

Topic: Collection Development and Management – Policy and Planning

3.16 General Content and Format of the Collection

Board Motion Number:	24.054
Date of Original Board Motion Number:	March 10, 2008
Date of Current Issue:	May 28, 2024
Date of Next Review:	2028
Attachments:	1. General Composition of the North Kawartha Public Library Collection

Signature of Board Chairperson (and Date):

The composition of the North Kawartha Public Library collection shall reflect the needs and interests of the community as determined by analysis and experience on the part of the Library staff and further:

1. The North Kawartha Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities, and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

2. The North Kawartha Public Library will provide diverse collections relating to cultures, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in our collection. Our bibliographic database will use subject headings and descriptors which are more inclusive, including the use of Indigenous Subject Headings as they become available.

We continue to recognize that digital collections are increasingly important.

Procedures

1. The Library must provide as wide a spectrum of materials as budget and space limitations will allow, with emphasis on:
 - a. materials which record and communicate historical, scientific, social and cultural knowledge;
 - b. materials of current and future significance and interest;
 - c. materials which stimulate imagination, creativity and curiosity;

- d. materials which increase the individual's ability to function as a productive member of society;
 - e. materials which entertain and thus enhance the individual's enjoyment of life.
- 2. The Library shall provide in its collection those types and formats of materials that best help it to meet its goals and objectives. Types and formats of material shall include: books, e-books, magazines, digital magazines, audiobooks, e-audiobooks, DVDs and online databases such as Ancestry, Mango Languages etc.
- 3. The current general composition of the Library collection is noted in Attachment 1.
- 4. The arrangement of the collection will generally be in accordance with the compositions categories taking into account special group needs (eg children).
- 5. The arrangement and size of the collection will be developed taking into account restrictions on physical space and budgetary constraints.

Attachment 1.

General Composition of the North Kawartha Public Library Collection

The collection shall be composed of the following major parts:

1. Separate sections for:
 1. Adults
 2. Young Adults
 3. Junior
 4. Picture Books
2. Within the Adult and Junior sections, there are separate subsections for:
 - a. Fiction
 - b. Non-Fiction
3. Other materials
 - a. Electronic Materials. Through the library website, a virtual library is available with on-line access to e-books, digital magazines and online databases.
 - b. Government documents. The Library staff shall seek to provide the community with access to current government policies, information and legislation now found on the Internet.
 - c. Local history. A particular interest in local history is acknowledged. The staff must endeavour to maintain a comprehensive collection of works and archival materials about North Kawartha and area.
 - d. Magazines. A wide variety of magazines for all ages and reading levels will be provided. The magazine collection will supplement the reference collection by providing current resources.
 - e. Materials for the physically disabled. Large-print reading materials will be provided.
 - f. Multilingual materials. Materials in languages other than English will be provided to library clients through the interlibrary loan system. Collections in other languages could also be established in print or digital format, depending on community demand. A small French collection is available for children.