



# The Collection

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The Library's collections enrich the quality of life for its diverse community by anticipating the community's need for information and recreation, facilitating lifelong learning, nurturing a love of reading, and providing a variety of formats and means of access.

Overall authority and responsibility for the collection rests with the CEO. Collections are developed to present as many points of view as possible within the constraints of budget, space, and availability of resources. The presence of an item in the collection does not constitute endorsement of its contents by the Library.

As all resources are part of a single, system-wide collection, most material can be requested for borrowing at any branch.

## **COLLECTION PHILOSOPHY**

The Library endorses the Canadian Library Association's Position Statement on Intellectual Freedom, which states in part: *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.*

The Library strives to anticipate and respond to the informational, educational, and recreational needs of various age groups and communities by taking into consideration such factors as predicted popularity, demand, current trends, relevance to community needs, style, and format.

The Library considers electronic information resources an extension of its material collections.

Monitoring of a minor's use of the collection is the responsibility of the parent/guardian.

## **PRINCIPLES OF SELECTION**

Resources are selected using professional judgement based on reviews, collection knowledge, public demand, recommendations by subject specialists, reputation or significance of the creator, and customer requests. Authority, comprehensiveness, currency, and accuracy are additional criteria applied to informational works.



## **CRITERIA**

- Authority
- Clarity, quality, accuracy, style
- Date of publication
- Relevance to community needs and interests
- Suitability of subject and style for intended audience
- Representative of notable trends, genres, cultures
- Relationship to existing collection and other material on subject
- Budget and space priorities
- Suitability of format for library use

## **SUGGESTIONS FOR PURCHASE**

The Library welcomes suggestions from the public for the purchase of library materials. Suggestions for purchase are considered according to the same selection criteria as applied to all materials purchased.

## **DONATIONS**

The Library accepts gifts, which enhance its collections, subject to the same criteria for selection as purchased materials. Details and guidelines may be found in [Donating Books and Other Items](#).

## **DE-SELECTION AND DISCARDING OF MATERIALS**

De-selection of materials is an ongoing process, which maintains and improves the currency, accuracy, appearance, and efficiency of the collection. Frequency of circulation, community interest, authority, and availability of more current information are factors considered when deciding whether to withdraw items, as is space required for new acquisitions. Materials surplus to the Library's needs may be offered to the Friends of the Library.

## **REVIEW PROCESS**

Any individual may request that a selection decision be reconsidered. A Request for Reconsideration of Material may be made, using the [prescribed form](#). Staff will review each request and provide a response to the individual(s) who made the request.

Approved by the Greater Victoria Public Library Board:	September 23, 1986
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