

COLLECTIONS	
Purpose	To explain the policies and guiding principles of the WMRL's collections
Scope	This policy applies to all Library collections: physical, digital, ephemeral, non-physical resources, etc.
Definitions	None
Policy Guidelines	<p>The WMRL endeavours to obtain, organize, and make available to all residents of the community recreational, educational, cultural, and informational materials in appropriate form. Library collections are to be current, varied, reflective of multiple view points, and responsive to community needs and interests without bias.</p> <p>Responsibility for maintaining the collection shall be vested in the Director of Library Services, and may be delegated to other staff members. Collection maintenance includes a. selection, b. acquisition, c. processing, d. access, and e. weeding.</p> <p>The WMRL endorses the "Statement of Intellectual Freedom and Libraries" as ratified by the Canadian Federation of Library Associations, September 2015.</p> <p>a. Selection:</p> <ul style="list-style-type: none"> i. Materials shall be selected for the collection on the basis of interest, currency, and quality of content. No materials shall be excluded because of race, gender, nationality, or political or social views. ii. Requests for purchase shall be seriously considered, though the Library is not obligated to purchase requested materials. iii. By submitting a Request for Reconsideration form, patrons may request that items be recatalogued or removed from the collection. It is the responsibility of the Director of Library Services to deal with such requests in accordance with the WMRL's Collections Policy. <p>b. Acquisition:</p> <ul style="list-style-type: none"> i. It is the responsibility of the Director of Library Services to allocate the Library's collection budget appropriately and to determine the most effective methods for purchasing materials. ii. The acceptance of donated materials is at the discretion of the Director of Library Services or their delegate. Donated materials shall be judged by the same criteria as purchased materials. Once acquired, donated materials are the property of the WMRL and shall be treated by the same standards as all other WMRL materials.

	<p>c. Processing:</p> <ul style="list-style-type: none"> i. It is the responsibility of the Director of Library Services to ensure that all Library materials are appropriately processed for inclusion in the collection. This responsibility includes the appropriate arrangement of staff workflow and allocation of processing resources. <p>d. Access:</p> <ul style="list-style-type: none"> i. A valid WMRL membership is required for borrowing the Library's physical materials and for accessing most of the Library's digital materials. ii. All materials purchased by the Library shall become the property of the Branch in which they are housed and shall be available to all WMRL patrons. Print reference materials shall also be available throughout the system, though not necessarily through physical lending. iii. The circulating collection of the Brandon Branch will be available to all other Branch Libraries via regular rotations of materials. iv. At the discretion of the Director of Library Services, specific materials may be placed on restricted access for reasons of protection (eg. rare materials) or library programming (eg. book club kits). <p>e. Weeding</p> <ul style="list-style-type: none"> i. The collection shall be evaluated on an ongoing basis. When appropriate, materials shall be weeded (withdrawn) from the collection. Reasons for weeding materials include: poor physical condition; currency or accuracy of information; and low circulation statistics. ii. Materials weeded from the collection shall be disposed of in a responsible manner, with options including recycling or resale.
References	Canadian Federation of Library Associations. Statement of Intellectual Freedom and Libraries. September 27, 2015. cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/
Appendices	None attached
Approval	Approved by the Library Board on September 18, 2019, in effect immediately.