

**Lincoln Public Library Board
POLICY MANUAL**

SECTION:	COLLECTION DEVELOPMENT	INDEX: D-1
TOPIC:	D-1 Collection Development Policy	PAGE: 1 of 6
DATE:	September 2017	REVISION; replacing policies D-1 to D-9

1. Purpose

Lincoln Public Library's collections support the library's mission by offering access to resources and opportunities for thinking, playing, learning and growing.

The Collection Development Policy outlines selection and weeding criteria for developing and maintaining the library's collections, and defines responsibility for collection development.

2. Community Served

Lincoln Public Library's priority is to meet the needs of the residents of the Town of Lincoln.

3. Service Roles

In keeping with the mission and goals of the library's strategic plan, four collection development service roles provide the focus for this policy:

- Collection of popular and leisure materials
- Provision of readers' and viewers' advisory
- Provision of reference and research services, particularly for local history
- Support of formal education

4. Responsibilities

Selectors are assigned specific areas of responsibility for collection development. The ultimate responsibility for the selection and deselection of all materials lies with the CEO, who acts according to the general policies established by the Lincoln Public Library Board.

5. Intellectual Freedom

The Lincoln Public Library adheres to the principles of Intellectual Freedom as stated by the Canadian Library Association (2015) (See Appendix).

6. Scope of Collections

Lincoln Public Library maintains generalist collections for all ages on topics of interest to the members of its community. With the exception of the Local History collection, the library does not provide academic, in-depth coverage of subjects.

**Lincoln Public Library Board
POLICY MANUAL**

SECTION:	COLLECTION DEVELOPMENT	INDEX: D-1
TOPIC:	D-1 Collection Development Policy	PAGE: 2 of 6
DATE:	September 2017	REVISION; replacing policies D-1 to D-9

Lincoln Public Library collects in numerous formats, including but not limited to hardcover and softcover print books, board books, e-books and e-audiobooks, print and online periodicals, large print books, multilingual books, books and music on CD, DVDs and blu-rays and databases.

Children's collection encompasses material for infants and extends through to grade 8 reading level. It includes board books, picture books, easy readers, chapter books, novels, nonfiction titles, talking books, book kits, CDs, DVDs and periodicals. Materials chosen for children and youth act as supplements to the informational demands of the elementary, secondary and home schooling curricula.

The parenting collection provides material on child rearing and child development for parents, teachers, caregivers and homeschoolers.

Teen collection encompasses fiction for teens aged 12 to 16 years. It includes general fiction, romances, science fiction/fantasy and graphic novels.

Due to the larger population in Beamsville, the Fleming Branch houses the bulk of the collections.

7. Selection Criteria

The following criteria are considered in the selection of all materials:

- Appropriateness to the library's mission, goals and service roles
- Requests by patrons and staff
- Quality or literary merit of material
- Award winners or nominees
- Reviews in professional journals and other reputable sources
- Reputation and skill of the author, creator, publisher or editor
- Currency and accuracy of information
- Gaps in the collection; materials representing differing viewpoints are collected to provide a balanced collection
- Demand for the author, genre, subject area etc.
- Budgetary and space considerations
- Canadian representation
- Availability at other libraries or educational institutions

**Lincoln Public Library Board
POLICY MANUAL**

SECTION:	COLLECTION DEVELOPMENT	INDEX: D-1
TOPIC:	D-1 Collection Development Policy	PAGE: 3 of 6
DATE:	September 2017	REVISION; replacing policies D-1 to D-9

- Suitability of physical format
- Technical quality of item

Materials are selected through print and online reviews. Subject lists and publishers' catalogues supplied by the library's vendors are also used for selection.

Duplicates of individual titles are purchased as demand warrants. If there are more than five holds on a book or ten holds on a DVD (counting only holds placed by Lincoln Public Library cardholders), additional copies may be purchased.

8. Local History

The Local History collection, housed at the Moses F. Rittenhouse Branch, is the product of work carried out by Lincoln History Club members and Lincoln Public Library staff, and is the property of the Lincoln Public Library. It consists of:

- Documents and information on the historic communities that now make up the Town of Lincoln, including the former Town of Beamsville and the former Clinton and Louth Townships
- Some material pertinent to the other communities within the Niagara Region
- Biographical and historic information specific to local families, collected for genealogical research
- Information relevant to the history of Lincoln Public Library
- Information that complements the local history collections at other nearby institutions, e.g. Jordan Historical Museum, Friends of Lincoln History, other public libraries in the Niagara Region, the Ontario Genealogical Society and the Ontario Archives

Some material formats are only found in the Local History collection, including scrapbooks, photographs, postcards, maps, microfilm, microfiche, tapes, films, slides, and oral history recordings. Artifacts are not usually collected, however an item may be considered if it relates to the library's history.

9. Ordering and Acquisition

Lincoln Public Library uses vendors whose services reduce the overall workload of library staff while providing a wide selection of titles in a timely and cost-effective fashion. Where appropriate, a tendering process is used for vendor selection.

**Lincoln Public Library Board
POLICY MANUAL**

SECTION:	COLLECTION DEVELOPMENT	INDEX: D-1
TOPIC:	D-1 Collection Development Policy	PAGE: 4 of 6
DATE:	September 2017	REVISION; replacing policies D-1 to D-9

Criteria for vendor selection include:

- Cataloguing and classification features and specifications (e.g. electronic records, barcodes, spine labels)
- Processing costs
- Completeness of inventory
- Discounts offered

The choice of vendors is reviewed regularly, using the aforementioned criteria as a guideline.

10. Access to Collections

All Lincoln Public Library materials are catalogued and searchable via the library's online catalogue. Subscription databases are accessed with a valid library card.

Selected materials may be digitized to provide online access via the library's website, the OurOntario database, and/or other appropriate sites. Digitization is done to make the content of fragile materials available and to highlight items of interest.

The following are the criteria for digitization:

- Items should be unique or unusual and not readily available in other collections
- Items should be of high enough quality/resolution to be scanned successfully
- Items should lend themselves well to digital format, including but not limited to maps, photographs and postcards
- Items must be in the public domain or be reproduced with permission of the author or creator
- Consideration is given to fragile items to minimize handling of the physical item

11. Donations of Materials

Lincoln Public Library welcomes donations, but reserves the right to decide whether or not the gift will be added to the library collection. The library does not accept books or magazines that:

- Have yellowed pages
- Have torn pages or damaged covers
- Have been previously repaired

**Lincoln Public Library Board
POLICY MANUAL**

SECTION:	COLLECTION DEVELOPMENT	INDEX: D-1
TOPIC:	D-1 Collection Development Policy	PAGE: 5 of 6
DATE:	September 2017	REVISION; replacing policies D-1 to D-9

- Have water or mildew spots
- Emit unpleasant odors
- Are extremely dusty or soiled
- Have underlined or marked text
- Have been published over five years ago, unless they are about the history of the Town of Lincoln and area.

The library does not accept CDs, talking books or DVDs that:

- Are badly scratched
- Are sets with missing disks

A donated item accepted by the library may not be selected for the collection if it does not meet selection criteria, is outdated or a duplicate, or if the library does not have sufficient space to accommodate it.

The library does not provide evaluation of gifts for tax receipts or other purposes. If a donor wishes an evaluation, it will be done at his or her expense.

Library staff will verbally inform the donor of the library's donation policy.

12. Weeding

Library staff undertake system-wide weeding as needed. The same criteria are used for weeding as are used for the selection of material. Ongoing weeding throughout the year occurs to remove damaged, outdated, unnecessary, uncirculated and worn items from the collection.

Circulation statistics indicating the number and frequency of loans help determine which materials require weeding.

Most print periodicals are retained for one year or until they are worn or damaged. Weekly or bi-weekly print periodicals may be retained for a shorter time period due to lack of storage space.

Print newspapers are retained for one week, due to a lack of storage space.

Lincoln Public Library Board
POLICY MANUAL

SECTION:	COLLECTION DEVELOPMENT	INDEX: D-1
TOPIC:	D-1 Collection Development Policy	PAGE: 6 of 6
DATE:	September 2017	REVISION; replacing policies D-1 to D-9

Subscriptions for online resources, including databases and periodicals, are reviewed annually for usage and community interest.

13. Challenged Material

Individuals or groups who challenge titles from the library's collection must complete a *Request for Review of Library Materials Form*. (See appendix) The CEO will formulate a response and forward it to the individual or group. If the CEO's decision on the challenged material is not satisfactory to the complainant(s), an appeal to the Board may be made. The Board's decision shall be final.