
Subject: Collection Standards
Effective: July 2005
Revised: *January 2020*

1.0 PURPOSE

The purpose of this policy is to establish standards and guidelines for collection investment and development.

2.0 APPLICATION

This policy applies to the purchase of library materials from any funding source, to the provision of access to external resources by New Brunswick Public Library Service (NBPLS), and to donated materials.

This policy does not apply to:

- weeding or discarding of library materials, see NBPLS Policy 1042 – Weeding and Discarding of Library Materials; or
 - reconsideration of library materials, see NBPLS Policy 1043 – Reconsideration of Library Materials.
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3.0 DEFINITIONS

Collection development refers to the act of building a coherent, balanced provincial collection to promote the cultural, economic, educational, and social development of New Brunswickers.

Discarding refers to the action of removing library materials from the collection.

External resource refers to material linked to or provided on the NBPLS website, online catalogue, or via a third party.

Interlibrary loan refers to the cooperative arrangement between New Brunswick public libraries and other libraries for the borrowing and lending of materials for the public.

Linguistic community means either the English or French linguistic community of New Brunswick within the meaning of section 16.1 of the [Canadian Charter of Rights and Freedoms](#).

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Library material refers to the [New Brunswick Public Libraries Act](#) definition which includes books, periodicals, pamphlets, newspapers, photographic reproductions, paintings, films, filmstrips, sheet music, sound recordings, electronic data bases and texts, videos, CD ROMS and other information in digital form.

National average refers to the annual expenditure per capita on library materials based on a three year average calculated from data released by the Canadian Urban Libraries Council.

Official languages means the official languages of New Brunswick (English and French) identified in subsection 16(2) of the [Canadian Charter of Rights and Freedoms](#).

Public libraries refers to public libraries and public-school libraries.

Selection refers to the act of choosing specific items for inclusion in a collection.

Service point means any place (virtual or physical) where the public receives library services.

Weeding refers to the action of putting aside library materials for possible discarding from the collection. Weeding is done to ensure that the library collection remains up-to-date, useful, and in good physical condition and appearance.

4.0 LEGAL AUTHORITY

Under the [New Brunswick Public Libraries Act](#), the Provincial Librarian (NBPLS Executive Director) is responsible for the collections in the public library system. In practice, he/she delegates the regional and local responsibility for the selection and acquisition of library materials to the Regional Director.

The [New Brunswick Public Libraries Act](#) indicates also that a Public Library Board “may augment materials in a library, including collections of a special local interest, with the approval of the Provincial Librarian”. In this case, the selection of library materials is typically done by the library employee in charge and in close consultation with the Regional Director.

5.0 GOALS / PRINCIPLES

5.1 Each library’s collection of materials constitutes a **provincial collection** that is made available to all New Brunswickers.

5.2 NBPLS is committed to providing public library collections that meet the evolving cultural, economic, educational, and social needs of New Brunswickers.

To fulfill this commitment, NBPLS strives to:

- provide equitable access to quality library materials in both official languages;

- serve people of all ages and with varying needs and interests;
- offer a broad range of library materials in a variety of formats;
- maintain comprehensive and balanced collections;
- provide library materials of contemporary significance as well as historical value; and
- collect materials in subject areas of interest to or about Indigenous peoples, including resources in languages (e.g. Mi'kmaq and Wolastoqey) and recorded oral histories.

5.3 NBPLS upholds the [Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries](#) and [La charte des droits du lecteur](#) adopted by the Corporation of Professional Librarians of Québec.

6.0 REQUIREMENTS / STANDARDS

6.1 COLLECTION INVESTMENT

- 6.1.1 Collections will constitute a budget line item at the provincial and regional levels.
- 6.1.2 Each Regional Director is responsible for the fair and equitable distribution of library materials to each public library based on various criteria such as circulation, community interests, special collections and available space.

6.2 COLLECTION DEVELOPMENT

- 6.2.1 As collection development is a provincial responsibility under the New Brunswick Public Libraries Act, the selection and acquisition of library materials with **locally raised funds** will be carried out at the discretion of the Library Manager or Director, in consultation with the Regional Director.
- Materials acquired locally must be made available throughout the province (see NBPLS Policy 1052 – Access to Materials);
 - Fundraising activities must be carried out in accordance with NBPLS Policy 1053 – Standards for Generating Revenue.
- 6.2.2 As market availability and resources permit, NBPLS collects materials to promote the cultural, economic, educational, and social development of the official linguistic communities in New Brunswick. However, NBPLS will not limit the resources it makes available to one linguistic community simply because the same or similar resource is not available to the other linguistic community.

6.2.3 NBPLS materials are selected and acquired according to various criteria such as:

- Public demand;
- Needs of each community;
- Availability in the marketplace;
- Availability of library materials in other libraries;
- Clarity, accuracy and readability of the content;
- Collection development strategies at the provincial, regional and local level (e.g. multiple copies of materials acquired to meet strong popular demand);
- Commitment to acquire works by Canadian and New Brunswick authors;
- Currency of the information;
- Coverage of the subject in the existing collection;
- Level of complexity; level of scholarship;
- Need to provide balanced collections;
- Need to provide variety in viewpoints;
- Positive reviews found in professional journals and other sources;
- Reputation of the author, publisher or producer;
- Suitability of the presentation,(e.g. is the material indexed; does it include a bibliography, maps, illustrations, tables); and
- Timeliness of the subject.

6.2.4 NBPLS will collect:

- materials of local historical interest and consult with other libraries and archives as appropriate; and
- library materials to support the professional development of library staff and trustees, as well as the development of libraries and library services across the province.

6.2.2 NBPLS will not provide:

- Textbooks or curriculum based materials for schools; however, public libraries do provide a wide range of materials that may be used for homework purposes and research; and
- Highly-specialized materials in any field (e.g. medicine, law, physics, etc.).

6.3 DONATIONS

- 6.3.1** Donated materials are welcomed and are intended to augment, but not replace collection investments.
- 6.3.2** Donated materials are part of the NBPLS overall provincial collection and may be selected, weeded, and discarded in the same way as other library materials.
- 6.3.3** Acceptance and/or disposal of donated materials at the regional and local level is/are the responsibility of each Regional Director, on behalf of the Provincial Librarian (NBPLS Executive Director). See NBPLS Technical Services Manual.
- Library employees may accept donated materials on behalf of the Regional Director, with the understanding that the materials will be dealt with by the regional office (selection, processing, book plate, etc.).
 - Library employees are to inform donors that donation of materials are subject to the same selection criteria outlined in 6.2 of this policy and are not automatically added to the collection.
- 6.3.4** Donations of “permanent loan” or to which the donor has attached conditions for use, display, care or disposition are not generally accepted.
- 6.3.5** Donated materials, once processed, will normally be assigned to the public library where the donation was made when appropriate.
- 6.3.6** Upon request of the donor, income tax receipts will be issued by the provincial office, regional office or the New Brunswick Public Libraries Foundation as appropriate and according to current tax regulations and procedures approved by NBPLS.
- Library boards with charitable status may only issue income tax receipts for materials donated through programs such as adopt-a-book.
 - All other donated materials require a professional assessment before issuing an income tax receipt. See the NBPLS Technical Services Manual for details.
 - Requests for information on issuing income tax receipts for donated materials are to be directed to the Regional Director and/or the Regional Office Administrative Assistant.
- 6.3.7** When appropriate, donations will be acknowledged.
- 6.3.8** NBPLS maintains sole ownership of all donated materials, except in the case of library materials that have been donated specifically to the school in public-school libraries. (See NBPLS Policy 1004 – Dissolution of Library Partnership)

7.0 GUIDELINES / RECOMMENDATIONS

7.1 COLLECTION INVESTMENT

The following guidelines may be considered for collection investment should resources be made available:

7.1.1 The minimum annual investment per capita on library materials should be equivalent to or exceed the national average (see section 3.0 for definition).

7.1.2 Collections should represent a minimum expenditure of 15% of the total budget, without reducing the operational and salary budgets.

7.1.3 To ensure quality and currency, at least 10% of the collection should have a publication date within the last two years.

7.1.4 Each service point should receive a minimum of 150 items annually (excluding donated materials).

7.1.5 In order to meet the needs of the community based on their population, the following library collection size is recommended:

The number of books:

- Small sized libraries (population less than 4,000) = 5 to 7 items per capita
- Medium sized libraries (population 4,000 – 9,999) = 4 to 6 items per capita
- Large sized libraries (population 10,000 or more) = 3 to 5 items per capita
- Library resource centers = .5 to .75 items per capita based on regional population

A well-balanced collection of any size should contain:

- reference materials;
- non-fiction;
- fiction for various age groups; and
- AV and digital formats.

Periodical subscriptions are also part of the collection and can be added based on availability of space and funds.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

9.0 REFERENCES

[Charte des droits du lecteur](#). Association pour l'avancement des sciences et des techniques de la documentation.

[Education Act](#). Government of New Brunswick

[Statement on Intellectual Freedom and Libraries](#). Canadian Federation of Library Associations.

[New Brunswick Public Libraries Act](#). Government of New Brunswick.

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354

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