

## **YUKON PUBLIC LIBRARIES**

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<b>SUBJECT</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>
Collection Development	16	September 2006
		<b>REVIEWED:</b> Sept 2008, 2009, 2010, 2012

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### **POLICY STATEMENT**

1. Government of Yukon provides a public library collection for each Yukon Public Library that supports community needs for lifelong learning, education, culture and leisure, including timely access to accurate and appropriate information in a variety of formats and technologies. The Yukon Public Libraries collection endorses intellectual freedom as a guiding principle for an informed and democratic society and attempts to make available the widest diversity of views and expressions, including those which may be viewed as unorthodox or that some may consider offensive or unacceptable.
2. Selection originates with Public Libraries Branch staff who are familiar with the existing collection and who use their awareness of the needs of library users along with their knowledge of retrospective, current and future trends to select materials for the collection. This policy guides staff in the acquisition of materials and familiarizes library users with the basis on which selection decisions are made. It includes all formats including print, non-print, audio-visual and electronic materials. Materials are acquired in English, French and Yukon First Nations languages.
3. No materials are excluded from the collection because of the possibility that children may come into contact with them. Responsibility for children's reading rests with the parent or legal guardian of a child.

### **RESPONSIBILITY FOR SELECTION**

4. Overall responsibility for the Yukon Public Libraries collection resides with Government of Yukon, through the Director, Public Libraries Branch.

### **CRITERIA FOR SELECTION**

- Relevance of subject and style in relation to the existing collection and intended audience
  - Significance of subject matter to present and potential community needs and interests
  - Public demand
  - Timelines and/or permanence
  - Suitability of subject, style and reading level for intended audience
  - Reputation or significance of author
  - Quality of writing, production and illustration
  - Authority and standards of publisher
  - Recommendations by critics or reviewers
  - Suitability of physical format for library use
  - Availability of materials through other libraries or institutions
  - Yukon, Northern and Canadian content
  - Purchase price and other budgetary considerations
  - Space and shelving considerations
5. Items need not meet all criteria to be included in the collection. Some exceptions may apply, particularly if the item is the sole source of information, or because the content is considered essential to the Yukon Public Libraries collection.

**LEVELS OF THE COLLECTION**

6. **Community Libraries** – A core collection of contemporary materials in a variety of subject areas, formats and levels that meet the needs of the community. The size and unique interests of each community influence the type and quantity of materials in the collection. Where other resources (especially school libraries) are available locally, resources are not unnecessarily duplicated.
7. **Whitehorse Public Library** – Materials in a more comprehensive range of subject areas, formats and levels to meet the needs of the Yukon as a whole as well as Whitehorse users. The collection includes reference, information materials and retrospective collections in subjects of specific interest as needed.

**ENDORSEMENT OF CONTENT**

8. Selection of a book, periodical or other item for the collection does not constitute an endorsement of its content or viewpoint by Government of Yukon or any Yukon Public Library.

**NEW FORMATS**

9. Budget considerations, community needs and the potential impact on existing resources are all reviewed before new items or formats are selected for the collection. The acquisition of new materials may result in the removal of old items or formats in order to ensure that the collection continues to meet the needs of library users.

**REQUESTS FOR PURCHASE**

10. Every attempt will be made to respond to public suggestions for purchase of books or other materials, in accordance with this policy.

**GIFTS AND DONATIONS**

11. Gifts and donations must meet the general selection guidelines outlined in this policy and Policy 15 (Donations/Gifts).

**REQUESTS FOR RECONSIDERATION**

12. Objections to materials in the collection are dealt with through the “Request for Reconsideration of Library Materials” process (Policy 8).

**COLLECTION MAINTENANCE**

13. Materials are continually assessed based on their condition, accuracy, currency and performance within the context of the Yukon Public Libraries selection criteria. De-selection is an on-going process which removes outdated materials, materials no longer of interest or in demand, duplicates and damaged copies from the collection and keeps it fresh and useful. Frequency of circulation, condition, interest and availability of newer and more up to date materials and formats are prime criteria for de-selection.

**EXCLUSIONS FROM SELECTION**

- 14. Material that violates the Criminal Code of Canada definitions of “obscene material”, “hate propaganda” or “seditious material”, along with the case law interpreting those provisions (including the application of The Charter of Rights and Freedoms), is not acquired for the Yukon Public Libraries collection.

**RESOURCE SHARING**

- 15. Items that fall outside this policy and/or are not located in the collection can be requested by library patrons from other library systems through the Interlibrary Loan system. Fees for this service may apply. Yukon Public Libraries recognises the purposes and resources of other information agencies in Yukon and throughout Canada and does not unnecessarily duplicate materials.

**Approved:**

Director, Public Libraries Branch

Date