

## Topic: Collection Development and Management – Policy and Planning

### 3.14 Evaluation of Current Collection

Board Motion Number: **24.039**  
Date of Original Board Motion Number: **March 10, 2008**  
Date of Current Issue: **April 23, 2024**  
Date of Next Review: **2028**  
Attachments:

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library must continually evaluate the current collection in order to prepare a collection development plan.

#### Procedures

1. The CEO/Librarian and staff must conduct the evaluation of the Library collection.
2. The current collection must be reviewed on a regular basis using the following criteria:
  - a. Accuracy and relevance. Do collection materials reflect up-to-date information and is that information important to the community?
  - b. Balance. Does the collection represent a variety of viewpoints?
  - c. Currency. Does the collection reflect current interest and concerns?
  - d. Suitability. Does the collection fill the needs of the community?
  - e. Appearance. Does the collection present an appealing appearance or is it full of torn and dirty covers and musty books?
3. To assess the quality of the current collection, the following steps may be undertaken:
  - a. Review information in surveys and comments by patrons.
  - b. Compare all or parts of the library's current collection against lists of titles from various sources recommended for library collections.
  - c. Review a random sample of the collection to evaluate the use of the present collection. (Each item in the sample could be checked to see how often the item has circulated in the past five years.)
  - d. Determine the balance between types of material and subject areas.
  - e. Maintain general statistics (eg. circulation statistics, reference and interlibrary loan statistics) to evaluate the current collection.