

**Purpose:**

To establish a healthy environment, grounded in RPL's values, that supports community services, spaces, and technologies to inspire discovery, learning, and connection.

**Objective:**

The objective of this policy is to provide RPL staff with guidelines to support the development of collections that respond to the needs and interests of RPL customers, inform the public about the principles upon which RPL collections are developed and maintained, and serve as a guide for RPL budget allocations so that available funds are used for maximum effectiveness.

**Delegated Authority:**

Director, Collections

**Legislated Authority:**

*The Public Libraries Act, 1996, s.67*

**Other Relevant Documents:**

- RPL's Charitable Gifts Policy
- *Canadian Constitution Act, Part 1, Canadian Charter of Rights and Freedoms*. (1982). Ottawa, ON: Government of Canada.  
[https://laws-lois.justice.gc.ca/PDF/CONST\\_TRD.pdf#page=62](https://laws-lois.justice.gc.ca/PDF/CONST_TRD.pdf#page=62)
- RPL's Charitable Gifts Policy

**Application:**

- To general print, non-print and digital library collections acquired and maintained by RPL; and
- A number of special collections (e.g., the literacy collection, the Prairie History Collection) in which specialized collection principles and considerations have been developed and apply to resources obtained through collaborative arrangements and resources purchased and/or licensed directly by RPL.

**Policy:**

- 1.0. RPL, in establishing this collections policy, recognizes that the *Constitution Act, 1982*, Part 1, Canadian Charter of Rights and Freedoms, Section 2b guarantees "everyone the following fundamental freedoms ... freedom of thought, belief, opinion and

expression, including freedom of the press and other media of communication," and endorses the Canadian Federation of Library Associations' *Statement on Intellectual Freedom and Libraries*.

- 2.0. To select resources for inclusion in RPL's collections, the Collections Unit uses:
  - 2.1. reviewing and selection tools;
  - 2.2. assessment and measurement of the current collection and its use;
  - 2.3. consultations with staff;
  - 2.4. analysis of reference questions, interlibrary loans, and circulation records;
  - 2.5. publishers' catalogues;
  - 2.6. public input; and
  - 2.7. other standard processes.
- 3.0. RPL collects materials in multiple languages:
  - 3.1. English is the primary language of the collections;
  - 3.2. Other languages which reflect the cultural and linguistic diversity of Regina's communities are collected in response to interest and need; and
  - 3.3. The collection development philosophy and selection criteria in this policy apply to all resources in all languages.
- 4.0. RPL provides resources in print, non-print, and digital formats for the information, education, enrichment, and recreation of all members of the community.
- 5.0. RPL may develop the collection in collaboration with other libraries, when appropriate, to ensure the best use of taxpayer dollars.
- 6.0. Resources are selected primarily to conform to the interests and needs of the community which RPL serves but are not restricted by them.
- 7.0. Consideration is given to the fact that interest might not come into existence without the resources to create it. RPL has a responsibility to foster interest as well as to sustain it.
- 8.0. RPL endeavours to identify the needs and provide resources for residents of all ages, educational levels, cultural backgrounds, social conditions, and religious or political affiliations.
- 9.0. RPL endeavours to ensure that collections are sufficiently extensive to make the library a dependable source for most people, most of the time. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty.

- 10.0. RPL will provide, as far as possible, material on all sides of controversial issues, including representation of unpopular or unorthodox positions, without censorship or bias.
- 11.0. RPL is committed to responding to the reading/listening/viewing needs of a large group of people with varied backgrounds, tastes, and interests and recognizes that resources that might offend one person might be acceptable or of merit to another. RPL recognizes that any given item may offend some customers, but, because the library follows the principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.
- 12.0. No item will be excluded from the collection because it might be unsuitable for a child. Parents/guardians have a responsibility to supervise the reading, viewing, and listening of their children.
- 13.0. The inclusion of any item in the collection does not represent endorsement by RPL of that item or its content.
- 14.0. RPL's collections do not include significant amounts of specialized research, scholarly, or highly technical resources, which would have limited use. Customers are referred to other libraries for scholarly resources.
- 15.0. RPL's collections do not generally include textbooks.
- 16.0. RPL endeavours to build its collection in accordance with the suggestions proposed in the Canadian Federation of Library Associations' *Truth and Reconciliation Report and Recommendations*.
- 17.0. Items considered for addition to the collection are evaluated on the basis of the item as a whole and may include an assessment based on some or all of:
  - 17.1. appropriateness of physical or digital format for library use
  - 17.2. suitability for the intended audience of subject, style, format, reading level, and illustrations;
  - 17.3. relevance and interest to the community including diverse groups within the community;
  - 17.4. demand for material, both current and anticipated, in response to current trends;
  - 17.5. attention from reviewers, critics, social commentators, or the public;
  - 17.6. reputation, competence, or significance of the title, author, producer, publisher of the work;
  - 17.7. relationship to other works in the collection, balance of viewpoints in the collection

- 17.8. presents a significant Saskatchewan or Canadian perspective;
  - 17.9. purchase price commensurate with quality and significance of the item to customers or to the collection as a whole;
  - 17.10. space available in RPL facilities; and
  - 17.11. a more detailed criteria for specific genres or categories of resources or for resources in specific formats.
- 18.0. RPL regularly evaluates which formats are offered in the collection. It considers customer demand, market availability, and financial sustainability when adding or removing formats from the collection.
- 19.0. In order to maintain a relevant, high-quality collection, RPL systematically removes items from its collections that are:
- 19.1. damaged or badly worn;
  - 19.2. items whose content has been superseded with newer information;
  - 19.3. items which are no longer in demand by customers; or
  - 19.4. items which have not circulated for a specified amount of time.
- 20.0. The public may suggest items for inclusion in the collection by following procedures described on the RPL website. All suggestions made by the public will be reviewed to ensure that they conform to the collection development philosophy and selection considerations in this policy.
- 21.0. RPL accepts donations only if they meet the needs of the Library in its service to customers:
- 21.1. the collection development philosophy and selection considerations in this policy apply to donations as well as to purchases;
  - 21.2. donations which RPL does not add to its collection are disposed of, and may be included in the Library's book sale, donated to charities, or recycled;
  - 21.3. RPL is not responsible for informing donors of the disposition of their donations;
  - 21.4. RPL does not accept special collections of books to be kept together as a separate physical entity;
  - 21.5. gift collections are accepted only on the understanding that they be integrated into the general collection; and

- 21.6. RPL does not assess the monetary value of donated resources or issue tax receipts for donated resources.
- 22.0. Items proposed for reconsideration will be reviewed by Collections Unit staff in light of the collection development philosophy and selection considerations noted above and, if requested, a written response will be provided to the individual making the proposal.
- 23.0. Whenever possible, RPL's digital resources will be licensed to be accessible to Regina customers from anywhere at any time. Digital materials may be provided through a content aggregator. The inclusion or exclusion of specific titles in these collections is made by the vendor and may not conform with RPL's collection development guidelines.
- 24.0. The contents and size of the physical collection at each location reflect the interests and needs of customers who use the branch and the space available in the facility.
- 25.0. RPL develops detailed guidelines and procedures that complement this policy to support staff in technical aspects of collection development and maintenance.