1.6. Not request items owned by the Library and temporarily in use or on reserve;
 - 1.7. Support the Library's book clubs and other book-based programming by requesting multiple copies of a book even if the Library already owns a copy;
 - 1.8. Strictly observe any conditions for use of loaned materials that are imposed by a lending library;
 - 1.9. Not charge users a fee for borrowing via interlibrary loan;
 - 1.10. Consult with users in advance regarding fees charged by lending libraries;
 - 1.11. Consult with users in advance regarding fees charged for late returns; and
 - 1.12. Be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan.
2. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan

policies and participation standards. The Library shall:

- 2.1. Make available the broadest range of materials for interlibrary loan with the following exceptions:
 - 2.1.1. Equipment;
 - 2.1.2. Materials limited by licensing agreements;
 - 2.1.3. Materials designated as non-circulating;
 - 2.1.4. DVDs and other media;
 - 2.1.5. Materials held within the archive; and
 - 2.1.6. Special collections with MOU's prohibiting circulation and/or lending.
- 2.2. Reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials loaned; and
- 2.3. Respond to requests within two (2) days.
3. The Library holdings are available for loan via ILL or special request to any Ontario public library or by approval of the BMPL ILL staffer to another credible organization.
 - 3.1. Only those items which would normally circulate shall be allowed for resource sharing (e.g. non-circulating, archival, rare books, DVD/media, and reference materials do not circulate and therefore are not available for sharing).
 - 3.2. Normal provincial lending periods apply of five weeks.
 - 3.2.1. Should the transportation of materials to and from the lender be anticipated to exceed the normal lending period, an extension may be approved by the BMPL ILL staffer.
 - 3.2.2. Date of loan may not coincide with the date of pick up. Users are encouraged to retrieve materials as soon as they arrive to the Library.
 - 3.3. Where possible, SOLS routes or other ILL mailing shall be used. In the event that a library is not within a free mailing zone, the CEO shall consider the costs associated with lending and decide accordingly.
4. The individual or borrowing library (if no patron information was provided) shall be responsible for all damage, loss, and administrative restocking fees, should they occur. Rates for late, loss, or damage shall be in adherence to the BMPL fees schedule.

Original Approval: _____

Amended On: _____

**Type:** Administrative**Authority:** CEO**Approval Date:** 5-22-18**Associated Documents:****Section 1 Purpose of the Collection**

1. In order to build research capability and more availability to archival materials, BMPL shall begin to collect and create digitized materials. These materials shall remain part of the public record and as such should be appropriate for public dissemination.
2. The Library collects and stores digital local history items through the Blue Mountains History Project. Staff and volunteers digitize items donated by the public and collected from the library's own archives.

Section 2 Criteria for Selection

1. Criteria guiding the selection of material included but is not limited to:
 - 1.1. Cultural and/or historical significance;
 - 1.2. Uniqueness and/or rarity of the material;
 - 1.3. Copyright status or permission to digitize obtained;
 - 1.4. Material in high demand;
 - 1.5. Material at risk because of its physical condition;
 - 1.6. Material at risk because of impending format obsolescence, such as sound and audio visual recordings;
 - 1.7. Meets the mandate of the collection; and
 - 1.8. Ability to properly and safely digitize the item.

Section 3 Digitization

1. In the area of genealogical records, digitization may be conducted for limited access for a distinct period of time, whereas public access becomes available at a set date or upon the death of those listed.
2. Digitalization is performed at the library following best practices. Copyright is respected where applicable.
3. The Digitization Team shall be responsible for:
 - 3.1. Overseeing and coordinating Library and Museum digitization projects;
 - 3.2. Identifying BMPL materials and collections to be digitized in consultation with subject specialists;
 - 3.3. Developing local guidelines in conformance with established standards and best practices for local digitization projects;
 - 3.4. Establishing and monitoring production processes for electronic reserves;
 - 3.5. Informing BMPL staff of the issues surrounding the preservation of digital resources and recommending preservation policies;
 - 3.6. Pursuing grant opportunities for local or cooperative digitization projects;
 - 3.7. Developing a budget for each new digitization project and submit estimates to the Board.

4. The Digitization Team shall be assigned by the CEO and may include the CEO, Curator, staff, volunteers, and members of the Board.

Section 4 Archival Collections

1. The various mandates of the library and museum can be seen as competing:
 - 1.1. As a public library the primary mandate of the Library's collection is to acquire materials which are available for circulation;
 - 1.2. As a museum the primary mandate is the collection and preservation of artefacts of relevance to the local communities.
2. The BMPL acknowledges the importance of maintaining the local history of TBM and its peoples. As such, BMPL, in partnership between its libraries and community museum, shall grow a repository of historical, rare, and significant materials for public viewing and access. This collection shall include, but is not limited to:
 - 1.1. Rare Book Collection;
 - 1.2. Genealogical materials;
 - 1.3. Maps; and
 - 1.4. Local artefacts such as Lithographs, pottery, and artisanship which could be both displayed within the Library and stored for future use within the Museum Collections and/or Library Collections.
2. Where possible, the digitization of materials will occur to both protect the original format and to make the content more readily available to the community's end users.

Section 5 Accessible Collections

1. BMPL shall provide physical access to collections, or advocate to changes required in order to make collections accessible while provided assistance in accessing collections that are physically limited due to the facility.
2. The public has access to digitized local history through the Blue Mountains History Project website. A low resolution copy of digital objects is available through the website. High resolution versions of these objects are maintained at the Library.
3. BMPL will meet all AODA requirements for formats and types of accommodations to those patrons who request materials providing:
 - 3.1. no undue hardship would occur; or
 - 3.2. the Curator has determined there is no potential of damage to the original format.
4. No charge for alternate formats will be made for AODA purposes. The CEO may place charges on alternate format requests for other personal or professional use purposes.

Original Approval: 5-22-18
Amended On: _____

POL-ADM.2018.82 Title: *Storage and Care of Materials*



Type: Administrative

Authority: CEO

Approval Date: 5-22-18

Associated Documents:

Section 1 Commitment Statement

In order to maintain a library, materials must be cared for properly by both staff and patrons.

Section 2 Inspections

1. Circulation is a natural time to ensure the longevity of materials. At this time staff shall:
 - 1.1. Check upon return from circulation the quality of the item, clean the book or media if necessary, or set aside to either repair or discard;
 - 1.2. Identify materials that should be removed from circulation and marked as reference due to replacement costs or out of stock status;
 - 1.3. Regularly check on the jacket covers to ensure they are secure;
 - 1.4. Repair the covers and/or binding of paperbacks to extend the life of the book.
2. In daily operational routines, staff should:
 - 2.1. Walk the collection daily so as to identify any problems in shelving;
 - 2.2. Restock forward facing content to promote circulation;
 - 2.3. Be vigilant not to allow patrons access to areas which are not for circulation;
 - 2.4. Inspect storage areas for excess heat or water leakage.

Section 3 Storage of Materials

1. Storage of materials not in use should:
 - 1.1. Only occur after the materials have been entered into the database and marked as "Storage";
 - 1.2. Marked as shadowed if not to be identified in an OPAC search;
 - 1.3. The boxes and/or shelves of the appropriate storage stack should be identified in order to easily find the stored materials.
2. Seasonal Materials & Donations:
 - 2.1. Donations may be stored in designated work zones. Larger donations should only be accepted when staff are available to immediately review the materials and sort for cataloguing, sale, or donation;
 - 2.2. Seasonal materials should be boxed and placed in designated storage rooms. Seasonal items MUST be cleaned prior to storage.

Section 4 Archival Materials

1. These materials should be protected from general handling;
2. All items should be stored or, if publicly displayed, placed in locked cases;
3. Air space should surround the book and books should not rest against the back of a cabinet or be tightly packed in boxes;
4. No spine labels, reference stickers, or insignia should be placed on the books;

5. Monthly the curator should inspect any publicly displayed materials and identify any deterioration, damage or concerns, and report to the CEO;
6. Archival materials which are not necessary in original format (e.g. newspapers) should be microfilmed or scanned so as to limit the amount of materials in storage;
7. Where possible, all accessed archival materials should be microfilmed or scanned so as to limit the direct contact by patrons;
8. Any vertical files should be digitized prior to public access to assure future access to these archival documents.

Section 5 Artifacts and Museum Collections

1. Storage of artifacts should be in a safe area such as secure staff zones which have:
 - 1.1. ample circulation or air;
 - 1.2. controlled light;
 - 1.3. controlled temperature;
 - 1.4. in the case of rare or delicate contents, a hermetically controlled environment;
 - 1.5. designated as collection storage only;
 - 1.6. enough space to store existing artifacts without crowding, and to accommodate projected future acquisitions and to mitigate damage;
 - 1.7. suitable and safe shelves, cabinets and artifact supports;
 - 1.8. restricted to access, allowing only designated appropriate staff
 - 1.9. a regular housekeeping schedule performed by staff or volunteers with the necessary training;
2. All items in storage should have a complete archival record of acquisition including relevant metadata and shelf location.
3. See also *Conservation and Exhibition*.

Original Approval: 5-22-18
Amended On: _____



Type: Administrative

Authority: CEO

Approval Date: 5-22-18

Associated Documents: Copyright Act, R.S.C, 1985, c C-42

Legal Framework

The Blue Mountains Public Library respects the laws of Canada with regard to the *Copyright Act, R.S.C, 1985, c C-42* and will not participate in activities, nor acquire materials, which violate these laws.

Section 1 Patron Photocopies

1. Library patrons are responsible for their own actions with regard to photocopying of materials in the Library's collection. Patrons will be made aware of this responsibility through posted notices containing the following policy statements:
 - 1.1. *Photocopying of copyrighted material may be in violation of copyright law, unless copy is made under the fair dealing exemption for the purpose of private study, research, criticism or newspaper summary.*
 - 1.2. *In using the photocopier, the patron agrees to assume all risks of copyright infringement.*
 - 1.3. *"The Library respects the laws of Canada with regard to copyright and will not participate in activities which violate these laws. Library patrons are responsible for their own actions with regard to the use of the Library's audio and audio-visual materials. In using these materials the patron agrees to assume all risks of copyright infringement.*

Original Approval: 5-22-18

Amended On: _____



Type: Administrative
Authority: CEO
Approval Date: 5-22-18
Associated Documents:

Section 1 Donation of Books and Materials

1. The Library accepts the donation of books and other materials on a limited basis. Once donated, the books and other materials become the Library’s property and the Library reserves the right to use and dispose of them in the manner most useful to the Library. This could include:
 - 1.1. Adding them to the collection,
 - 1.2. Sending them to other libraries or schools,
 - 1.3. Placing them on the Library’s book sales rack,
 - 1.4. Selling them to bulk book dealers, or
 - 1.5. Disposing of them in responsible manners.
2. In the case of rare books and archival materials, the donor may be noted publicly within the MARC Record with an acknowledgement, or, where appropriate to the item, include a book plate.
3. Large donations may be designated within the catalogue as a collection in the name of the donor. This is at the discretion of the CEO.

Section 2 Suggestions from the Public

1. Patrons can make notice of requests and suggestions for books or other materials in via the online catalogue. The list shall be reviewed on an on-going basis and be considered in future in light of the terms of the Library's selection policy, available funds, and acquisition plan for that fiscal year.
2. Those who request an addition to the collection do not necessarily have first access to the materials once added. Hold lists order will dictate access to all content.

Section 3 Complaints About the Collection

1. The Board recognizes the right of an individual or group to make a complaint to the Library administration concerning the collection.
2. Requests by individuals or groups to have an item or items removed from the Library's collection shall be referred to make notice in writing to the CEO stating the reason for the request.
3. Upon receiving the written complaint, the CEO shall review the request keeping in mind the Intellectual Freedom and other collection policies.
4. If the inclusion of the item in the Library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by policy, the policy shall be explained in writing to the complainant and no further action need be taken.
5. If the inclusion of the item in the Library collection is found by the CEO to be questionable based on the guidelines set out by policy, the CEO will determine if the item is to be restricted or permanently removed.

Original Approval: 5-22-18
Amended On: _____