

Topic: Children's & Teen's Services

2.4 Maintenance and Organization of the Children's & Teen's Collection

Board Motion Number:	24.026
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	February 27, 2024
Date of Next Review:	2028
Attachments:	None

Signature of Board Chairperson (and Date):

Policy

The North Kawartha Public Library will ensure the maintenance and organization of a comprehensive children's & teen's collection.

Procedures

1. The CEO/Librarian is responsible for the selection, maintenance and organization of the children's and teen's collection.
2. To maintain a good collection, materials (particularly non-fiction) should be examined regularly for currency and accuracy of information, and for physical condition. Outdated, tattered and worn materials should be discarded.
3. Fiction material shall be separated into Easy Reading Junior Pictures (JP), Juvenile (J), and Young Adult (YA) materials. They shall be organized alphabetically by author. The spines of the books shall be marked by a JP, J and YA to denote the categories noted above. Material may also be separated by language (English and French), and format.
4. Non-Fiction material shall be organized according to the Dewey Decimal Classification System (DDC).
5. All materials in the children's & teen's collection will be listed in the Library's automated catalogue.