

4. LIBRARY COLLECTION

4.1 COLLECTION DEVELOPMENT POLICY

4.1.1 Introduction

In order to fulfill our mission “to enrich and inform by connecting our community to a wealth of information, ideas and experiences”, the North Vancouver District Public Library provides a wide range of library materials in a variety of formats for all ages. The collection is varied in terms of subject matter and intellectual level, covering a broad spectrum of interests and issues. The purpose of the Collection Development Policy is to guide staff in the selection of material that is of current interest and/or lasting value to library users.

4.1.2 Responsibility for Selection Activities

The overall responsibility for library collections rests with the Director of Library Services acting in accordance with the policies established by the Library Board. The Director of Library Services delegates the professional task of selection to qualified and knowledgeable resource staff.

4.1.3 Selection Policy: Principles

- .1 The selection of all materials and information resources is guided by the mission, vision, values and guiding principles of the Library.
- .2 Materials selected for the Library collection must meet standards of quality in content, expression and form, with the aim of providing broad resources of contemporary, popular and/or permanent value.
- .3 Known or anticipated public demand will determine the format of the material and information resources we will acquire and retain. Reduced demand and technological obsolescence will inform our decisions to no longer collect or retain material or resources in a particular format.
- .4 The Library endeavors to balance the need for a broad range of subjects while also providing multiple copies of items that enjoy particularly high demand.
- .5 The Library does not provide multiple copies of individual titles required for student assignments, nor does it purchase textbooks unless they fulfill the general informational needs of the community.
- .6 The Library collects quality materials relating to the North Shore, British Columbia and Canada.
- .7 The Library serves the needs of Adult Basic Education (ABE), of English as a Second Language (ESL) learners of all ages and abilities, and of tutors and

other literacy providers.

- .8 Recognizing that French is one of the two official languages of Canada the Library will purchase recreational library materials in that language.
- .9 The Library may provide resources in languages other than English and French to meet community needs.
- .10 Where appropriate, the Library will provide access to resources through cooperative services with other Library systems such as interlibrary loan and consortium purchasing.

4.1.4 Selection Policy: Intellectual Freedom

- .1 The Library is a forum for all points of view on current and historical issues. The Library supports the view that materials in our collection should represent, as far as possible, a wide range of opinions and different sides of controversial issues. For this reason library collections will include items which some individuals and groups may consider to be unconventional, unpopular, or unacceptable.
- .2 North Vancouver District Public Library Board endorses the following Statement on Intellectual Freedom of the Canadian Library Association.

Canadian Library Association
Statement on Intellectual Freedom

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, 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 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.

(Ratified by the Board of Directors and Council at the 29th Annual Conference in Winnipeg, June 27, 1974 and amended November 17, 1983 and November 18, 1985)

- .3 The Library does not act “in loco parentis”. It is considered the prerogative of parents to guide, develop and be responsible for the social and intellectual growth of their children.
- .4 Particular beliefs, philosophies or viewpoints are not promoted; nor does the selection of an item for a library collection constitute endorsement of either the content or viewpoint expressed in that item.
- .5 The Library does not acquire or purchase material that contravenes the provisions of the Canadian Criminal Code with regard to distribution of illegal material.

4.1.5 Reconsideration of Materials

- .1 Library users who object to materials in the collection are asked to complete the “Request for reconsideration” form. Request forms are available for this purpose at all library branches. The decisions made about the item in question will be communicated to the complainant following completion of the review process. (See also: Section 3.7.2)

4.1.6 Selection Guidelines – Criteria

- .1 All library materials will be selected with professional judgment, using criteria based upon reviews, bibliographies, patron suggestions or personal inspection. Format, availability, community interest and budgetary constraint will also be considered.
- .2 Materials are considered for selection in terms of the following criteria:
 - The attention of critics, reviewers and the public
 - The artistic and technical quality of the material
 - Accuracy, relevance, currency and reliability of information
 - Popular demand and current trends
 - The present and potential relevance of the material to community needs
 - The suitability and durability of the physical form for library use
 - The importance of the author/creator

- The relationship of the item both to the existing collection and to other materials on the subject
- The cost of each item considered in relation to its contribution to the overall development of the collection

Selection criteria for electronic resources also include:

- ease of access
- hardware requirements
- comparison of content with other available formats
- licensing requirements
- networking capability
- staff training and customer assistance requirements
- cost considered in relation to its contribution to the overall development of the collection

- .3 An item need not meet all of the above criteria in order to be acquired.
- .4 Suggestions from library users are welcomed. The suggestions for purchase are reviewed by library staff and acquired if they meet the Library's selection criteria.

4.1.7 Gifts and Donations

- .1 The Library accepts donations of books and other materials provided they are in good condition. The same criteria and guidelines that apply to the selection and retention of library materials for purchase are used to evaluate gifts and donations. It is understood that the donations are freely given without conditions attached, unless specifically negotiated beforehand, and that all donations will be used or disposed of as the Library deems appropriate.

(Further detail in Section 3.6 Resource Development)

4.1.8 Children's & Young Adult

- .1 Library recognizes the need to include a wide variety of materials to encourage and foster a love of reading and to develop literacy skills. The children's and young adult collections are divided on the basis of "level" of reading skill and age appropriateness.
- .2 Abridgements or adaptations will be purchased for the children's collection only if the item retains the spirit, character and language of the original.

- .3 Series titles will be purchased when they have been professionally evaluated and meet our selection criteria. Not all titles in a series will necessarily be purchased.

4.1.9 Reference

- .1 All branches will have basic reference collections sufficient to respond to the majority of questions asked in a suburban public library. Lynn Valley Main Library is the main reference library.

4.1.10 Organization & Access

- .1 The classification, organization and labeling of the Library's collection are designed to minimize barriers and enhance access to the collection.
- .2 Ratings already applied by the MPAA and Film Classification Office, BC. (e.g. Canadian Motion Picture Distributors' Association ratings) to movies will be left intact on packing and included in the bibliographic record as a guide to patrons. Movies given a "Restricted" rating under the BC Film Classification Office rating scheme will be labeled as such in order to signify that they may only be borrowed by patrons 18 years of age or older. All videos and DVDs are purchased for HOME USE ONLY, and loaned to library users for this purpose alone.

4.1.11 Collection Maintenance

- .1 Regular assessment and discarding of materials is important to keep the collection current, relevant to community needs and in a state of good repair.
- .2 Materials are regularly assessed for their condition, accuracy, currency, performance within the context of the library collection in which they are located and relevance to library users. Withdrawal of materials from any collection is a process conducted by knowledgeable staff as a necessary means to maintain collection vitality, size and scope.
- .3 If suitable, withdrawn materials will be offered once for resale at a Library book sale.
- .4 Materials that are lost or damaged will be replaced depending on the availability, cost and demand for the item.

4.2 PUBLIC INTERNET ACCESS AND COMPUTER USE POLICY

4.2.1 Purpose

To fulfil our Mission, North Vancouver District Public Library provides access to a wide range of information resources, including those available on the Internet. We make these tools and resources available on public access computers and/or via wireless network as part of our Mission to enrich and inform by connecting our community to a wealth of information, ideas and experiences. These technologies enable the Library to provide information beyond the confines of its own collection. They allow access to ideas, information and commentary from around the world.

4.2.2 User Guidelines

The Library has established procedures and guidelines that will set time limits, sign-up procedures and appropriate use for public access computers. These guidelines will be reviewed regularly to adapt to changing requirements. (Section 3.14)

4.2.3 Content Access

Public library workstations have full access to the Internet, including some content that some may find objectionable. Public library workstations are located in public areas shared by library patrons of all ages, backgrounds, and sensibilities; individuals are asked to consider other patrons when accessing the Internet from the public library workstations.

We do not have the ability to select, monitor or control the content of sites available on the Internet or vet the links which may be present on a selected site. North Vancouver District Public Library has no control over and is not responsible for the availability, accuracy or appropriateness of the information accessible through the Internet.

4.2.4 Acceptable Use of the Internet and Public Library Workstations

Patrons must:

- not use any workstation and/or library wireless network for illegal, actionable, or criminal purpose, or seek access into any unauthorized areas, and must not harass others locally or remotely.

- not install software or run any programs on NVDPL computer equipment that have not been installed by NVDPL authorized staff. Patrons must not develop or use programs that infiltrate a Library computer or computer system and/or damage or alter the software components of a local or remote computer or computing system. No alteration, damage or destruction of the Library's computer hardware is permitted.
- respect copyright law and licensing of programs and data.
- not seek information, obtain copies or modify files, other data, or passwords, belonging to other patrons, and should not represent themselves as other patrons.
- use only their own library card and must not use other individuals' cards or multiple library cards.
- respect the privacy of other library patrons.
- refrain from disruptive behaviour that may disturb other patrons.
- cooperate with staff and other patrons in following these Acceptable Use guidelines. Failure to cooperate may result in temporary or permanent loss of Internet and other Library privileges.

A statement will be placed on public access workstations containing these Acceptable Use of the Internet and Public Library Workstations requirements. By using a public Library workstation or the Library's wireless network, patrons are agreeing to the terms of the Public Internet Access and Computer Use Policy.

4.2.5 Internet Training

Staff will assist library patrons with Internet use as time permits but cannot offer personal in-depth instruction. The Library will provide introductory training to small groups as time and resources permit. Self-help Internet training brochures

are available to the public.

4.2.6 Internet Security

Internet transactions using external Internet sites are undertaken at a patron's own risk. The Library cannot guarantee the security and confidentiality of any transaction, particularly ecommerce transactions, and is not responsible for any fees or damages to patrons incurred by use of the Internet. The Library endeavors to conform to industry best practices in providing security for our equipment and network to minimize the possibility of unintentional or novice damage to our computers. Such practices may, at times, limit the capabilities of Internet sites, and the Library will review any specific problems that are brought to our attention.

4.2.7 Privacy

The Library protects the privacy and ensures the confidentiality of legitimate users. The Library's Confidentiality Policy applies to the use of Internet resources within the Library's control.

4.2.8 Supervising Children's Use

There will be some resources on the Internet which parents feel are inappropriate for their children. The Library expects parents to supervise their children's Internet use in selecting material that is consistent with personal and family values and boundaries. As with the use of other library materials, staff does not act in the place of a parent or legal guardian to restrict what a child may access. The welcoming or default webpage in Children's areas will promote librarian-selected Internet resources. This policy is consistent with our materials collection policy which stresses children's collections appropriate for age and interests of children.

4.2.9 Review

The Public Internet and Computer Use Policy will be reviewed by the Library Board as per the Library Board policy review cycle.