

Niagara Falls Public Library	Date Effected May 20, 2015	Collection Development Policy
	Last Revised May 20, 2015	

1. Purpose of the Collection Development Policy

The Niagara Falls Public Library Board (hereinafter “the Board”) has approved the Collection Development Policy to support its mission to be an informational, educational, cultural and recreational resource valued by the Niagara Falls community as a vital asset enhancing the quality of life by providing free and equitable access to information. The collections of the library are meant to be accessible to all community members by providing a variety of formats.

The Collection Development Policy has been approved to:

- a) establish general guidelines for the selection of materials for the library collections in accordance with the library's goals
- b) serve as a basis for all formats including print, audio-visual, electronic, web-based, and any other format that may exist now or in the future
- c) define the responsibility for the selection of the materials
- d) establish criteria for purchase recommendations, assessment of gifts and donations, withdrawal of materials and handling challenges to items in the collections
- e) serve as a written guide for development and maintenance of the collections.

2. Role of the Library

2.1 The Victoria Avenue Library acts as both the resource library for all of Niagara Falls and as a Branch Library for its immediate neighbourhood. It has more diverse, extensive and specialized collections than the Branch Libraries. As well as English and French, materials in other languages are available. With the exception of an all-inclusive local history collection, exhaustive collections designed to serve the user doing extensive research are considered to be the province of the academic and special libraries. Specific collections are outlined in the Appendix.

2.2 Physical branch library collections provide a general collection for all age groups in the immediate neighbourhood and a general reference collection which will answer most questions. The collections are broad in scope but have fewer materials in all areas. The emphasis is on up-to-date, popular materials and regular weeding is a priority.

2.3 The virtual branch library collections provide a wide range of electronic resources to serve all ages and interests of the community. This branch may contain a combination of locally produced material, purchased material, leased material, and material provided by third-party funders (such as the Province of Ontario). All electronic

Niagara Falls Public Library	Date Effected May 20, 2015	Collection Development Policy
	Last Revised May 20, 2015	

collections available to the library should be available through the virtual branch, other access points should be included as appropriate.

2.4 The library seeks to enrich, not duplicate or supplement, the holdings of school resource centres. The library acquires only those textbooks and other curriculum-related material which would be considered useful to the general public and on which other authoritative material is unavailable.

2.5 The library recognizes the fact that university and college students use its resources, but does not attempt to duplicate or supplement the libraries and resources that are available to the students through their home institutions.

3. Scope of the Collection

3.1 The library provides a collection of materials in a wide variety of formats and languages that is responsive to the needs and interests of a diverse community.

3.2 The library collection will be balanced and represent diverse points of view and may contain items that could be construed as controversial in nature. The tenets of the Intellectual Freedom Policy will be considered when developing the collection.

3.3 The presence of an item in the collections does not indicate an endorsement of its contents.

3.4 The library will participate in consortia, pools, and other co-operative initiatives to broaden the scope and size of the collection.

3.5 Recognized, professional standards and measures will be used to determine the appropriate size of the collections. Planning for budgets and facilities must reflect these standards.

4. Material Selection

4.1 The Board delegates responsibility for the selection of material to the CEO / Chief Librarian.

4.2 Selection responsibilities for the collection may be delegated to professional staff. In selecting material staff will use professional resources, judgement, knowledge, experience and expertise.

4.3 Staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.

Niagara Falls Public Library	Date Effected May 20, 2015	Collection Development Policy
	Last Revised May 20, 2015	

4.4 The following criteria are used to select and retain materials for the collection. Items need not meet all of the criteria to be acceptable:

- a) attention of reviewers and critics
- b) public demand
- c) quality of writing or visual art
- d) authority or significance of the author
- e) current and potential relevance to community needs and interests
- f) insight into the human, social, cultural, and psychological condition
- g) importance as a document of the times
- h) comprehensiveness and depth of treatment
- i) relationship of subject to existing collections
- j) clarity, accuracy, and logic of presentation
- k) authoritativeness and objectivity
- l) representation of challenging, but possibly extreme or minority, point of view
- m) suitability of physical form and technical quality for library use
- n) budgetary and space priorities
- o) accessibility criteria and features
- p) recency of data

4.5 Library materials will not be marked or identified to show approval or disapproval of the contents. No catalogued book or other item will be placed on closed shelves, except because of space limitations or to protect it from damage or theft.

5. Withdrawal & Replacement of Items

5.1 Systematic withdrawal of materials no longer useful is necessary to maintain relevant resources. The same criteria are used in withdrawing materials from the collection as are used in their selection. The decision to withdraw library materials shall also be based on

- a) the physical condition of the material
- b) the use of the material
- c) the age of the material as a mis-information factor.

5.2 The Board delegates responsibility for the withdrawal of material to the CEO / Chief Librarian.

Niagara Falls Public Library	Date Effected May 20, 2015	Collection Development Policy
	Last Revised May 20, 2015	

5.3 Withdrawal responsibilities for the collection may be delegated to professional staff. In withdrawing material staff will use professional resources, judgement, knowledge, experience and expertise.

5.4 Withdrawn material may be recycled, sold, or donated to better the community.

5.5 Replacement depends on the demand for the title, the availability of more current materials on the subject, and the extent of the coverage of the subject in the collection.

6. Gifts & Donations

6.1 The library accepts gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection.

6.2 The same criteria of selection and withdrawing, that are applied to purchased materials are also applied to gifts and donations.

6.3 Materials not added to the collection are discarded or sold.

6.4 The library is not responsible for informing donors of the disposition of their donation.

6.5 The Library reserves the right to refuse any gifts and donations and any conditions placed upon them.

7. Self Published Authors

As the library receives numerous requests to include self published material a separate Self Published Authors Policy is attached as Addendum 1 to the Collection Development Policy .

Niagara Falls Public Library	Date Effected May 20, 2015	Collection Development Policy
	Last Revised May 20, 2015	

8. Local History Collection

Due to its location and unique geography Niagara Falls is the subject of much published material in many formats. A separate Local History Collection Policy is attached as Addendum 2 to the Collection Development Policy.

9. Requests to Reconsider Material

The library occasionally receives requests to reconsider material that it has added to its collections. A separate Request for Reconsideration of Library Materials Policy is attached as Addendum 3 to the Collection Development Policy.

10. Revision

The Collection Development Policy will be revised as necessary by the Board, and will be reviewed within six months of the appointment of a new Board.

Related Documents:

Intellectual Freedom Policy, May 20, 2015

Mission Statement, Goals, Values & Objectives, Feb. 21, 2007

Replaces:

Local History Collection Development Policy, 1990, Reviewed October 20, 2004; March 21, 2007

Materials Selection Policy, May 17, 2000, Reviewed: October 20, 2004; March 21, 2007

Addendum to Materials Selection Policy: Self-Published Authors Policy, October 16, 2013

Video & DVD Selection Policy, February 21, 2001; Reviewed October 16, 2002; October 20, 2004, March 21, 2007

Niagara Falls Public Library	Date Effected May 20, 2015	Collection Development Policy Addendum 1 Self Published Authors Policy
	Last Revised May 20, 2015	

**Addendum to Collection Development Policy:
Self-Published Authors Policy**

The Library receives numerous requests from out-of-area and local authors to add their books which they have self-published or published at their own expense.

Although this type of publishing is experiencing rapid growth, these books often do not meet the requirements outlined in the Materials Selection Policy to be candidates for the Library's permanent collection. They typically have not received reviews in standard published sources and may not meet the criteria that the Library normally sets for inclusion in its collections.

The Library wishes to support local authors while maintaining the standards needed in its permanent collections. The Library will establish a *Local Authors* shelf at the Victoria Avenue Library.

Guidelines for placement on the shelf are as follows:

- Authors must be Niagara Falls or Niagara region residents or the book must take place in Niagara Falls or Niagara region or otherwise demonstrate a strong local interest.
- Each book must be approved by the Manager or the Librarian, Information Resources & Connections before being accepted for placement.
- A submission form must be completed for each title donated.
- Books will be accepted as donations from the author or publisher. Materials that are donated become the property of the Niagara Falls Public Library and as such cannot be returned to the donor. At the discretion of the Library, a book may be considered for purchase if published reviews in standard sources are available or there is strong evidence of appropriateness.
- Books will not be purchased at patron request unless they have been reviewed in standard sources or if there is strong evidence of appropriateness.
- A basic record will be created in the Library catalogue so that borrowers may access by title or author.
- Books will be processed with a barcode and Niagara Falls Public Library ownership markings. They will not be jacketed, bound or covered.

Niagara Falls Public Library	Date Effected May 20, 2015	Collection Development Policy Addendum 1 Self Published Authors Policy
	Last Revised May 20, 2015	

- Items will be clearly labelled as belonging to *Local Authors* collection.
- Items may be withdrawn after one year, unless they have circulated regularly.

October 16, 2013



Submitting Your Book to Niagara Falls Public Library's *Local Authors Collection*

Niagara Falls Public Library offers a display shelf at the Victoria Avenue Library for local authors who want to present their work to Library users. This collection is designed to give new and emerging writers an opportunity to be read by their community.

Please read the *Self-Published Books* policy before submitting your work to determine if it meets the criteria for inclusion.

To submit your book for consideration, please complete the following:

Book Title: _____

Author's Name: _____

Address: _____

Phone number: _____ Email: _____

Where has your book been reviewed? Please give title of publication, date of review, and page number or web site URL. _____

Please feel free to attach review, publicity materials or other supplementary information if available.

Please forward one copy of your book, along with a completed copy of this form to:
Information Resources & Connections Librarian
Niagara Falls Public Library
4848 Victoria Avenue
Niagara Falls, ON L2E 4C5

(sample of form given
to self published authors)

Self-Published Books Policy

The Library receives numerous requests from out-of-area and local authors to add their books which they have self-published or published at their own expense.

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The Library wishes to support local authors while maintaining the standards needed in its permanent collections. The Library will establish a *Local Authors* shelf at the Victoria Avenue Library.

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- Each book must be approved by the Manager or the Librarian, Information Resources & Connections before being accepted for placement.
- A submission form must be completed for each title donated.
- Books will be accepted as donations from the author or publisher. Materials that are donated become the property of the Niagara Falls Public Library and as such cannot be returned to the donor. At the discretion of the Library, a book may be considered for purchase if published reviews in standard sources are available or there is strong evidence of appropriateness.
- Books will not be purchased at patron request unless they have been reviewed in standard sources or if there is strong evidence of appropriateness.
- A basic record will be created in the Library catalogue to so that borrowers may access by title or author.
- Books will be processed with a barcode and Niagara Falls Public Library ownership markings. They will not be jacketed, bound or covered.
- Items will be clearly labelled as belonging to *Local Authors* collection.
- Items may be withdrawn after one year, unless they have circulated regularly.

Niagara Falls Public Library	Date Effected May 20, 2015	Collection Development Policy Addendum 2 Local History Collection
	Last Revised May 20, 2015	

Due to its unique location, geography, and history the Niagara River, Niagara Falls, and the City of Niagara Falls is the subject of much published materials in many formats. This policy reflects the high value placed on the informational and research uses of the local history collection (LHC). It is also evidence of the Library's acceptance of its responsibility in the area of preservation and conservation of local history material.

In order to preserve original materials and to make the LHC as widely available to the public as possible, the Library will maintain and enhance the Historic Niagara Digital Collections (HNDC), made up of a series of databases, that digitize, index, link and otherwise makes available the Library's own collections and pertinent material from other sources.

The Library will acquire as far as it is possible and practical, and as funds allow, copies of all material relating to the Niagara River, Niagara Falls, the City of Niagara Falls, and surrounding area if it is pertinent to the knowledge and understanding of the river, city and falls. Materials to be collected include historic, cultural, civic, economic, religious, and any other form of expression both contemporary and historic.

Papers and records of local groups that more properly belong in an archive will not be added to the LHC or stored for those groups.

The Library actively solicits donations of LHC materials from the community, and may add digital copies to the HNDC without retaining the original.

Addition of materials by local creators on non-Niagara area subjects is done at the discretion of the Manager and Librarian, Information Resources and Connections.

Local History material does not circulate and is not available for inter-library loan; with the exception of the Casino Niagara Cares Regional Heritage Collection which may be loaned to any of the 12 library systems within the Niagara Region. These items must be used in-house at the borrowing library.

Niagara Falls Public Library	Date Effected May 20, 2015	Collection Development Policy Addendum 3 Request for Reconsideration of Library Material
	Last Revised May 20, 2015	

**Addendum to the Collection Development Policy:
Request for Reconsideration of Library Material**

1. A resident expressing a concern about any item in the collections will be directed to the senior staff person on duty in the Department, Branch or Library system. If after discussing the matter, the resident wishes to request that the item be reconsidered, he/she will be given a copy of the Niagara Falls Public Library's Collection Development Policy with the Request For Reconsideration Of Library Materials form.

2. Completed Reconsideration forms will be forwarded to the CEO / Chief Librarian for review by the Manager, Information Resources & Connections. Written recommendations with supporting documentation will be made to the CEO / Chief Librarian. The CEO / Chief Librarian will review the matter to ensure that all pertinent information is in hand to support or override the recommendation of staff. This decision will reflect the principles outlined in the Collection Development Policy and in the Intellectual Freedom Policy.

3. If the resident is not satisfied with the decision of library staff, a copy of the written complaint and the explanation is sent by the CEO / Chief Librarian to the Library Board. The Library Board will render a decision. This decision will reflect the principles outlined in the Collection Development Policy and in the Intellectual Freedom Policy.

Related Documents:

Niagara Falls Public Library. *Intellectual Freedom Policy*. 2015

(sample of form given to the public)

NIAGARA FALLS PUBLIC LIBRARY REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author / Performer: _____

Title: _____

Type of Material (book, magazine, video, DVD, talking book, etc.) _____

Person making request:: _____

Address: _____

Telephone: _____

Complainant represents:

Himself/herself _____

Or; name of organization or other group _____

1. Have you read, seen, or heard the entire item? If not, which section(s) did you read, see, or hear?

2. To what do you object? (Please be specific; cite page numbers or sections)

3. Did you read the book jacket, CD or video cover or other information before checking out the material? YES / NO. If yes, did it provide sufficient information regarding the material?

4. Did you find anything of value in this work? (If yes, please outline)

5. Have you read criticisms or reviews of this item?

6. Could you suggest items that would effectively take the place of this material in terms of the nature and extent of subject coverage? (Please specify).

7. Have you read the Niagara Falls Public Library Collection Development Policy?

8. What would you suggest the library do about this item?

Signature: _____ Date: _____