



# Operational Section IV: Collection

The Operational Policies of Schreiber Public Library have been divided into sections for ease of use. The Operational Policies act as a means for Library staff to meet the Mission and Commitment of SPL, as well as to achieving the Library Board's Strategic Plan for the Library's future.

SPL Policy Manual approved on December 12<sup>th</sup>, 2012.

In June of 2012, the Library Board decided to reconfigure SPL's Policies and compile them into a Policy Manual.

The annual review of the Policy Manual was completed on the following dates:

June 14<sup>th</sup>, 2018

February 16<sup>th</sup>, 2023

**SCHREIBER PUBLIC LIBRARY POLICY MANUAL**

Contents of Operational Policies Section IV:  
Collection

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<b>No: OC1</b>	<b>Title: Collection</b>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 05-11-06	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b>	<b>Previously:</b> 08-10 05-11-06: Col-1, Col-2, Col-3, Col-4, Col-5, Col-6, Col-8
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• GO10: CEO Appointment and Responsibilities</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>• OC1: Collection Development Plan</li> </ul>

## SECTION I: Purpose of the Collection

1. The Schreiber Public Library Board, by way of the Chief Executive Officer (CEO), provides a collection which is a principal means for published thoughts and ideas, expression of the creative imagination, and local history and culture, to be freely available to all.
2. Schreiber Public Library shall:
  - 1.1. Assemble and administer, in organized collections, books and related educational, informational, and recreational materials, in order to promote, through guidance and stimulation, the communication of ideas, an awareness of local issues, and enrich personal lives;
  - 1.2. Provide books and other materials through which inquiring minds may encounter the original, sometimes unorthodox and critical, ideas so necessary in a society that depends on the free circulation of ideas for its health and survival; and
  - 1.3. Provide a progressive, user-oriented service which responds to and anticipates the educational, cultural, leisure, and other information needs of the Schreiber community.

## SECTION II: Goals of the Collection

1. The primary goals of the Schreiber Public Library collection are:
  - 1.1. To provide access to all expressions of knowledge, creativity, and intellectual activity;
  - 1.2. To provide a wide range of resources for self-development and independent study, and to complement formal education;
  - 1.3. To meet the informational needs of all members of the community;
  - 1.4. To provide materials which stimulate and support enjoyment of and participation in cultural life;
  - 1.5. To provide access to information of local interest or concern;
  - 1.6. To provide materials for recreational and leisure time use;
  - 1.7. To bridge the digital divide for on-reserve/rural peoples of Ontario.
2. To achieve these goals, Library staff shall endeavour to:
  - 2.1. Select materials which represent all sides of a wide range of issues;
  - 2.2. Consider materials in terms of timeliness, demand, quality, and authority;
  - 2.3. Develop collections of materials in a variety of formats;
  - 2.4. Acquire materials in formats specifically for use of the physically disabled;
  - 2.5. Acquire materials for all ages and levels of comprehension;

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- 2.6. Develop collections on specialized topics, such as local history;
- 2.7. Acquire digital resources which support the collection.

### **SECTION III: Collection as Part of the System**

1. The Library Board recognizes that the information needs of the community cannot be met through the resources of Schreiber Public Library alone. The Board views the Library's permanent collection as one essential element in an information system which also includes Interlibrary Loan (ILL), the sharing of resources and cooperative resource development with neighbouring Libraries, and supplementary deposit collections coordinated by the Ontario Library Service-North (OLS).

### **SECTION IV: Responsibility for the Collection**

1. As per GO10 of the Schreiber Public Library Board (*CEO Appointment and Responsibilities*):
  - 1.1. The Chief Executive Officer (CEO) is responsible for the selection and acquisition of materials for the Library collection in conformity with Library Board Policy;
  - 1.2. The CEO ensures that the collection is properly maintained and organized, and that an effective collection control system is in place.

### **SECTION V: Content of the Collection**

1. Schreiber Public Library will provide as wide a spectrum of materials as budget and space limitations will allow, with emphasis on:
  - 1.1. Materials which record and communicate historical, scientific, social, and cultural knowledge;
  - 1.2. Materials of current and future significance and interest;
  - 1.3. Materials which stimulate imagination, creativity, and curiosity;
  - 1.4. Materials which increase the individual's ability to function as a productive member of society;
  - 1.5. Materials which entertain and thus enhance the individual's enjoyment of life;
  - 1.6. Materials which enhance and entice the literacy of the youth.

### **SECTION VI: Types of Format of Materials**

1. The Library shall provide in its collection those types of materials that best help it to meet its goals and objectives. Books shall be of primary importance. Other types of materials shall include periodicals, pamphlets, and clippings, and non-print materials, such as audio recordings and video recordings. Digital and online collections will be utilized to assist in offering larger collections than can be housed on site. These digital collections include databases, memberships, subscriptions, and downloadable sources, such as e-books and audio-books.

### **SECTION VII: Size of the Collection**

1. The Library Board recognizes that, given the limitations of available physical space, the size of the collection must be limited in order to:
  - 1.1. Ensure adequate space for public and Library staff circulation and activities; and
  - 1.2. Avoid overcrowding of the collection which would hamper access to materials and give an impression of disorder and lack of control.

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2. The permanent collection goal for the Library is a quantity of volumes not less than three (3) times the population served.
3. Each year, material will need to be replaced. The replacement rate suggested by the American Library Association (ALA) is one-sixth of a volume per capita per year. The ALA replacement rate will be used as a guide in the Library and will be reflected within the annual budget of the Library.

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<b>No:</b> OC2	<b>Title:</b> <i>Local Collection</i>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 05-11-06	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b>	<b>Previously:</b> 08-10 05-11-06: Col-9, Col-10, Col-7
<b>Related Policies</b>	<ul style="list-style-type: none"><li>• OC6: Composition of the Collection</li></ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"><li>• OC1: Collection Development Plan</li></ul>

## SECTION I: Canadiana

1. Special emphasis shall be given to acquiring materials created by Canadians and materials about Canada. Authors who have been significant in the development of Canada's literature, and new writers who become important, shall be represented in Schreiber Public Library's collection.

## SECTION II: Local History

1. Providing access to the historical past of Schreiber and the surrounding area is an important function of Schreiber Public Library. Works by and about local authors, and materials relating to the history of Schreiber and area, shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.

## SECTION III: Language

1. As the Chief Executive Officer (CEO) and Library Board are committed to providing Library services in both official languages of Canada, English- and French-language materials will be acquired in relative proportions which, as derived through analysis and experience, are most appropriate for the community.
2. Schreiber Public Library shall endeavour to meet the needs of clients who require materials in languages other than English or French through participation in the Interlibrary Loan (ILL) network and through borrowing arrangements with other Libraries.

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<b>No: OC3</b>	<b>Title: Selection Criteria</b>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 12-12-12	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b> 06-13-13, 02-16-2023	<b>Previously:</b> 08-10 05-11-06: Col-11, Col-12, Col-13, Col-14
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• GO16: Donations</li> <li>• OC2: Local Collection</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>• GO16.4: Books and Materials Suggestions</li> </ul>

## SECTION I: Selection Criteria

1. Materials selected will meet high standards in quality, content, expression, and format. All acquisitions, whether purchased or donated, shall be considered in terms of the following criteria:
  - 1.1. Suitability of subject and style for the intended users;
  - 1.2. Reputation and authority of the author and publisher;
  - 1.3. Comments of reviewers, critics, and publishers;
  - 1.4. Strengths and weaknesses of the existing collection;
  - 1.5. Demand in the community for a certain subject or title;
  - 1.6. Availability of materials through other Libraries in the community or area;
  - 1.7. Suitability and quality of physical form, layout, and construction;
  - 1.8. Timeliness and accuracy of the information contained therein;
  - 1.9. Purchase price and other budgetary considerations.
2. Children's materials and young adult acquisitions will be selected based on the above considerations as well as the following:
  - 2.1. Interest level based on age;
  - 2.2. High/low availability;
  - 2.3. Art, graphical, and general appearance of illustrations; and
  - 2.4. Levelled materials for literacy enhancements.
3. Specific collections will also be accepted for purchase and donation which represent false or dated information and kept in a specific non-circulating collection for archival and research purposes.
4. Special collections may be developed in partnerships or with donors. In these cases, the donors will have influence on how their financial donation is being spent within the Library, but will not have an influence over general collection development.

## SECTION II: Local Collection

1. Local collections will be acquired when they have been determined to:
  - 1.1. Contain accurate content for the collections;
  - 1.2. Be supported by or authored by those who have expertise in a given area;
  - 1.3. Be of interest to Library patrons and community.

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## **SECTION III: Vendors and Sources of Materials**

1. In choosing sources of materials for the collection, the sources of materials are of key importance to the Chief Executive Officer (CEO) and the functionality of the Library.
2. Preference will be given to suppliers who:
  - 2.1. Are Canadian;
  - 2.2. Provide cataloguing and processing services;
  - 2.3. Offer the best discounts;
  - 2.4. Provide the fastest, most efficient, and most cost effective service.

## **SECTION IV: Balanced Expenditure**

1. In planning the annual materials budget, balanced consideration will be given to the following main areas of collection development:
  - 1.1. Current materials, to keep the collection up-to-date;
  - 1.2. Materials to build the collection in those areas in which it is lacking;
  - 1.3. Materials of relevance which are not in the Library's holdings.
2. In expending the materials budget, adequate and consistent attention shall be given to all major parts of the collection, including Non-Fiction, Children's, Young Adult, Adult Fiction, and Local History collection.

## **SECTION V: Multiple Copies of Library Books**

1. Schreiber Public Library seeks to provide patrons with timely access to reading materials. Current best-selling fiction and non-fiction books frequently attract readers in substantial numbers.
2. Books for which there is great demand as measured by the number of local holds for the book may be purchased in a quantity to enable a patron to be able to checkout a copy of a book within a reasonable time.

## **SECTION VI: Labeling**

1. Items in the collection are labeled in a way that is consistent and facilitates ease of access by the public and Library staff.
2. Labeling indicates:
  - 2.1. The location of the item on the shelf, including classification code;
  - 2.2. Target audience, such as Adult, Young Adult, and Early Reader;
  - 2.3. In the case of Fiction, genre;
  - 2.4. Format, such as Large Print; and
  - 2.5. Language.

## **SECTION VII: Weeding**

1. Weeding is as important to collection development as selection. As part of the on-going collection evaluation, materials which meet certain criteria can be weeded from the collection. The result is an attractive collection which meets the needs of the community and is well used.
2. The usual reasons for withdrawing an item are:
  - 2.1. The materials are no longer useful in light of the goals and objectives of the Library;
  - 2.2. The materials contents are out-of-date and therefore potentially misleading;
  - 2.3. The materials are no longer of interest to the community;



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- 2.4. The materials are damaged or worn-out;
- 2.5. Room is needed for new materials coming into the collection.
3. Books that are dirty, torn, damaged, or have pages missing are all candidates for withdrawal. When such a book is returned to the Circulation Desk, it should be set aside and discarded as soon as time permits. Rebinding is not recommended unless the item is of value to the collection and irreplaceable.
4. Books that date quickly, such as travel guides and annuals, should be weeded on an annual basis. When a new edition is purchased, the oldest edition should be discarded. Incorrect information is often worse than no information at all.
5. In line with an understanding that the public exercises its own selection criteria through its usage of the collection, the last date the book circulated is a strong identifier for withdrawal. If the book has not gone out in a specific time period, e.g. two (2) or three (3) years, it may be considered as a candidate for withdrawal.
6. What not to weed: Although materials should be weeded regularly to aid in the accurate information source available to the community, and to allow room for new materials, not all outdated or old books are discards. Many books, even with inaccurate information, have a place on the shelves as they provide a snapshot to perceptions of an era or have local value. Non-weedable items should include:
  - 6.1. Local history;
  - 6.2. Out of print;
  - 6.3. Still useful.
7. Process for withdrawal: The Chief Executive Officer (CEO) shall have overall responsibility for the materials withdrawn from the collection. On the CEO's authority, the following process will be followed:
  - 7.1. Remove book from collection;
  - 7.2. Stamp the book "discard" in several places;
  - 7.3. Delete item from the online catalogue.
8. Options for Disposing of Book
  - 8.1. Offer to patrons under the Library Book Sale Policy;
  - 8.2. Wherever appropriate, materials withdrawn should be donated to another non-profit group or organization in need of such materials or placed in the Free Library Boxes;
  - 8.3. Offer to the surrounding Libraries (school or public Library);
  - 8.4. Throw it away according to recycling guidelines or use for crafts and programs.
9. Keep a record of what needs to be reordered.

### **SECTION VIII: Inventory**

1. An inventory ensures that the catalogue accurately reflects the contents of the collection.
2. An inventory of the Library's collection is carried out on a regular basis and is completed at least once every five (5) years.

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<b>No:</b> OC4	<b>Title:</b> <i>Storage and Care of Materials</i>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 12-12-12	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b>	<b>Previously:</b>
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• OC8: Digital and Archival Collection</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>• GO16.1: Donor Documentation</li> <li>• OHS1: Health and Safety Inspection Checklists</li> </ul>

1. In order to maintain a Library, materials must be cared for properly by both Library staff and patrons.
2. Circulation is a natural time to ensure the longevity of materials. At this time, Library staff will:
  - 2.1. Check upon return from circulation the quality of the book, clean the book if necessary, or set aside for the Chief Executive Officer (CEO) to either repair or discard;
  - 2.2. Identify books that should be removed from circulation and mark as reference due to replacement costs or out of stock status;
  - 2.3. Regularly check on the jacket covers of hardcover books to ensure that they are secure;
  - 2.4. Repair the covers and/or binding of paperbacks to extend the life of the book.
3. In daily operational routines designated by the CEO, Library staff should:
  - 3.1. Walk the collection daily so as to identify any problems in shelving;
  - 3.2. Inspect hanging storage units for clean files;
  - 3.3. Be vigilant not to allow patrons access to areas which are not for circulation;
  - 3.4. Inspect storage areas for excess heat or water leakage.
4. Storage of materials not in use should:
  - 4.1. Only occur after the materials have been entered into the database and marked as "STACK";
  - 4.2. The boxes and/or shelves of the appropriate storage stack should be identified so as to easily find the stored materials.
5. Donations and Seasonal Materials
  - 5.1. Donations may be stored in marked boxes;
  - 5.2. Seasonal materials should be found on the displays or seasonal shelves. Once the season has ended, the materials should be boxed and then moved into the stacks for storage until next year. Seasonal items MUST be cleaned prior to storage.
6. Archival Materials
  - 6.1. These materials should be protected from general handling;
  - 6.2. All items should be kept securely;
  - 6.3. Air space should surround the book and books should not rest against the back of a cabinet;
  - 6.4. No spine labels, reference stickers, or insignia should be placed on the books;

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- 6.5. The CEO should inspect the materials monthly and identify any deterioration, damage, or concerns to the Library Board;
- 6.6. Archival materials which are not necessary in original format (e.g. newspapers) should be microfilmed or scanned so as to limit the amount of materials in storage;
- 6.7. Where possible, all accessed archival materials should be microfilmed or scanned so as to limit the direct contact by patrons.

# SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No: OC5</b>	<b>Title: <i>Community Feedback and Support</i></b>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 12-12-12	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b> 09-20-18	<b>Previously:</b> 08-10 05-11-06: Col-15, Col-16, Col-22
<b>Related Policies</b>	•
<b>Associated Documents</b>	• <i>Ontario Public Library Guidelines, 6<sup>th</sup> Edition</i>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>• GO16.1: Donor Documentation</li> <li>• GO16.4: Books and Materials Suggestions</li> <li>• GO16.5: Comments</li> <li>• FS7: OLA Intellectual Freedom</li> </ul>

## **SECTION I: Donations of Books and Materials**

1. Schreiber Public Library accepts donations of books and other materials. Income tax receipts will be issued upon request. Once donated, the books and other materials become Library property, and the Library reserves the right to use and dispose of them in the manner most useful to the Library.
2. This could include adding them to the collection, sending them to other Libraries or schools, placing them on the Library's Book Sale rack, or disposing of them. The donor is not necessarily informed of such disposition. Donors shall be asked to sign a standard declaration to this effect.
3. The Library may acknowledge donations with a bookplate of the donor's name inside the cover of the donated book or a donation statement within the Machine-Readable Cataloging (MARC) Record. In the case of rare books and archival materials, notice will be made within the MARC Record only in order to protect the condition of the book.
4. Large donations may be designated within the catalogue as a collection in the name of the donor. This is at the discretion of the Chief Executive Officer (CEO).

## **SECTION II: Suggestions from the Public**

1. Patrons can make notice of suggestions and requests for books or other materials in person or via email. The list will be reviewed on an on-going basis and be considered in future in light of the terms of the Library's Selection Criteria Policy, available funds, and acquisition plan for that fiscal year.

## **SECTION III: Complaints about the Collection**

1. The Library Board recognizes the right of individuals or groups to make a complaint to the Library administration concerning the collection.
2. Individuals or groups requesting that an item or items be removed from the Library's collection shall be provided a Complaint Form to fill out.

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3. Upon receiving the Complaint Form, the Chief Executive Officer (CEO) shall review it in light of the Library Board's Policy concerning the Library's collection.
4. If the inclusion of the item in the Library's collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by Library Board Policy, the Policy shall be explained in writing to the complainant, and no further action need be taken.
5. If the inclusion of the item in the Library's collection is found by the CEO to be questionable based on the guidelines set out by Library Board Policy, the item will be placed on hold for no more than one (1) week while the Board is asked by the CEO to make a decision on the matter. The Board will communicate that decision in writing to the complainant.

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<b>No: OC6</b>	<b>Title: <i>Composition of the Collection</i></b>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 05-11-06	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b> 09-20-18, 02-16-2023	<b>Previously:</b> 08-10 05-11-06: Col-17
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• OC2: Local Collection</li> <li>• OC12: Resource Sharing</li> <li>• OPS7: Children's Services</li> <li>• OPS8: Young Adults' Services</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>• <i>Ontario Public Library Guidelines, 6<sup>th</sup> Edition</i></li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>• OC1: Collection Development Plan</li> <li>• OPS7: Children's Rights in the Public Library</li> <li>• OPS8: Teens' Rights in the Public Library</li> </ul>

The composition of the Library collection shall reflect the needs and interests of the community of Schreiber as determined by analysis and experience on the part of Library staff. The collection shall be composed of the following major parts:

### SECTION I: Adult Print Collection

1. Where appropriate, non-print materials may replace print materials. As digitized and online resources become more space and cost effective, this list may lean heavily to this direction, especially in the area of non-fiction resources.
2. **Fiction**
  - 2.1. The Library recognizes the need to accommodate the varying tastes, interests, purposes, and reading skills of its patrons. While there is no single standard of literary quality, preference will be given to fiction that contributes to the balance of the collection with regard to:
    - 2.1.1. Types and styles of literature and genres;
    - 2.1.2. Subjects treated;
    - 2.1.3. Patron appeal.
  - 2.2. While it is not possible to keep all retrospective materials, access to these works will be maintained through the Interlibrary Loan network and pools.
3. **Non-Fiction**
  - 3.1. **Applied Sciences** - Includes general interest in farming, gardening, landscaping, cooking, animal and pet care; handicrafts; cookbooks; repair and maintenance; basic trade manuals; and other items available online will be considered, instead of onsite holdings;
  - 3.2. **Art and Architecture** - Includes major books on art, architecture, sculpture, and applied arts;
  - 3.3. **Biography** - Includes autobiography; personal narratives; journals, diaries, and letters. Special attention is given to collecting biographies of Canadians;

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- 3.4. **Business** - Includes current, reliable material on investment; leasing; consumer concerns; accounting; small business management; career development; labour relations. Special effort will be made to collect and manage information about local businesses;
- 3.5. **Computer Science** - Includes manuals suitable for the home user; general works on the development of computers and on the computer business and industry;
- 3.6. **Economics** - Includes theory; money, banking, and public finance. Additionally, this area will include self-promotion, such as resume writing;
- 3.7. **Education** - Includes education theory and psychology. The primary emphasis will be on Ontario education;
- 3.8. **Indigenous Peoples Collection** - Includes history and culture of aboriginal peoples, especially Canadian; sociological and political aspects of native life, historical and current, in Canada and abroad;
- 3.9. **Folklore, Fairytales, Myths, and Legends** - Includes works of criticism and psychological interpretation; representative myths and legends of various periods and nationalities, including Canadian folklore. Fairytales will be collected mainly in the children's department;
- 3.10. **Geography and Travel** - Includes annual travel guides for popular destinations; popular accounts of travel; descriptive texts of a wide variety of countries and of all parts of Canada; general and thematic atlases for circulation. Emphasis will be placed on keeping these materials up-to-date;
- 3.11. **History** - Includes materials covering all phases of human history, from the earliest times to the present, with emphasis on Canadian history;
- 3.12. **Languages** - Includes general works on language and linguistics; grammars; dictionaries; phrase books;
- 3.13. **Law and Criminology** - The collection will be for the layman and provide basic information. Includes popular, standard, and interpretive titles on court procedure, jury duty; family law; patents and copyright; landlord and tenants' rights; employment standards; human rights code; criminal law; federal and provincial statutes; local laws; general works on criminal psychology; law enforcement and correctional systems in Canada and the world;
- 3.14. **Literature** - Includes contemporary and classic essays, poetry, drama, and short stories; selected works of criticism; works on the techniques of communication, such as professional writing, essay writing, and public speaking. Emphasis will be placed on Canadian literature;
- 3.15. **Mathematics** - Includes algebra, calculus, and geometry; texts to support school assignments and adult continuing education; business-related mathematics; practical mathematics;
- 3.16. **Medicine** - The collection will be specifically for the layman. Includes developmental handicaps; aging; sex and sexually transmitted diseases; pregnancy and child care; drugs and alcoholism; nutrition; preventive medicine; First Aid; public health and sanitation; disease; anatomy and physiology; pharmacology;
- 3.17. **Music** - Includes history; theory; biographies; song books (especially Canadian); instructional materials for popular instruments;
- 3.18. **Philosophy** - Includes basic works; histories; guides; popular self-help;

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- 3.19. **Political Science** - Includes theory and organization of government; comparative forms of government; public administration; biographies of political figures;
  - 3.20. **Psychology** - Includes theory; mental hygiene; popular self-help;
  - 3.21. **Pure Sciences** - Overall emphasis is on practical approaches to science and technology, and on interpretations of scientific theory rather than on the highly theoretical works themselves. Includes astronomy; biology; chemistry; geology; physics;
  - 3.22. **Religion** - An impartial collection recognizing various points of views will be maintained. Inclusion or exclusion of any title from the collection is based on the considerations described in this Policy and not on the personal religious convictions of Library staff. Includes sacred works in various versions relating to the world's major religions; writings of major theologians; doctrines and histories of all religions and denominations; inspirational materials. A balanced approach will be taken on the collection of religious doctrine;
  - 3.23. **Sex** - Includes biological function; alternative sexuality; sexually transmitted diseases; birth control; advice and studies of a popular nature;
  - 3.24. **Social Sciences** - Includes general works in the areas of social psychology, demography, social organization and change, community planning, family relationships and counselling, popular materials on marriage, social etiquette, and family life for both adults and young adults.
4. **Reference**
    - 4.1.A collection of general and specialized encyclopaedias, dictionaries, atlases, handbooks, gazetteers and maps, bibliographies, yearbooks, and directories, will be maintained. Reference materials will be brought up-to-date as new editions become available. Many reference materials may be housed electronically, and not in-house. These will be promoted to patrons so they are aware of all the reference materials held by the Library.

### SECTION II: Young Adult/Teen

1. A collection specifically selected for young adults, intended for those fourteen (14) and older, will be maintained. The importance of adolescence as a crucial growing phase is recognized and, accordingly, materials dealing with awareness of self, hero-worship, conformity, bullying, suicide, and mental health, sex, and sexual health and wellness, substance use, concern with the future, and evaluation of beliefs, will be selected. Where possible, fiction materials with these themes will be included within the collection.

### SECTION III: Children

1. The collection is selected for children up to the age of fourteen (14) years with a focus on the divisions of early literacy; early reader; primary, junior, and intermediate; and high/low.
2. **Fiction**
  - 2.1.The need for a balanced children's collection is recognized. Since bibliotherapy is an important aspect of children's fiction, titles concerning problem areas such as toilet training, fears, growing up, death, divorce, friendship, and dealing with a new sibling, will be included. Picture books may be chosen on the basis of exceptionally good illustrations. Children's classics will be a part of the collection, as will popular



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mass market titles. Fiction will be categorized into school division and reading levels (e.g. Easy Read, Primary, Junior, Intermediate) as well as Board Books, Picture Books, and Graphic Materials (Fiction and Non-Fiction).

## 3. **Non-Fiction**

3.1. Non-fiction titles must be accurate, up-to-date, and unbiased. Titles will be selected which:

3.1.1. Satisfy children's natural curiosity about their environment;

3.1.2. Develop children's awareness of the world around them;

3.1.3. Are suitable for a range of age and reading levels.

## 4. **Reference**

4.1. The children's reference collection will include general encyclopaedias, both Canadian and international, suitable for various age groups, and will be available online.

## **SECTION IV: Other Materials**

### 1. **Audio-Visual Materials**

1.1. The increasing importance of various media in the provision of information is recognized. There will be a balance among recreational, cultural, and educational titles for all age groups, with emphasis on popular items. A variety of audio recording and video recording formats may be included;

1.2. Given the relative expense of audio-visual materials, wherever possible the number of titles available to its clients will be increased by exchanging its collection with the collections of other Libraries through local and region-wide arrangements.

### 2. **Government Documents**

2.1. Library staff shall seek to provide the community as requested, with access to current government Policies, information, and legislation;

2.2. The Library is a selective depository Library for the Ontario government. Selection and retention of these items follows the same general principles as for all other materials. Where appropriate, online and digitized resources will be a preferred method of access.

### 3. **Literacy**

3.1. The literacy collection is developed to support the literacy program of the community and is open to all patrons;

3.2. The collection includes: games, books, self-help audio and video cassettes, and teaching aids.

### 4. **Local History**

4.1. A particular interest in local history is acknowledged. Library staff will endeavour to maintain a comprehensive collection of works and archival materials about Schreiber and area.

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### 5. **Magazines and Newspapers**

- 5.1. A wide variety of magazines for all ages and reading levels will be provided;
- 5.2. Newspapers will be acquired to provide current news coverage from local to international levels, and to provide a unique source of local history information;
- 5.3. The magazine and newspaper collection will supplement the reference collection by providing current resources;
- 5.4. The Library will strive to collect back issues on microfiche of local newspapers for archival purposes.

### 6. **Materials for the Physically Disabled**

- 6.1. Large-print reading materials and talking books will be provided for this user group through Library investment and partnerships;
- 6.2. When specific titles are not available onsite, Interlibrary Loan or downloadable audio books will be utilized.

### 7. **Multilingual Materials**

- 7.1. Materials in languages other than English and French will be provided to Library patrons as available.

### 8. **Vertical File (Pamphlet file)**

- 8.1. Current material on topical issues will be available in a "vertical file". This file may be physical or digital;
- 8.2. A vertical file may include: charts, pictures, maps, clippings, pamphlets, and brochures.

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<b>No:</b> OC7	<b>Title:</b> <i>Organization of the Collection</i>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 05-11-06	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b> 09-20-18	<b>Previously:</b> 08-10 05-11-06: Col-23
<b>Related Policies</b>	•
<b>Associated Documents</b>	•
<b>Implementation Procedures</b>	•

## SECTION I: Classification

1. In order for the Library collection to be of maximum use and value to Library users, the collection shall be organized in such a way as to facilitate access to the information contained therein. This shall be achieved through a logical and systematic physical arrangement of individual items and through the provision of indexes and catalogues for public use.
2. The Dewey Decimal Classification System shall be used to organize the non-fiction book collection.

## SECTION II: Cataloguing

1. When obtaining catalogue copy for new items in the collection, preference shall be given to those methods requiring the least Library staff time, i.e. obtaining cataloguing from the materials supplier, use of cataloguing-in-publication (CIP), use of the SirsiDynix Catalogue as a source of cataloguing.
2. Patrons can search the online catalogue. The link is located on the front page of the library's website ([www.schreiberlibrary.ca](http://www.schreiberlibrary.ca)). The patron will need to know their Library card number as well as their pin number which staff is able to locate in JASI.

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<b>No:</b> OC8	<b>Title:</b> <i>Digital and Archival Collection</i>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 12-12-12	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b>	<b>Previously:</b> 01-09 11-13-10
<b>Related Policies</b>	•
<b>Associated Documents</b>	•
<b>Implementation Procedures</b>	• OC1: Collection Development Plan

## SECTION I: Digitization

1. In order to build research capability and more availability to archival materials, the Library will collect and create digitized materials. These materials will remain part of the public record, and as such, should be appropriate for public dissemination.
2. The Digitization Assistant will be responsible for:
  - 2.1. Overseeing and coordinating Library digitization projects;
  - 2.2. Identifying Library materials and collections to be digitized in consultation with subject specialists;
  - 2.3. Developing local guidelines in conformance with established standards and best practices for Library digitization projects;
  - 2.4. Establishing and monitoring production processes for electronic reserves;
  - 2.5. Informing Library staff of the issues surrounding the preservation of digital resources and recommending preservation Policies;
  - 2.6. Pursuing grant opportunities for local or cooperative digitization projects;
  - 2.7. Developing a budget for each new digitization project and submit to the Library Board.
3. Digitization Assistants will be assigned by the Chief Executive Officer (CEO), and may include the CEO, Library staff, and members of the Library Board.

## SECTION II: Archival Collection

1. The objective for Schreiber Public Library's archival collection is to collect and preserve photographs, documents, artefacts, and other materials relating to the history of Schreiber and surrounding area.
2. Criteria for selection:
  - 2.1. Geographical Coverage
    - 2.1.1. The Library will collect materials pertaining to the history of Schreiber and surrounding area as it relates to Schreiber;
  - 2.2. Time
    - 2.2.1. Materials will be collected dating from the earliest period possible to the present;
  - 2.3. Subject Fields
    - 2.3.1. All subject fields pertaining to local history and genealogy will be collected;
  - 2.4. Format
    - 2.4.1. Materials collected will be print or non-print and may include photographs, slides, videos, or any other media.

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3. The Library will accept the loan of appropriate materials for the purposes of obtaining copies to be added to the collection and for exhibitions, with permission of the owner.
4. Volunteers or Library staff, under supervision of the Chief Executive Officer (CEO), and with assistance from the Local History Committee, will be responsible for collecting, organizing, and filing materials for the archival collection.
5. Archival materials may be used in the Library only, and will not circulate. Loans of materials for display or similar purpose will be made only with the approval of the CEO or Library staff, and will require documentation.

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<b>No: OC9</b>	<b>Title: <i>Circulation and Returns</i></b>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 11-06-10	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b> 09-20-18, 02-16-2023	<b>Previously:</b> 01-07 11-06-10
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• OP9: Cost Recovery Services</li> <li>• OC12: Resource Sharing</li> <li>• OPS7: Children's Services</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>• <i>Public Libraries Act, R.S.O. 1990, c. P.4, December 10, 2019</i></li> <li>• <i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, April 19, 2021</i></li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>• GO16.2: New Patron Registration</li> <li>• GO16.3: Use of Internet Acceptance</li> <li>• GO16.6: Patron Fee and Fine Schedule</li> </ul>

### SECTION I: Library Membership

1. Public Libraries are required by law to adhere to the *Public Libraries Act, R.S.O. 1990, c. P.44*, which states in section twenty-three (23) that Library Boards shall allow the public to reserve and borrow circulating materials free of charge. The public includes all residents within the municipality for which the Library Board is established. Therefore:
  - 1.1. Schreiber Public Library will serve all residents of Schreiber and Rosspport. People residing outside of the geographical area of the municipality, but owning property, working in, or attending an educational institution in the area, shall be considered residents;
  - 1.2. The Library will be readily accessible and its doors open for free and equal use by all members of the community, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, record of offences, marital status, family status, or handicap. No fee will be charged to residents of Schreiber for admission to the Library, for use of Library materials in the Library, for borrowing circulating materials, or for use of the basic reference and information services;
  - 1.3. A child who meets the criteria listed above may apply for his or her own Library card at the age of twelve (12). If a child is under the age of twelve (12), a parent or guardian must apply for a Library card on his or her behalf, and accept responsibility for fines and damaged or lost items;
  - 1.4. A resident of Schreiber may apply for membership at the Library and must furnish verification of addresses and identity by showing a document bearing his/her name and current address (e.g. driver's license or student card with photo identification);
  - 1.5. No overdue charges however donations are gratefully accepted to the local Foodbank or Marjorie House;
  - 1.6. Lost or damaged Library cards will be replaced with the payment of a fee.
2. Out of Town Membership

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- 2.1. Persons who do not reside in the area of the Library Board's jurisdiction, and who do not meet the requirements of this Policy, may be charged for Library services;
- 2.2. Annual fees for non-residents may be set each year by the Library Board.
3. Resident of Rosspport Membership
  - 3.1. Schreiber Public Library will provide regular Library services to the residents of Rosspport, our neighbouring community;
  - 3.2. This service is provided by contract and in exchange for an annual monetary contribution from the unorganized community.
4. Temporary, Seasonal, or Holiday Membership
  - 4.1. Memberships will be granted to individuals residing in Schreiber on a temporary basis. Both the temporary and permanent addresses must be on file.
5. Responsibilities of Membership
  - 5.1. Fair and equal access to Library services and materials by all members of the Library depends on the fair use of such services and materials by all Library users. Members have certain responsibilities, and a Library member shall:
    - 5.1.1. Be responsible for all materials borrowed with his/her card, and agree to abide by the regulations of the Library;
    - 5.1.2. Present their Library card each time materials are borrowed;
    - 5.1.3. Pay all fines or charges incurred for overdue, damaged, or lost Library materials;
    - 5.1.4. Observe all Policies set by the Library Board as authorized by the *Public Libraries Act*;
    - 5.1.5. Report the loss of a card or change of address as soon as possible;
  - 5.2. Parents or guardians of members under the age of twelve (12) are responsible for their children's borrowing and behaviour with respect to the observance of Library Board Policy;
6. The Chief Executive Officer (CEO) is authorized by the Library Board to withhold Library privileges to anyone refusing to comply with Board Policy. The use of the Library or its services may be denied for due cause. Such cause may be:
  - 6.1. Failure to return borrowed materials or to pay penalties;
  - 6.2. Destruction of Library property;
  - 6.3. Disturbance of other patrons after a warning by Library staff has been given and ignored by the user; or
  - 6.4. Any other conduct on Library premises considered objectionable by Library staff.

### **SECTION II: Confidentiality of Patron and Circulation Records**

1. The *Public Libraries Act*, in section twenty-eight (28), states that "A person may, during ordinary business hours, inspect any records, books, accounts, and documents in the possession or control of a Board's secretary ...[except where the] information... identifies an individual user of Library services by name or make him or her readily identifiable by other means."
2. Numbers will be used in Schreiber Public Library to identify the borrower rather than using the person's name on borrower records. Only Library staff will know the name of the person assigned to this number.
3. It must be clearly stated on the membership application what the patron information is used for and why this information is collected. To meet the regulations of the

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*Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, Regulation 823*, which governs the right of access to records held by municipalities and other local bodies, including public Library Boards, membership applications must clearly state what the patron information is used for and why it is collected.

4. The confidentiality of all borrower and loan records applies in all circumstances except where the police have a search warrant.

### **SECTION III: Loans**

1. The normal loan period for circulating print materials is twenty-one (21) days.
2. High demand materials, such as bestsellers, will be on a shorter loan period of fourteen (14) days.
3. By request, a longer loan period may be available for patrons taking vacations.
4. The following restrictions exist on borrowing:
  - 4.1. Reference materials are non-circulating to ensure ready access to information resources;
  - 4.2. Unique and/or fragile materials from the local history collections are also restricted;
  - 4.3. There is a maximum number of items (fifteen (15) print) which may be checked out by one (1) patron. This limitation is necessary because of heavy demand on the collection as a whole;
  - 4.4. In keeping with the Ontario Library Association's *Children's Rights in the Public Library*, there are no restrictions on materials borrowed by children. While Library staff can advise children on reading interests, materials selected by the child are the responsibility of the parent or guardian;
  - 4.5. Audio Books are only available to certain borrowers for a one (1) month loan period.
5. Patrons will have access to an exterior Book Drop for off hour returns.
  - 5.1. This Book Drop will be in an accessible location;
  - 5.2. All materials will be backdated from the last date checked to ensure no patron receives fines for use of the Book Return.

### **SECTION IV: Renewals**

1. Library materials may be renewed for up to three (3) loan periods, provided:
  - 1.1. The item(s) are not on reserve for someone else;
  - 1.2. The item(s) are not in high demand;
  - 1.3. The patron has not reached his/her limit of overdue fines or charges;
  - 1.4. Renewal by telephone is permitted.
2. Renewals for Interlibrary Loans may be requested from the lending Library. Requests for the renewal of Interlibrary Loan materials must be received at least three (3) days before the due date.

### **SECTION V: Fines**

1. The Schreiber Public Library is a fine free library.
2. Past due materials need to be returned in a timely manner in order to continue borrowing from the library.
3. Patrons with late materials will be contacted by phone after 3 months. A letter will be sent out after 6 months. If material is still not returned, a bill will be sent to the patron



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which will reflect the cost of replacing the material.

3.1 If unable to pay for replacing the material, the patron can donate to the library or volunteer to help out at an event or program.

### **SECTION VI: Lost or Damaged Materials**

1. Library members are responsible for materials while on loan to them. A borrower who loses or mutilates Library materials shall be required to contribute to the cost of replacing materials.
2. Charges for lost or damaged materials will be assessed by the Chief Executive Officer (CEO) and will be based on the actual replacement cost, plus a two dollar (\$2.00) processing charge.

### **SECTION VII: Reserves/Holds**

1. Library materials not available on the shelves may be reserved at the Circulation Desk or at public access terminals. Patron reserves will remain in place for six (6) months and may be renewed at that time if necessary.
2. When the item becomes available, the patron will be telephoned and asked to pick up the reserved item promptly. Reserved items will be held for patrons at the Circulation Desk for a period of seven (7) days.
3. Holds can also be placed by going to the Online Catalogue. The link is located on the front page for the website ([www.schreiberlibrary.ca](http://www.schreiberlibrary.ca)). Patrons will need their library card number as well as their pin number which staff can find on JASI.

### **SECTION VIII: Interlibrary Loan (ILL)**

1. Library materials not available in Schreiber Public Library may be requested through Interlibrary Loans. Inquiries may be made at the Circulation Desk.
2. Any charges made by the lending Library are the responsibility of the borrower.
3. Please see OC12 (Resource Sharing).

### **SECTION IX: Overdue Items**

1. Overdue ILL times will be reverted to "weeded" after ninety (90) days, and patrons are billed accordingly.
2. Lost or damaged Library materials are charged according to the default replacement cost, or by assessment of Library staff. If a lost item is returned within sixty (60) days of the receipt of payment, the replacement charge will be refunded less a five-dollar (\$5.00) service charge.

### **SECTION X: Homebound Deliveries**

1. Patrons who are unable to travel to the Library, can contact the Library staff and ask for Library materials to be delivered to where they reside. No fee will be charged for this service.

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<b>No: OC10</b>	<b>Title: <i>Controversial Materials</i></b>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 05-11-06	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b>	<b>Previously:</b> 08-10 05-11-06: Col-19
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• OC1: Collection</li> <li>• OC3: Selection Criteria</li> <li>• OC14: Intellectual Freedom</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>• GO16.5: Comments</li> <li>• FS7: OLA Intellectual Freedom</li> </ul>

1. The Schreiber Public Library Board recognizes that some books may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression, or moral implication. Selection should not, and will not, be made on the basis of anticipated approval or disapproval by any individuals or groups in the community, but rather on the evaluation by the Chief Executive Officer (CEO) of the publication's literary merit, authenticity, honesty of presentation, topical interest, and use to the audience for whom it is intended. The primary aim of materials selection is to establish a balanced collection which adequately represents various points of views on many subjects.
2. The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff. The presence of materials in the Library does not indicate an endorsement of their contents by the Library.
3. Materials representing all points of views concerning the problems and issues of our times will be provided in the Library's collection. Books or other materials of sound factual authority shall not be proscribed or removed from Library shelves because of doctrinal or partisan disapproval. Subject areas particularly sensitive to controversy and misunderstanding are:
  - 3.1. Sex Education
    - 3.1.1. Sex education is a subject that shall be well represented. Providing information on sex for readers of all age levels with varying educational and religious backgrounds is an important part of the Library's function. Sex education is also seen as including materials relating to same sex partners and same sex parenting;
  - 3.2. Religion
    - 3.2.1. A well-balanced religious collection will be maintained in the Library. Standard works on Christianity and Christian denominations shall be included, along with materials on other major religions. Works which stimulate controversy shall be included if they are by well-informed authorities. However, materials which obviously foster religious or racial intolerance are outside the scope of this collection;

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### 3.3. Law

3.3.1. Materials to be included in the Library's collection are standard and popular works for the general reader, dictionaries, encyclopaedias, histories, handbooks, and local, provincial, and federal statutes. Technical law materials not intended for the untrained layman will not be included in the Library's collection;

### 3.4. Medicine and Drugs

3.4.1. Current, authoritative materials designed for the layman on the subjects of health, hygiene, and common ailments will be stocked in the Library. The subject of mental health will be well represented, together with works on public health (including sanitation, pollution, alcoholism, and drug abuse). Technical and professional materials not intended for the untrained layman will not be included in the Library's collection.

## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No:</b> OC11	<b>Title:</b> <i>Exclusion from the Collection</i>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 05-11-06	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b>	<b>Previously:</b> 08-10 05-11-06: Col-20
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• OC10: Controversial Materials</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

1. The Library collection provides materials for self-study but is not primarily designed to furnish reading required for academic study.
  - 1.1. Materials needed for formal courses of study by elementary and secondary schools and post-secondary institutions of learning may not be available;
  - 1.2. Textbooks shall be purchased only when they provide the best coverage of a subject and are also useful to the general public.
2. Materials which obviously foster religious or racial intolerance are outside the scope of this collection.
3. Materials that are banned under Canadian law may be excluded from the Library's collection by the discretion of the Chief Executive Officer (CEO); however, banned books by religious organizations, school districts, or other non-authoritative groups may be included in the collection.

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<b>No:</b> OC12	<b>Title:</b> Resource Sharing
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 12-12-12	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b> 09-20-18, 02-16-2023	<b>Previously:</b> 01-07 11-06-10; 01-09 11-13-10
<b>Related Policies</b>	•
<b>Associated Documents</b>	• Interlibrary Loan Poster
<b>Implementation Procedures</b>	•

Resource sharing through the provincial Interlibrary Loan (ILL) network is a primary service that supports the Mission of Schreiber Public Library by providing enhanced access to Library materials and information. By participating in resource sharing, the Library provides Library users with access to shared collections, the collections of other Libraries, and makes its collection available to other Libraries. This Policy establishes a commitment to resource sharing partnerships.

1. The Library will participate in resource sharing opportunities by:
  - 1.1. Joining collaborative initiatives, such as materials pools and the provincial Interlibrary Loan (ILL) network;
  - 1.2. Using resource sharing as an adjunct to, not a substitute for, the Library's collection;
  - 1.3. Purchasing frequently requested titles;
  - 1.4. Offering provincial Interlibrary Loan service to users in good standing.
2. Interlibrary Loan is a transaction in which Schreiber Public Library borrows materials directly from another Library on behalf of a user, or another Library borrows materials from Schreiber Public Library on behalf of its user through INFO (Information Network for Ontario). The Library will:
  - 2.1. Adhere to the provincial Interlibrary Loan Policies and participation standards;
  - 2.2. Make its database of holdings available to the provincial Interlibrary Loan network;
  - 2.3. Promote awareness of the Interlibrary Loan service, through means including a poster detailing the service;
  - 2.4. Request materials not owned by the Library or missing from the Library's collection;
  - 2.5. Request any type of Library materials needed for the purposes of study, instruction, information, recreation, or research;
  - 2.6. Not request items owned by the Library and temporarily in use or on reserve;
  - 2.7. Support the Library's book clubs and other book-based programming by requesting multiple copies of a book even if the Library already owns a copy;
  - 2.8. Strictly observe any conditions for use of loaned materials that are imposed by a lending Library;
  - 2.9. Not charge users a fee for borrowing via Interlibrary Loan;
  - 2.10. Consult with users in advance regarding fees charged by lending Libraries;
  - 2.11. Consult with users in advance regarding fees charged for late returns;
  - 2.12. Be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of materials borrowed on Interlibrary Loan.
3. Interlibrary Loan service is offered to other Libraries that abide by the provincial

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Interlibrary Loan Policies and participation standards. The Library will:

- 3.1. Make available the broadest range of materials for Interlibrary Loan with the following exceptions:
  - 3.1.1. Equipment;
  - 3.1.2. Materials limited by licensing agreements;
  - 3.1.3. Materials designated as non-circulating;
  - 3.1.4. Materials held within the archive;
  - 3.1.5. Special collections prohibiting circulation and/or lending;
- 3.2. Reserve the right to refuse to lend other materials or to ask a borrowing Library to restrict use of materials loaned;
- 3.3. Respond to requests within two (2) days.
4. The Library holdings are available for loan via Interlibrary Loan or special request to any Ontario public Library or by approval of the Chief Executive Officer (CEO) to another credible organization.
  - 4.1. Only those items which would normally circulate will be allowed for resource sharing (e.g. non-circulating, archival, rare books, and reference materials do not circulate, and therefore are not available for sharing);
  - 4.2. Normal lending periods apply. Should the transportation of materials to and from the lender be anticipated to exceed the normal lending period, an extension may be approved by the CEO (e.g. media is available for one (1) week).
  - 4.3. Where possible, Ontario Library Service (OLS) routes or other Interlibrary Loan mailing will be used. In the event that a Library is not within a free mailing zone, the CEO will consider the costs associated with lending, and decide accordingly.
  - 4.4. In the case where a holding Library requires a fee for the loan of its materials, the requesting Library member will be expected to cover this cost and will be informed of the possibility of a fee before the Library proceeds with the loan request.
5. The individual or borrowing Library (if no patron information was provided) will be responsible for all damage, loss, and administrative restocking fees, should they occur. Rates for late, loss, or damage will be in adherence to the Schreiber Public Library fees schedule. Money collected in compensation for lost or damaged Interlibrary Loan materials shall be forwarded to the holding Library.
6. Accurate records shall be kept by Library staff of:
  - 6.1. Requests for materials made to other Libraries;
  - 6.2. Materials which have been received from other Libraries;
  - 6.3. The date on which such materials are due back at the holding Library;
  - 6.4. The date on which materials are returned to their holding Library.
7. All Interlibrary Loan materials must be returned to Schreiber Public Library and must not be returned to the holding Library directly by the borrower.
8. Any member who shows repeated disregard for the rules concerning the borrowing of Interlibrary Loan materials may be denied this privilege.

# SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No:</b> OC13	<b>Title:</b> <i>Collection Literacy</i>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 12-12-12	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b>	<b>Previously:</b>
<b>Related Policies</b>	•
<b>Associated Documents</b>	•
<b>Implementation Procedures</b>	• GO16.4: Books and Materials Suggestions

Collection literacy is an important aspect of service within the Library. Library staff must be skilled or have literacy pertaining to the collection in order to serve patrons. Likewise, it is a main priority to build a community who is literate in Library usage, including Library skills (be it Dewey Decimal location or Library of Congress placeholders), in-house research, and online research. The priority of Library staff and patron collection literacy is addressed in the following ways:

## **SECTION I: Library Staff**

1. Ongoing Library staff training for improved:
  - 1.1. Knowledge of the collection;
  - 1.2. Readers' Advisory.
2. E-resource training:
  - 2.1. For reference requests;
  - 2.2. In a "train the trainer" method.

## **SECTION II: Patrons and Community**

1. Building research and Library skills knowledge for patrons;
2. Assisting patrons for increased independence of research and Library skills knowledge;
3. Online research tutorials upon request and in workshops;
4. Student tutorials for the purpose of enhancing Library skills knowledge and basic research skills;
5. In-servicing for teaching staff pertaining to access to databases and student research.
6. Staff to receive training on library equipment and software application to improve their jobs as well as help patrons. Staff is available to help patrons troubleshoot and use applications on the computers with the understanding of the library policies and privacy regulations.

## **SECTION III: Library Board Awareness of Literacy of Collection Development**

1. The Chief Executive Officer (CEO) will be directly responsible for ensuring the Library Board's knowledge of collection development.
2. Although the Library Board does not make decisions pertaining to the collection, it is imperative that the Board have a working knowledge of the types of materials, the needs of the community, and ensures there is a Policy pertaining to Library staff training, collection development, and patrons' needs.

## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

3. The Library Board will ensure an ongoing budget is available for replacement and new purchases in a variety of formats across the collection.



## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No:</b> OC14	<b>Title:</b> <i>Intellectual Freedom</i>
<b>Type:</b> Operational: Collection	<b>Authority:</b> CEO
<b>Originated:</b> 05-11-06	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 06-14-18, 02-16-23
<b>Amended:</b>	<b>Previously:</b> 08-10 05-11-06: Col-18
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• FS7: Statement on Intellectual Freedom</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>• <i>Ontario Public Library Guidelines, 6<sup>th</sup> Edition</i></li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>• FS7: OLA Intellectual Freedom</li> </ul>

The public Library is a democratic institution, and no individual or minority group should be allowed to limit the community's freedom to read. Democracy cannot flourish unless materials representing all viewpoints are freely available. Schreiber Public Library subscribes to the following "Intellectual Freedom Statement", ratified by the Ontario Library Association in June 1984, which affirms its commitment to the following basic Policies:

1. Every person in Canada has the fundamental right, as embodied in the nation's Bill of Rights, to have access to all expressions of knowledge, creativity, and intellectual activity, and to express his or her thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian society.
2. Libraries have a basic responsibility for the development and maintenance of intellectual freedom.
3. It is the responsibility of Libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular, or unacceptable. To this end, Libraries shall acquire and make available the widest variety of materials.
4. It is the responsibility of Libraries to guarantee the right of free expression by making available the entire Library's public facilities and services to all individuals and groups who need them.
5. Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
6. Both employees and employers in Libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.