

Topic: **Collection Development and Management – Circulation**

### **3.1 Circulation Control System – Overall Policies**

Board Motion Number:	<b>07.174</b>
Date of Original Board Motion Number:	<b>November 19, 2007</b>
Date of Current Issue:	<b>November 19, 2007</b>
Date of Next Review:	<b>October 2009</b>
Attachments:	None

Signature of Board Chairperson (and Date):

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#### **POLICIES**

- 1 The North Kawartha Township Library Board will ensure that Library materials are distributed as freely and widely as possible while maintaining control over the collection by a circulation control system as described in these Policies and Procedures.
- 2 The circulation system will provide for easy use by both Library patrons and staff but must be able to:
  1. identify the borrower of materials, the material borrowed and the date that the material is to be returned
  2. maintain a record of overdue material
  3. handle the renewal of material
  4. place reserves on materials
  5. ensure the confidentiality of patron circulation records
  6. provide circulation statistics needed by the Library.

**Topic: Collection Development and Management – Circulation**

**3.2 Hours of Service**

Board Motion Number: **09.005**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue: **January 19, 2009**  
Date of Next Review:  
Attachments: None

Signature of Board Chairperson (and Date):

**POLICIES**

The North Kawartha Township Library will ensure the provision of Library services during the hours which best meet the needs of the community.

**PROCEDURES**

1. The Library will be open during the following hours:

<b>Main Library:</b>		<b>Branch Library:</b>	
Tuesday	11:00am to 5:00pm	1 <sup>st</sup> Thursday of May – Third Thursday in October	
Wednesday	11:00am to 6:00pm		
Thursday	11:00am to 5:00pm	Thursday:	3:00 pm to 8:00pm
Friday	11:00am to 4:00pm		
Saturday	9:00am to 1:00pm		

2. Extra summer hours may be organized, depending on demand.
3. The Library hours will be reviewed at least annually and may be revised depending on community needs and finances.
4. The Library will be closed on Remembrance Day, Christmas Day, Boxing Day, New Years Day, Family Day, Canada Day and Good Friday. Other days of closure will be posted well in advance.
5. To ensure wide notification of Library hours, the information will be: posted on the website; published in the township information sheet for distribution with tax notices; and posted on the doors of the Library.
6. The C.E.O. will be responsible for ensuring adequate staffing during open hours.

Topic: **Collection Development and Management – Circulation**

### **3.3 Membership - Overall Policies**

Board Motion Number: **07.174**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue: **November 19, 2007**  
Date of Next Review: **October 2009**  
Attachments: **None**

Signature of Board Chairperson (and Date):

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#### **POLICIES**

- 1 The North Kawartha Township Library will serve all residents and taxpayers of North Kawartha Township.
- 2 The Library will be readily accessible and its doors open for free and equal use by all members of the community regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, record of offences, marital status, family status or disabilities.
- 3 No fee will be charged to residents of North Kawartha Township Library for admission to the Library, for use of materials in the Library, for borrowing circulating materials, or for use of the basic reference and information services.

Topic: **Collection Development and Management – Circulation**

### **3.4 Membership – Non Resident Policy**

Board Motion Number: **09.135**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue: **September 21, 2009**  
Date of Next Review:  
Attachments: None

Signature of Board Chairperson (and Date):

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### **POLICIES**

- 4 To borrow material, patrons require a North Kawartha Public Library Card.
- 5 To obtain your library card, please bring in at least one piece of photo identification with your current address on it.

Topic: **Collection Development and Management – Circulation**

### **3.5 Membership Registration and Membership Cards**

Board Motion Number: **09.067**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue: **May 25, 2009**  
Date of Next Review:  
Attachments: **Application**

Signature of Board Chairperson (and Date):

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#### **POLICIES**

The North Kawartha Township Library will maintain a record of all members of the Library to identify those who are authorised to borrow Library materials, to follow-up on overdues, to provide notification of the availability of holds, and to gather statistics on the user population.

#### **PROCEDURES**

1. A new Library borrower will complete an Application Form (attached).
2. A new Library borrower will furnish verification of address and identity by showing a driver's licence or other document bearing a current name and address.
3. After checking that the borrower is not already registered (by reference to the patron registration list), the staff member will prepare a Library Card for eligible borrowers.
4. A unique borrower identification number is assigned to the borrower and entered in the patron registration list. The date the Library Card is issued is also recorded.
5. Lost or damaged Library Cards may be replaced with the payment of a fee of \$5.00.
6. Membership in the Library is renewed annually on request. (All outstanding fines and charges must be paid in order to renew a membership card.)
7. The Librarian is authorized by the Board to withhold library privileges to anyone refusing to comply with Library policy such as failure to return borrowed materials or to pay penalties; destruction of library property; disturbance of other patrons after a warning by library staff has been given and ignored by the user; or any other conduct on library premises considered objectionable by Library staff.



**Topic: Collection Development and Management – Circulation**

**3.6 Loans**

Board Motion Number: **07.174**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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**POLICIES**

The North Kawartha Township Library Board is responsible for establishing the rules for the loan of all Library materials.

**PROCEDURES**

1. A maximum of 3 non-fiction items per subject may be borrowed for each three-week period. The Library may from time to time impose limits when there is a heavy demand for seasonal material or for categories in which there are limited holdings.
2. All Library materials, except videos and DVDs, may be borrowed for three weeks. Videos (a maximum of three per family) and DVDs (two per family) may be borrowed for one week.
3. Extended loans are available upon request, at the Library's discretion.
4. Other restrictions on borrowing include the following:
  - a) reference materials are non-circulating to ensure ready access to information resources.
  - b) unique and/or fragile material from the local history collection is also restricted.
  - c) in keeping with the Ontario Library Association's *Children's rights in the public library: Guidelines for service*, there are no restrictions on the material borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian.

**Topic: Collection Development and Management – Circulation**

**3.7 Check-Out**

Board Motion Number: **07.174**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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**POLICIES**

The North Kawartha Township Library Board will implement efficient procedures for the check-out of Library materials.

**PROCEDURES**

1. When the patron brings materials to be borrowed to the circulation desk, a staff member will check to determine that the materials can circulate. (For example, reference materials cannot circulate.)
2. The staff member will also check (via the computer) on items such as: expiration of borrower card; exceeding maximum number of items which may be borrowed; or exceeding maximum overdues and fines.
3. A copy of the computer print-out of the borrower's current status will be provided to the patron.
4. The Circulation Desk Handbook (available at the circulation desk) contains detailed procedures for handling the computer check-out of Library materials.

Topic: **Collection Development and Management – Circulation**

### **3.8 Check-In**

Board Motion Number: **07.174**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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### **POLICIES**

The North Kawartha Township Library Board will implement efficient procedures for the check-in of Library materials.

### **PROCEDURES**

1. A staff member will initially verify that returned material belongs to the Library.
2. A staff member will inspect the returned item for damage. Items identified during check-in as needing repair will be set aside.
3. If returned material is overdue, the overdues and fine procedures must be followed.
4. If returned material has been damaged, a charge (equivalent to the replacement value of the damaged item) will be levied. When there is a charge, the money is collected and the amount and the reason for the charge must be noted on the cash receipts book at the circulation desk.
5. Items which have been reserved for other patrons – this will be indicated on the computer at check-in – will be set aside for patron notification.
6. Items ready to be re-shelved will be placed on a book trolley. Re-shelving will be undertaken on the same day that items are returned.
7. The Circulation Desk Handbook (available at the circulation desk) contains detailed procedures for handling the computer check-in of Library materials.

Topic: **Collection Development and Management – Circulation**

### **3.9 Renewals**

Board Motion Number: **07.174**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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### **POLICIES**

The North Kawartha Township Library Board will implement an efficient renewal process for Library materials.

### **PROCEDURES**

1. Borrowed materials may be renewed over the telephone, website and by email.
2. Most items may be renewed for up to two loan periods.
3. If a patron has reached the maximum limit of overdue charges or fines, renewal is not permitted.
4. Renewal requests materials obtained through interlibrary loans may be requested from the lending library by Library staff. Requests for the renewal of interlibrary loan material must be received at least three days before the due date.
5. If a reserve has been placed on any materials (as indicated on the computer), renewals are not permitted and the item must be returned by the due date.
6. The Circulation Desk Handbook (available at the circulation desk) will contain detailed procedures for renewing Library materials on the computer.

Topic: **Collection Development and Management – Circulation**

### **3.10 Reserves**

Board Motion Number: **07.174**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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## **POLICIES**

The North Kawartha Township Library Board will implement an efficient procedure for reserving Library items to enable patrons to request items that are in circulation.

## **PROCEDURES**

1. Reserved/held materials will be taken off the shelf by staff and placed at the circulation desk with the name and telephone number of the patron requesting the reserve.
2. As items are checked in, those on reserve – this will be indicated on the computer – are put aside.
3. Patrons will be notified by telephone or email when material requested is available. The date that the notice was sent is recorded on the request form.
4. When there are multiple reserves on an item, the first person to initiate the hold is the one notified first.
5. Requested items which are not collected within one week are returned to the shelves, or if there is another reserve on the item, the next patron is contacted.
6. Reserve requests will not be taken for items that are on order.
7. The Circulation Desk Handbook (available at the circulation desk) will contain detailed procedures for reserving Library materials on the computer.

**Topic: Collection Development and Management – Circulation**

**3.11 Overdues and Fines**

Board Motion Number: **07.199**  
Date of Original Board Motion Number: **November 19, 2007 (Motion 07.174)**  
Date of Current Issue: **December 20, 2007**  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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**POLICIES**

The North Kawartha Township Library Board will set the terms for handling overdue charges and fines.

**PROCEDURES**

1. All patrons, especially new borrowers, should be made aware of the fines policy. Signs should be posted at the circulation desk and on the website, and the fine policy should be printed on overdue notices.
2. Overdue charges shall be incurred at the rate of 20 cents per day for books, magazines or audiocassettes and \$1.00 per day for videos and DVDs, maximum \$7 for videos and DVD's.
3. Overdue charges will be collected from the patron and placed in the cash drawer. The amount will be noted in the cash receipts book and identified as an overdue fine.
4. Before contacting patrons for overdue materials and fines, staff will check regular shelves, reserve shelf, and repair shelf, in case items were returned and incorrectly shelved.
5. If the total fine exceeds \$5.00, no renewals will be permitted and no new items may be borrowed.
6. If the overdue items are not returned after three months, a final notice (accompanied by an invoice for the replacement cost) will be sent. The final notice will state that until the overdue items are returned, no further loans will be made to the patron.
7. If overdue items are not returned but the patron pays a replacement cost as indicated on the invoice, the amount is recorded in the cash book. A receipt should be issued to the patron.

8. For items which are long overdue, a shelf check should be done at intervals. After a year, the items will be declared lost and the circulation records for that item will be discarded.
9. Overdue charges and unpaid fines will be recorded in the patron information file (by changing the membership number) so that no further material will be issued to these patrons. Notations regarding delinquent status, fines, owing, etc., should also be made on the borrower's registration form to prevent these patrons from re-registering.
10. Fines may be waived in unusual circumstances such as illness.
11. Fines for Interlibrary Loan material will be set by the lending Library.
12. An amnesty (fine-free) period will be held in December with donations requested in lieu for the North Kawartha Food Bank.
13. The Circulation Desk Handbook (available at the circulation desk) will contain detailed procedures for handling overdues and fines on the computer.

Topic: **Collection Development and Management – Circulation**

### **3.12 Interlibrary Loans**

Board Motion Number: **07.174**  
Date of Original Board Motion Number: **November 19, 2007**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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#### **POLICIES**

The North Kawartha Township Library Board recognizes that the Library's collection is enhanced by the availability of items through the Interlibrary Loan system and the Board will implement procedures to facilitate use of the system.

#### **PROCEDURES**

1. The Interlibrary Loan Service is part of an information network within the community, within the Ontario Library Service (OLS) and in cooperation with other library systems across Ontario and Canada. The service is automatically offered by the Library staff whenever the information requested cannot be filled by the resources of the Library and is within the scope of the regional and national international loan code. In return, the North Kawartha Township Public Library shares its resources in accordance with the code, while always retaining top priority in the use of resources for its patrons.
2. Library materials not available in the North Kawartha Public Library may be requested through Interlibrary Loan and inquiries may be made at the circulation desk or via telephone/email.
3. Any charges for overdue materials are determined by the lending library and are the responsibility of the borrower.

Topic: **Collection Development and Management – Policy and Planning**

### **3.13 Collection Development Plan**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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#### **POLICY**

A collection development plan is necessary to ensure the future collection of the North Kawartha Public Library will be adequate and to plan for budgetary needs.

#### **PROCEDURES**

1. The collection development plan must address general targets suggested by the province for a population of 2500 (approximate population of North Kawartha Public). Such targets include a book stock of 5000 plus 5 volumes per capita over 1000 with a distribution as follows: reference 6%, adult non-fiction 20%, adult fiction 30%, juvenile non-fiction 24% and juvenile fiction 20%.
2. An evaluation of community surveys and patron comments must also be considered in developing the collection plan.
3. The specific targets of the collection development plan must be described in the five-year strategic plan.
4. The annual buying plan for the collection will be based on the current objectives for the Library collection and on the current budget for the Library.

Topic: **Collection Development and Management – Policy and Planning**

### **3.14 Collection Development – Overall Policies**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments:

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library shall assemble and administer materials and related educational, informational and recreational materials in order to provide a progressive, user-oriented service which responds to and anticipates the educational, cultural, leisure and other information needs of the community.

The Library collection must be developed according to the goals and objectives of the Library set by the Board.

To achieve these goals, the Library staff shall endeavour to:

- Select materials which represent all sides of a wide range of issues.
- Consider materials in terms of timeliness, demand, quality and authority.
- Develop collections of materials in a variety of formats.
- Acquire materials for all ages and levels of comprehension.
- Develop collections on specialized topics, such as local history.

Policies for the Library collection must set standards for the materials which will be collected, minimize personal bias on the part of the selectors, and offer protection against censorship.

The Board recognizes that the information needs of the community cannot be met through the resources of the North Kawartha Public Library alone. The Board views the Library's permanent collection as one essential element in an information system which also includes interlibrary loan, the sharing of resources and cooperative resource development with neighbouring libraries, and supplementary collections coordinated by the Ontario Library Service.

Topic: **Collection Development and Management – Policy and Planning**

### **3.15 Evaluation of Current Collection**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments:

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library must continually evaluate the current collection in order to prepare a collection development plan.

#### **PROCEDURES**

1. The CEO and staff must conduct the evaluation of the Library collection.
2. The current collection must be reviewed on a regular basis using the following criteria:
  - Accuracy and relevance. Do collection materials reflect up-to-date information and is that information important to the community?
  - Balance. Does the collection represent a variety of viewpoints?
  - Currency. Does the collection reflect current interest and concerns?
  - Suitability. Does the collection fill the needs of the community?
  - Appearance. Does the collection present an appealing appearance or is it full of torn and dirty covers and musty books?
3. To assess the quality of the current collection, the following steps must be undertaken:
  - Review information in surveys and comments by patrons.
  - Compare all or parts of the library's current collection against standard lists of titles recommended for library collections.
  - Review a random sample of the collection to evaluate the use of the present collection. (Each item in the sample could be checked to see how often the item has circulated in the past five years.)
  - Determine the balance between types of material and subject areas.
  - Maintain general statistics (eg circulation statistics, reference and interlibrary loan statistics) to evaluating the current collection.

Topic: **Collection Development and Management – Policy and Planning**

### **3.16 Responsibility for the Collection**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments:

Signature of Board Chairperson (and Date):

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The responsibilities for the development and management of the collection of the North Kawartha Public Library must be specified.

#### **PROCEDURES**

1. It is the responsibility of the Library Board to establish all policies for the operation and management of the Library including collection development and management policies.
2. The CEO is responsible for the selection and acquisition of materials for the Library collection in conformity with Board policy.
3. The CEO must ensure that the collection is properly maintained and organized.
4. Under the direction of the CEO, another member of the Library staff may be assigned these duties.

Staff members may recommend materials for the collection based on their training and experience and in accordance with the guidelines set forth in the collection development policy.

Topic: **Collection Development and Management – Policy and Planning**

### **3.17 General Content and Format of the Collection**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: 1. General Composition of the North Kawartha Public Library Collection

Signature of Board Chairperson (and Date):

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The composition of the North Kawartha Public Library collection shall reflect the needs and interests of the community as determined by analysis and experience on the part of the Library staff.

#### **PROCEDURES**

1. The Library must provide as wide a spectrum of materials as budget and space limitations will allow, with emphasis on:
  - materials which record and communicate historical, scientific, social and cultural knowledge;
  - materials of current and future significance and interest;
  - materials which stimulate imagination, creativity and curiosity;
  - materials which increase the individual's ability to function as a productive member of society;
  - materials which entertain and thus enhance the individual's enjoyment of life.
2. The Library shall provide in its collection those types and formats of materials that best help it to meet its goals and objectives. Types of material shall include books, periodicals, non-print materials such as audio recordings and video recordings, CDs and electronic material as referenced on the website.
3. The current general composition of the Library collection is noted in Attachment 1.
4. The arrangement of the collection will generally be in accordance with the compositions categories taking into account special group needs (eg children).
5. The arrangement and size of the collection will be developed taking into account restrictions on physical space and budgetary constraints.

## **Attachment 1. General Composition of the North Kawartha Public Library Collection**

The collection shall be composed of the following major parts:

1. Separate sections for:
  - Adults
  - Young Adults
  - Junior
  - Junior Pictures
  
2. Within each of the above sections, separate subsections for:
  - Fiction
  - Non-Fiction
  - Reference
  
3. Other materials
  - Biographies.
  - Electronic Materials. Through the library website, a virtual library is available with on-line access to the current collection and access to other databases to which the Library subscribes.
  - Government documents. The Library staff shall seek to provide the community with access to current government policies, information and legislation.
  - Local history. A particular interest in local history is acknowledged. The staff must endeavour to maintain a comprehensive collection of works and archival materials about North Kawartha and area.
  - Magazines. A wide variety of magazines for all ages and reading levels will be provided. The magazine collection will supplement the reference collection by providing current resources.
  - Materials for the physically disabled. Large-print reading materials will be provided.
  - Multilingual materials. Materials in languages other than English will be provided to library clients through the interlibrary loan system and through the multilingual collections provided through the Southern Ontario Library Service.
  - Non-print collection. The non-print collection will include CDs, DVDs, books on tape, videos, etc.

Topic: **Collection Development and Management – Policy and Planning**

### **3.18 Selection Criteria for the Collection**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board must ensure that the collection is selected in accordance with specific criteria to meet high standards in quality, content, expression and format.

#### **PROCEDURES**

1. All acquisitions, whether purchased, leased or donated, shall be considered in terms of the following criteria:
  - suitability of subject and style for the intended users;
  - reputation and authority of the author and publisher;
  - comments of reviewers, critics and publishers;
  - strengths and weaknesses of the existing collection;
  - demand in the community for a certain subject or title;
  - availability of materials through other libraries in the community or area;
  - suitability and quality of physical form, layout and construction;
  - timeliness and accuracy of the information contained therein;
  - purchase price and other budgetary considerations.
2. Special emphasis shall be given to acquiring materials created by Canadians and materials about Canada. Authors who have been significant in the development of Canada's literature and new writers who become important shall be represented in the collection.
3. Suggestions from the public for the purchase of books or other materials, are welcome but must be considered in accordance with the Library's selection criteria.
4. The CEO must make all final decisions about the contents of the collection.

Topic: **Collection Development and Management – Policy and Planning**

### **3.19 Donations to the Collection**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: 1. Donation Policy and Release Form

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library welcomes donation of materials to the collection but all donations must be suitable to the needs of the Library and must meet the Library's selection criteria.

#### **PROCEDURES**

1. The same criteria for selection shall be applied to donations as is applied to all other materials considered for inclusion in the collection.
2. The Library will not accept materials which are not unconditional donations.
3. Donations are accepted subject to the signing of a 'release form' (Attachment 1). The form indicates that the donor relinquishes all control over the materials and unconditional ownership of the gifts is retained by the Library.
4. The CEO may make whatever disposition of the materials she deems advisable. Donations may be kept or discarded as appropriate.

### **3.19 Donations to the Collection**

#### **Attachment 1. Donation Policy and Release Form**

The North Kawartha Public Library welcomes donations of materials: however, the Library reserves the right to use the donation as is suitable for the Library.

While suggestions for use of the donation are also welcome, the Library is under no obligation to adhere to the suggestions nor is the Library responsible for informing the donor of the disposition of the donation.

Before accepting the donated materials, the Library would like some assurance that prospective donors understand the Library's policy regarding the acceptance and disposition of gifts.

Please read the statement below and complete the appropriate areas.

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I, the undersigned, do hereby release all claims and rights to the materials which I wish to donate to the North Kawartha Public Library. I understand that the Library may use or dispose of the material in any way deemed fitting and I do not expect to be informed of the disposition.

Description of proposed donation:

Suggestions for any special maintenance requirements:

Name of Donor:

Contact Details:

Signature:

Date:

Topic: **Collection Development and Management – Policy and Planning**

### **3.20 Intellectual Freedom**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board will support development of the collection in such a way as to represent, as far as possible, all points of view. Any attempts to undermine this principle will be resisted.

#### **PRINCIPLES**

In accordance with the Statement on Intellectual Freedom (appended in full to this manual, the Library will adhere to the following basic principles:

- Every person in Canada has the fundamental right, as embodied in the nation's Bill of Rights, to have access to all expressions of knowledge, creativity and intellectual activity, and to express his thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian society.
- Libraries have a basic responsibility for the development and maintenance of intellectual freedom.
- It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.
- It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them.
- Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
- Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

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### **3.21 Controversial Collection Materials**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board recognizes that some books may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression, or moral implication; however, selection will not be made on the basis of anticipated approval or disapproval by any individual or group in the community.

#### **PROCEDURES**

1. The CEO has primary responsibility for evaluation of collection materials with regard to literary merit, authenticity, honesty of presentation, topical interest, and use to the audience for whom it is intended.
2. The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff and the presence of materials in the Library does not indicate an endorsement of their contents by the Library.
3. Materials representing all points of view concerning the problems and current issues will be provided in the Library's collection. The primary aim of materials selection is to establish a balanced collection which adequately represents various points of view on many subjects.
4. Books or other materials of sound factual authority shall not be proscribed or removed from library shelves because of doctrinal or partisan disapproval.
5. Subject areas particularly sensitive to controversy and misunderstanding are:
  - Sex education. Sex education is a subject that shall be well represented. Providing information on sex for readers of all age levels with varying educational and religious backgrounds is an important part of the library's function.
  - Religion. A well-balanced religion collection will be maintained in the library. Standard works on Christianity and Christian denominations shall be included, along with materials on other major religions. Works which stimulate controversy shall be included if they are by well-informed authorities. However, materials which obviously foster religious or racial intolerance are outside the scope of this collection.

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- Law. Materials to be included in the Library's collection are standard and popular works for the general reader, dictionaries, encyclopedias, histories, handbooks, and local, provincial and federal statutes. Technical law materials not intended for the untrained layman will not be included in the library's collection.
- Medicine and drugs. Current, authoritative materials designed for the layperson on the subjects of health, hygiene and common ailments will be stocked in the library. The subject of mental health will be well represented, together with works on public health (including sanitation, pollution, alcoholism and drug abuse). Technical and professional materials not intended for the untrained layperson will not be included in the library's collection.

Topic: **Collection Development and Management – Policy and Planning**

### **3.22 Exclusions from the Collection**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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Some materials maybe excluded from the Library collection: the North Kawartha Public Library Board intends to ensure that decisions about exclusion are administered fairly and are in accordance with standards noted below.

#### **PROCEDURES**

1. Materials which obviously foster intolerance on the grounds of religion, race, sex, gender, age, etc, will be excluded from the Library's collection.
2. Materials that are banned under Canadian law will automatically be excluded from the Library's collection.
3. Some items may be excluded from the Library's collection because of liability concerns and cost.

The CEO has ultimate responsibility for decisions on exclusion.

Topic: **Collection Development and Management – Policy and Planning**

### **3.23 Complaints About the Collection**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: 1. Request for Reconsideration of Library Materials

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board recognizes the right of an individual or group to make a complaint to the Library administration concerning the collection and intends to ensure that complaints are handled fairly.

#### **PROCEDURES**

1. Requests by individuals or groups to have an item or items removed from the Library's collection shall be referred in writing on a Request for Reconsideration of Library Materials form (Attachment 1), submitted to the CEO.
2. Upon receiving the written complaint, the CEO shall review it in the light of the Board's policy concerning the Library collection.
3. 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 Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.
4. 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 Board policy, the item will be temporarily withdrawn from the collection and the Board will be asked by the CEO to make a decision on the matter.
5. The Board will communicate the decision in writing to the complainant.

## **Attachment 1. Request for Reconsideration of Library Materials**

Item to be reconsidered:

Author:

Title:

Publisher (if known):

Type of material (book, magazine, video, etc):

Person making request:

Name:

Address:

Contact details (telephone, email, etc):

Person making request represents:

Self:

Or name of organization:

Or identify other group:

- 
1. Please be specific as to what you object about the item:
  2. What do you feel might be the result of reading/viewing this item?
  3. For what age group would you recommend this item?
  4. Is there anything good about this item?
  5. Did you read/view the entire item? If not, what parts did you read/view?
  6. Are you aware of any review of this item? (If so, please let us know the details.)
  7. What do you believe is the theme of the item?
  8. What would you suggest that your Library do about this item?

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Signature:

Date:

Topic: **Collection Development and Management – Collection Maintenance**

### **3.24 Selection of Materials for the Collection**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board will ensure that the selection of collection materials for the Library will respond to community needs and be in accordance with the collection policies and the collection development plan.

#### **PROCEDURES**

1. The selection of materials will provide as wide a spectrum of formats as budget and space allow.
2. Materials will be selected in accordance with the following:
  - a. Special knowledge
    - Community: historical past, present composition, library users, both current and potential
    - Collection: circulation of recurring subject or title requests submitted to interlibrary loan, strengths and weaknesses
    - Staff recommendations
    - Collection policy
    - Current events: community, provincial, national and international
  - b. Physical characteristics
  - c. Quality of material
    - For fiction material: popularity of the author, part of a series, subject appeal, currency and topicality
    - For non-fiction material: reliability and qualifications of the author, current interest of the subject in community, accuracy, impartiality and demand
  - d. Cost of item in relation to usefulness

Topic: **Collection Development and Management – Collection Maintenance**

### **3.25 Ordering and Receiving Collection Materials**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board will ensure that ordering sources and procedures are consistent with other collection policies.

#### **PROCEDURES**

1. All items selected for purchase must be checked against the current collection and on-order files to ensure that the material is not already held or on order.
2. In choosing sources of material, preference will be given to suppliers who are Canadian, provide cataloguing and processing services, offer the best discounts and provide the fastest, most efficient and most cost effective service.
3. Ordering of collection materials will be carried out by the CEO and other Library staff using the publication order lists supplied by the Library Service Centre (LSC), Jack the Bookman, McNaughton and other suppliers.
4. A purchasing record must be maintained to ensure that the budget is not overspent.
5. A leasing plan with LCS is negotiable yearly to meet the high demand for current bestsellers. Materials on the Leasing Plan are returned to LSC when heavy demand is over and the materials are no longer circulating.
6. Multiple copies of single titles will not be purchased due to budget and space limitations, unless circulation requests demand multiple copies.
7. As materials are received, library staff: check the packing slip against the material received, keep the packing slip to check against the invoice, check material received against on-order files or lists to verify that the item was actually ordered and that it is the correct item, and claim for damaged or substandard material (missing pages, books bound upside down, etc.)

Topic: **Collection Development and Management – Collection Maintenance**

### **3.26 Weeding and Withdrawal of Collection Items**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board shall ensure that an on-going weeding and withdrawal processes are in place to maintain an active working collection of a high standard.

#### **PROCEDURES**

1. Materials shall be withdrawn from the collection on a regular and systematic basis for the following reasons:
  - materials are no longer useful in the light of the goals and objectives of the library
  - material contents are out-of-date and therefore potentially misleading
  - materials are no longer of interest to the community
  - materials are damaged, unused, duplicated or worn-out
  - to make room for new materials coming into the collection.
2. Weeding must be undertaken as an ongoing process.
3. Lost and worn materials shall not be replaced except in the case of the Library being unable to meet patrons' requests through Interlibrary Loans.
4. If other staff is involved in weeding materials, the final decision to weed and/or withdraw an item is the responsibility of the CEO.
5. Withdrawal requires removal of item from the collection and deletion of the record from the library's database.
6. For disposal, sale to produce extra income for the Library will be considered.
7. Materials which remain unsold will be disposed in the recycling bin.

Topic: **Collection Development and Management – Collection Maintenance**

### **3.27 Cataloguing and Inventory**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board will ensure maintenance of an effective cataloguing system to help users determine if a desired item is held by the Library and, if so, the exact location of the item in the Library.

#### **PROCEDURES**

1. The Library will follow accepted rules for cataloguing set by the Library of Congress.
2. Bibliographic records for purchased materials will be received from the distributors (eg Library Service Centre or Jack the Bookman) on a diskette or online which is loaded onto the computer to update the current on-line catalogue.
3. Library staff must check all new catalogue records for completeness and accuracy and check errors against the provincial database (maintained by SOLS).
4. Library staff must check that Information on a fully processed collection item includes a spine label, library ownership stamp, genre sticker, cover and bar code.
5. All bar-coding and processing for the Woodview Branch Library will be undertaken at the Apsley Library.
6. Donated materials, videos, original materials (eg local history items) will require manual processing and entry of bibliographic records in the catalogue.
7. The inventory will be conducted on a random sampling basis, as a minimum annually, by the CEO or staff, to ensure that actual holdings match the catalogue and to determine lost or stolen items. As the inventory is conducted, the catalogue will be updated.
8. The up-dated catalogue must be sent to SOLS annually.

Topic: **Collection Development and Management – Collection Maintenance**

### **3.28 Shelf Work**

Board Motion Number: **08.055**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue:  
Date of Next Review: **October 2009**  
Attachments: None

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board will ensure the undertaking of regular and adequate shelf work to keep the Library collection neat, in proper order and attractive to the public.

#### **PROCEDURES**

1. Shelf work (involving shelving and shelf reading) must be undertaken by staff and volunteers
2. Shelving involves the following activities:
  - Pre-sort items to be shelved according to category.
  - Set aside damaged materials. The decision to repair (only if damage is minor) or discard can be made later.
  - Shift items from shelf to shelf if necessary and check for tidiness. Ideally shelves should be two-thirds full because it is difficult to remove books from overfilled shelves.
  - On each shelf, ensure that books are held upright with book-ends.
  - Check that shelved items are in the correct location and category.
3. Shelf reading involves the following activities:
  - Check the order of items on the shelves by examining the call number of each item to verify that each is in its proper place on the shelf.
  - Ensure that shelf reading is undertaken as part of daily activities.
  - Establish a shelf-reading schedule to assign responsibility for reading specific sections within a specific time to ensure that the entire collection is read regularly.
  - Conduct brief shelf reading sessions (which are preferable to a single long session).