

## COLLECTION DEVELOPMENT POLICY

### 1. Responsibility

- a. The Librarian is responsible for the selection of materials for the collection.
- b. The Librarian is also responsible for keeping the collection current and maintained.

### 2. Selection Criteria

- a. All selections, both purchases and gifts, must be considered in terms of:
  - i. Merit, intended audience and usefulness.
  - ii. The interests and needs of individuals in the community.
  - iii. Being of value as source material for information, recreation and education.
  - iv. Contemporary significance.
  - v. Suitability of physical form to library use.
  - vi. Relation to other materials and existing areas of coverage in order to maintain a well-balanced collection.
- b. Recommendations from the public are welcome and may be purchased on the basis of 2a.
- c. Specialized material of limited community interest or supplementary materials for students will not necessarily be purchased in order to avoid unnecessary duplication in subject areas which are the special prerogative of other community resources.

### 3. Maintenance

#### a. Repair/Replace

The library will repair or replace (wherever possible) material that is vital and useful to the collection.

#### b. Withdrawals

Withdrawing materials from the collection is an important element of keeping the collection vital and useful. The following criteria are used as guidelines for the withdrawal process:

- i. Items that are too worn or damaged
- ii. Materials containing obsolete information.
- iii. Items that have not circulated for a number of years.