

**Policy and Procedures Manual**

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<b>Administrator Responsible:</b>	Executive Vice President Academic & COO

**COLLECTION DEVELOPMENT POLICY****POLICY STATEMENT**

The North Island College Library is responsible for the provision of information services and resources to support teaching and learning at NIC.

**PURPOSE STATEMENT**

The Collection Development Policy delineates best practices and procedures to guide the selection, retention and weeding of library information resources.

**PRINCIPLES**

1. The Library relies on the College for funding to ensure that adequate library resources are in place to support teaching and learning at NIC.
2. The Library is responsible for the effective use of funds to acquire, maintain and manage a library collection, which reflects the diverse needs of students and faculty, courses and programs.
3. The Library is committed to establishing a balance between print and electronic resources, informed by library user needs, technology, relative format preference, and Library expertise.
4. All decisions about collection development, including budget, selection and weeding, are at the discretion of the Library.
5. The Library may accept donations which meet the collection development selection criteria, in accordance with this policy and its procedures.

6. The Library establishes and follows procedures to develop and sustain its collection, utilizing fiscally sound practices (Appendix A).
7. The Library subscribes to the principles expressed in the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries (Appendix B) and the British Columbia Library Association's Statement on Intellectual Freedom (Appendix C).

**Definitions:**

*Collection*

Materials, including both print and electronic, available for lending/use, which reside in the Library or are accessible online.

*Weeding*

The practice of removing outdated, seldom used, duplicate or superseded editions, and damaged materials from the collection.

## **Appendix A**

### **Library Collection Development Procedures**

Faculty requests for resources for existing courses will be purchased, subject to the criteria identified in the policy and the availability of funds.

Departments/programs will consult with the Library about library resources for new or revised courses/programs and offerings of existing courses/programs at new locations.

#### **1. Collections Budget**

Funds are assigned annually for both print and electronic resources, based upon but not limited to factors such as current courses and programs, student enrolments, collection gaps and currency, relative cost within the discipline and library lending history.

#### **2. Selection**

Resources are selected to support courses and programs, provide coverage of current/local events, popular culture and Canadian content.

The Library subscribes to the principles expressed in the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries (Appendix B) and the British Columbia Library Association's Statement on Intellectual Freedom (Appendix C).

##### **a. Books**

The library uses a variety of resources and processes to aid in selection, including review sources, professional journals and publishers' catalogues. In addition, factors such as lending history, collection holdings and interlibrary loan information are considered.

The following criteria are used to evaluate materials for purchase/licensing:

- Relevance to current courses and programs
- Authority/reputation of the author and publisher
- Level (pre-college, vocational, technical and undergraduate)
- Cost
- Format (currency, durability, stability, ease of use)
- Duplication
- Language (primarily English; other languages considered as needed to complement courses)

Considerations for licensing electronic resources include the reputation of the vendor, off-site hosting, cost effectiveness and contract terms of use.

Textbooks, lab manuals and workbooks normally are not purchased for the library collection. Exceptions are made for those titles, which are considered “classics” or are the only or best sources of information on a particular subject.

**b. Periodicals**

Selection criteria include the following:

- Relevance to current courses and programs
- Format (stability, ease of use, visuals/graphics applicable to format)
- Duplication
- Financial commitment
- Availability of indexing and abstracting services
- Overlap of print and availability online
- Cost effectiveness of interlibrary loan
- Storage and archiving

Licensing considerations include initial and projected costs, license terms and conditions, relevance to the current courses and programs, availability of full text and degree of overlap with existing resources.

The Library will annually review and evaluate its print and electronic subscriptions for curriculum relevancy, usage, content and costs, as well as overlap between print and electronic.

**3. Weeding**

Regular weeding is performed to maintain a relevant and useable collection.

The following criteria for weeding are used:

- Accuracy of content
- Lending history
- Duplication of content
- Ongoing subscription/licensing costs
- Cancellation of a course or program
- Outdated formats
- Licensing expiration
- Space considerations (physical and server)
- Availability online or through interlibrary loan
- Physical condition of material

**4. Donations**

- a.** The Library may accept donations, which meet the collection development selection criteria, provided they are unmarked and in good condition, relevant to the current curriculum, free of licensing, copyright and other use restrictions and shelving space is available.

- b.** The Library assumes the right to determine suitability, retention, location, cataloguing treatment, circulation policies, use, and disposition of donations.
- c.** The Library does not normally accept donations that require appraisals; however, in instances where tax receipts are requested, a valuation by an external appraiser, at the initiative and expense of the donor, may be required.
- d.** Donations of money for collection development may be accepted with the understanding that all decisions about subject content and title selection are at the discretion of the Library.

## **Appendix B**

### **Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries<sup>1</sup>**

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

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<sup>1</sup> <http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

## **Appendix C**

### **British Columbia Library Association's Statement on Intellectual Freedom<sup>2</sup>**

1. It is in the interest for libraries and librarians to make available the widest diversity of views and expression, including those which are unorthodox or unpopular with the majority.
2. It would conflict with the public interest for libraries to establish their own political, moral or aesthetic views as the sole standard for determining what books and other materials should be published or circulated.
3. It is contrary to the public interest for libraries or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliation of the author.
4. There is no place in British Columbia for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of the writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept any book with the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of library administrators and librarians, as guardians of the peoples' freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of libraries and librarians to give full meaning to intellectual freedom by providing books and other materials that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, librarians can demonstrate that the answer to a bad book is a good one; the answer to a bad idea is a good one.
8. Non-book materials should be judged by the same criteria as books.

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<sup>2</sup> <http://www.bcla.bc.ca/bcla/policy/ifreedom.html>