



PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	Services and collections	Policy number:	D1
Policy title:	Collection development	Approval date:	Feb 20, 1987
		Revision date:	Oct 15, 2001 Sept 16, 2010

1. Policy Statement

- 1.1. The purpose of this policy is to act as a guideline to staff for collection development and maintenance, and to better inform the public about the nature and purpose of the Port Moody Public Library's collection.
- 1.2. The Port Moody Public Library (the Library) endorses the Canadian Library Association Statement on Intellectual Freedom. Selection procedures are based on these principles.
- 1.3. The Library will develop and maintain a collection that fulfills the mission of the library to act as the community's friendly gateway to knowledge, information, literature and lifelong learning. In keeping with the library's strategic plan, the collection will support the library's key role of being a source for popular materials/recreational reading, a reference center, and a door to children's learning.

2. Guidelines

- 2.1. Responsibility for collection development rests with the Library Director within the context of Board approved policy. The Deputy Director is responsible for managing and coordinating the Library's collection development activities. Librarians are responsible for selecting and developing specific areas of the collection.
- 2.2. Materials are selected from sources such as review journals, media information, publishers' catalogues and suggestions from the public.
- 2.3. In the selection process, materials are considered in terms of relevance to the needs of the community, relationship to the existing collection, local interest and demand, clarity and accuracy of the work, the opinion of critics and reviews, and the availability of funds.
- 2.4. The Library will purchase a variety of formats with reference to the stated roles of the library and the nature of the subject matter.
- 2.5. Free and open access for all is a guiding principle of the Library. Individual choice is paramount. No restriction is placed on collection use except for the purpose of protecting the collection from damage or theft. Materials are not marked to indicate approval or disapproval of their contents, unless required by law. Materials are arranged to facilitate ease of use and access.
- 2.6. Children's materials are shelved separately. Parents/guardians assume responsibility for the child's selection of materials and use of library facilities and services.
- 2.7. The Library does not acquire materials that contravene the Criminal Code or any other statute or law.