

## Collection Management Policy

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<i>Topic</i>	Library Materials
<i>Authority</i>	Board
<i>Related Documents</i>	WBRL Intellectual Freedom Policy WBRL Donations and Fundraising Policy

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Wood Buffalo Regional Library (WBRL) considers its collection of informational and leisure materials to be an important community resource. WBRL strives to meet the diverse needs of the community by creating a balanced and representative collection of materials in a variety of formats, including but not limited to print, audio, visual, and digital resources.

### Collection Management Responsibility

The Library Director is responsible for the selection, acquisition, and purchase of library materials. The Director delegates this responsibility to other qualified and knowledgeable Library employees.

Final authority for the determination of policy in the selection and acquisition of materials rests with the Regional Municipality of Wood Buffalo Library Board.

### Intellectual Freedom

WBRL endorses the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries. See Intellectual Freedom Policy.

WBRL acquires a wide range of materials representing various points of view, including materials that may be considered controversial or offensive to some individuals. Selections are not made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to developing collections and serving the public.

WBRL does not advocate the ideas and opinions found in its collections; the availability of an item does not indicate endorsement of its content by WBRL.

While WBRL employees may assist patrons, the ultimate right and responsibility for the choice and use of library materials rests with the individual. WBRL does not prevent any user from accessing and borrowing materials. Responsibility for a child's choice and use of their library materials rests with the parent(s) and/or guardian(s). No materials are excluded from selection because they may come into the possession of a child.

### Acquisitions

WBRL acquires materials for its collection in the most efficient and cost-effective manner available.

WBRL considers consortium purchasing opportunities when they support the economical purchasing of resources.

## Selection of Materials

To serve a wide variety of backgrounds, occupations, and interests, WBRL offers a collection broad in subject, reading level, and viewpoint.

Through its collection, WBRL strives to:

- Meet the leisure and informational needs of the community.
- Encourage the development of literacy skills.
- Cultivate a passion for life-long learning.
- Inspire creativity and development of imagination.
- Reflect the community's many dimensions of diversity, including ethno-cultural and Indigenous, religion, gender, sexual orientation, age, health and mobility, and language.
- Support a range of educational levels and abilities.

WBRL's collections are broad in scope and of a general nature. An attempt will be made to acquire works noteworthy, significant, and of the highest quality in all fields.

WBRL does not acquire research materials or specialized scholarly works, and may not develop an extensive collection in any one subject field. WBRL does not purchase school texts or curriculum materials unless these are deemed to be of interest to the general public.

WBRL employees evaluate and select materials according to the following criteria:

- Relevance to community interests and needs, as based on community awareness and the Library's Plan of Service.
- Budget priorities.
- Recommendations made by critics, reviewers, and other authorities.
- Currency of information.
- Popular demand.
- Popularity of format and suitability of format for library use.
- Authority of the writer, editor, or publisher.
- Artistic quality of the content.
- Price and availability.
- Space considerations.
- Relationship to the existing collection.
- Canadian content, especially where critical, such as law, government, or finance.
- Enduring value.
- Availability of resource or similar material elsewhere.
- Quality of construction (e.g. durable binding and paper).
- Quality of production (e.g. self-published and AI generated texts may not be considered)
- Copyright.

An item need not meet all criteria to be acceptable.

## Deselection of Materials

Deselection is vital to maintaining healthy, accurate library collections.

WBRL employees evaluate and choose materials for deselection based on the following criteria:

- Accuracy and currency.
- Physical condition and appearance.
- Usage statistics.

- Relevance to the needs and interests of the community.
- Availability elsewhere.
- Subject matter available in new, duplicate, or similar resources.

### Controlled Items

WBRL may assign material for special handling or restricted use, including materials for reference use, for placement on non-public and professional material shelving, for 'in library use', or for short-term loan.

### Reconsideration of Library Materials

Registered library cardholders may submit requests for reconsideration of materials in writing to the Director using the Request for Reconsideration of Library Materials form. The patron must complete all required fields in the form.

- The Director, with appropriate professional staff (e.g. Collection Management Librarian, Assistant Director), will review the reconsideration form and the material to consider whether its selection follows the criteria laid out in the Collection Management Policy.
- Within one month, the Director will make a decision and send a written response to the patron, stating the reasons for the decision. If the patron is not satisfied, they may submit a written appeal to the Board within 7 days.
- If the Board plans to address the appeal at their Board Meeting, the patron will be notified of when and where the meeting will be held.
- The Board reserves the right to limit the length of public presentations, per the Board Meetings Policy.
- The Board's decision is final.

### Suggestions for Purchase

Suggestions for additions to the WBRL's collection may be submitted via an online form. WBRL encourages suggestions and gives them due consideration.

The receipt of the suggestion does not guarantee the addition of an item to the collection.

### Donations of Materials

WBRL accepts gifts and donations of books and other materials per the conditions outlined in the Donations and Fundraising Policy and applicable guidelines.

Materials dropped off at a library location, including return bins, are considered donations and become the property of WBRL.

WBRL assesses donations for addition to the collection with the same criteria used to select purchased materials. Not all donations are suitable for the collection. Unwanted donations may be sold, donated to another organization, or recycled/disposed of.

WBRL reserves the right to refuse donations of materials.

**History**

*Created: May, 1990.*

*Revised: September 17, 2014. November 20, 2019. October 20, 2021. November 19, 2025.*