



## SECTION 5: COLLECTION DEVELOPMENT

### POLICY 5.1-5.15:

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Passed:

Amended: February 26, 2025

#### Selection Philosophy

- 5.1 The Library collection will be selected and maintained so that it enables each person to find the Library materials and information that they want according to their free choice. The Library's collection provides access to high quality, accurate information on a broad range of topics and genres. The Library collection highlights the diversity of perspectives and voices in the culture and community it serves.
- 5.2 The Prince George Public Library Board endorses the [Statement on Intellectual Freedom](#) adopted by the Canadian Federation of Library Associations, affirming 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 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.*

*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.*

*Ratified by the Board of Directors and Council, Canadian Library Association, at the 29th Annual Conference in Winnipeg, June 1974; amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: adopted August 26, 2016; reviewed April 12, 2019.*

- 5.2.1 In accordance with this statement, the Library develops collections to represent as many viewpoints as possible within constraints of budget, space, and availability of resources. The responsibility for selection of materials is delegated to qualified and knowledgeable staff who employ the criteria outlined in this policy. The ultimate responsibility for the selection of all Library materials lies with the Library Director, acting according to the general policies established by the Library Board. Any Library materials so selected are held to have been approved by the Library Board.



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- 5.2.2 The presence of materials in the Library does not constitute endorsement of their contents by the Library Board.
- 5.2.3 The Library Board does not purchase, retain, or make accessible in its permanent collection, resources and materials in violation of the statutes of Canada or British Columbia.
- 5.24 The Library is committed to equity, diversity, inclusion, and accessibility, including the promotion of Indigenous voices and cultures in accordance with the United Nations Declaration on the Rights of Indigenous People, articles 15 and 21.
- 5.25 The Library's collection development strategies are aligned with the values set out in the Library's Strategic Plan.
- 5.3 The Library Board believes that the Public Library is a principal source for information freely available to everyone. Therefore, the Prince George Public Library will:
  - 5.3.1 Acquire and organize educational, informational and recreational materials to promote the communication of ideas, an informed community, and an improved quality of life.
  - 5.3.2 Provide materials through which inquiring minds may discover original and sometimes controversial ideas essential to a civil society that depends on the free circulation of ideas for its existence.
  - 5.3.3 Provide a user-oriented service which anticipates and responds to the educational, cultural, leisure and other information needs of the community of Prince George and the surrounding area.
  - 5.3.4 The selection criteria outlined in this policy may not be reflective of federated content found in some digital resources provided by the Library.
  - 5.3.5 The Library recognizes the resources of other information agencies within its service area and does not needlessly duplicate materials available elsewhere.

#### User Suggestions

- 5.4 The Library welcomes and encourages comments and opinions regarding the collection from readers to ensure that the collection accurately reflects and supports the needs and interests of readers. The Library also welcomes suggestions for the purchase of material from readers. These suggestions will be considered in light of the Library's selection criteria.



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#### Scope of the Collections

- 5.5 The Bob Harkins Branch collection aims to be comprehensive in nature. This means that it will offer material on a broad range of subjects and in a variety of formats geared to differing levels of ability, and be responsive to the educational, informational, leisure, cultural and language needs of individuals of all ages. As a comprehensive collection it will act as the primary collection for the Prince George Public Library system.
- 5.6 The Nechako Branch aims to provide a basic collection of popular materials in a variety of formats to support the general educational, informational, leisure and cultural needs of its service area. Items located in one branch collection may be requested for pickup at any other branch.
- 5.7 Prince George Public Library's digital resources are intended to complement and enhance the Library's physical collection. The Library aims to provide a basic collection of popular materials in a variety of digital formats to support the general educational, informational, leisure, and cultural needs of Library users.

#### Donations

- 5.8 The Library may accept gifts of library materials at its discretion, on a case-by-case basis.
- 5.8.1 Gifts/donations are added according to the same selection criteria as purchased materials. The Library reserves the right to accept or discard any materials received as gifts/donations.
- 5.8.2 Gifts/donations that are not added to the collection are put in either a Library book sale or disposed of at the discretion of the Library Director.
- 5.8.3 Once received, materials are the exclusive property of the Prince George Public Library.

#### Responsibility of the Reader

- 5.9 The Library realizes some materials are controversial and may offend some readers. The ultimate responsibility for the choice of material lies with the reader.
- 5.10 The Library provides access to its materials to all readers. Responsibility for any restrictions on children's access to or use of Library resources rests with parents and/or guardians. No materials are excluded from selection, withdrawn, or reclassified solely because they may come into the possession of a child.



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#### General Selection Criteria

5.11 All materials, whether donated or purchased, will be examined and evaluated in terms of the following standards. Items need not meet all the criteria to be acceptable.

- Suitability of physical form for Library use.
- Suitability of subject and style for intended audience.
- Present and potential relevance to community needs and interests.
- Appropriateness and effectiveness of medium for content.
- Insight into the human and social condition.
- Importance as a document of the times.
- Relationship to existing collection and other material on the subject.
- Reputation and/or significance of author.
- Skills, competence, and purpose of the author.
- Accuracy and reliability of information.
- Recommendation or notation by critics, reviewers, or the public.
- Budgetary and space priorities and limitations.
- Contribution towards a broad and diverse range of authors, topics, and viewpoints.
- Reader demand.

#### Digital Resources Selection Criteria

5.11.1 Selection of digital resources is guided by the same criteria as physical materials. In addition, digital resources will be examined and evaluated in terms of the following standards.

- Ease of use
- Device compatibility
- Compliance with accessibility standards
- Licensing model
- Continued access to retrospective information
- Cost effectiveness
- Privacy and security
- Availability of usage analytics
- Availability of staff training and public promotional materials



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#### Collection Maintenance

5.12 Regular deselection of material from the collection is as important as the initial selection of material for the collection. Library staff carry out an ongoing program of collections maintenance to ensure that content is current, relevant, and that physical collections are in good condition. Unless of other value to the Library collection, the material will be deselected according to the following criteria:

- Frequency of circulation
- Timeliness
- Extent to which it is an expression of authors, topics, or perspectives that are underrepresented in the collection
- Accuracy
- Physical condition
- Availability of other copies

#### Request for Reconsideration of Library Materials

5.13 Users residing within the Library's service area who object to materials in the collection may complete a written request for reconsideration of the materials. Request forms are available on the library's website and at all branch locations.

#### Resource Sharing & Interlibrary Loan Service

5.14 Library materials that fall outside of the Library's selection criteria or that are no longer available in the Library's collection may be requested by library users for borrowing from other library systems across Canada.

#### New Formats

5.15 Library materials in new formats may be considered for introduction into the Library collection subject to budget considerations, community needs, and the probable impact on existing resources and collections.