

Collections Management Policies

The Collections Management Policies act as means for the Library staff to meet the Mission and Commitment of the Library, as well as to achieving the Board's Strategic Plan for the Library's future by ensuring a collection which is deliberate and secure.

SNPL Policy Manual Approved on August 15, 2012

In August of 2011, at the Annual Review, the Board decided to reconfigure the Manual, originally approved December 14, 2007 with additions and amendments (February 8, 2008; June 19, 2008; November 8, 2008; December 14, 2009; May 5, 2010; August 22, 2011) to the current state.

The Annual and Biennial Review the following policies was completed on the following dates:
September 21, 2011; August 15, 2012; July 16, 2014; October 19, 2016

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No: OC1	Title: <i>Collections</i>
Type: Operational: Collections	Authority: CEO
Originated: 6-20-11	Review: Biennial (Even Years)
Amended: 8-15-12	Previously:
Related Policies	•
Associated Documents	•
Implementation Procedures	• Appendix R: Collection Development Plan

SECTION I: Purpose of the Collection

1. The Six Nations Public Library Board, by way of the 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 at Six Nations. Six Nations 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 enriched 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 Six Nations community.

SECTION II: Goals of the Collection

1. The primary goals of the Six Nations 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; and
 - 1.8. To collect and develop local history archival materials of relevance to the Six Nations community.
2. To achieve these goals, the 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 by the physically disabled;
 - 2.5. Acquire materials for all ages and levels of comprehension;
 - 2.6. Develop collections on specialized topics such as Local History of both the Grand River Territory and of the Haudenosaunee (at Six Nations and across the original territories); and
 - 2.7. Acquire digital resources which support the collection.

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SECTION III: Collection as Part of the System

The Board recognizes that the information needs of the community cannot be met through the resources of Six Nations Public Library alone. The Board views the Library's permanent collection as one essential element in an information system which also includes interlibrary loan, the sharing of resources, and cooperative resource development with neighbouring libraries, and supplementary deposit collections coordinated by the Southern Ontario Library Service (SOLS) and the Ontario Library Service-North (OLS-N).

SECTION IV: Responsibility for the Collection

1. As per By-law A9 of the Six Nations Public Library Board (Duties and Responsibilities of the CEO):
 - 1.1. The Chief Executive Officer (CEO)/Director of Library Services is responsible for the selection and acquisition of materials for the Library collection in conformity with 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. Six Nations Public Library shall provide as wide a spectrum of materials as budget and space limitations 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; and
 - 1.7. Materials which increase the use of the Six Nations' languages.

SECTION VI: Types of Format of Materials

- 1.1. 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 material shall include periodicals, pamphlets, and clippings; and non-print materials such as audio recordings and video recordings. Digital and online collections shall 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.
- 1.2. In support of the AODA, the Library shall purchase materials, join pools, and make available via ILL a variety of materials for patrons. This includes, but is not limited to:
 - 1.2.1. Large Print books;
 - 1.2.2. CNIB available magazines and periodicals;
 - 1.2.3. Audio books;
 - 1.2.4. Downloadable audio books; and
 - 1.2.5. Downloadable e-books.
- 1.3. In support of the AODA, the Library shall assist patrons by making other forms of materials available in a variety of formats including online resources, large print communications, and recorded

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communications. These alternate formats should be requested to the staff in order for the best format to be produced.

- 1.4. It should be noted that copyright legislation must always be respected in making alternate formats of materials available.

SECTION VII: Size of the Collection

1. The 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 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.
2. The permanent collection goal for the Library is a quantity of volumes not less than three 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 shall be used as a guide in the Library and shall be reflected within the Annual Budget of the Library.
4. Should the Ontario Public Library Guidelines publish independent replacement or collection statistics, this information shall be used in place of the ALA rates.

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No: OC2	Title: <i>Native and Local Collections</i>
Type: Operational: Collections	Authority: CEO
Originated: 6-20-11	Review: Biennial (Even Years)
Amended: 10-19-16	Previously:
Related Policies	<ul style="list-style-type: none">• OC7: Composition of the Collection
Associated Documents	<ul style="list-style-type: none">•
Implementation Procedures	<ul style="list-style-type: none">• Appendix R: Collection Development Plan

1. Native, Indigenous & Canadian Collections

Special emphasis shall be given to acquiring materials created by Haudenosaunee and Native authors about Haudenosaunee and Indigenous populations in North America and globally. Authors who have been significant in the development of Native literature, as well as Canada's literature and new writers who become important shall be represented in the collection.

2. Local History

Providing access to the historical past of Six Nations, the Grand River Territory and the original Haudenosaunee territories and the surrounding area is an important function of the Library. Works by and about local authors, and materials relating to the history of Six Nations and area shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.

3. Local Content

The writings of contemporary authors which reflect the local territory, customs, or heritage of the Six Nations peoples are an important component of the Library Collection Six Nations and shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.

4. Language

4.1. As the CEO and Board are committed to providing library service in both English and the Haudenosaunee languages, English and the languages of the six Confederacy nations materials shall be acquired (as available) which, as derived through analysis and experience, are most appropriate for the community.

4.2. The Library shall, when possible, create and develop language materials for use both in-house and for circulation.

4.3. The Library shall also purchase materials, when available in other community spoken languages beyond English and Haudenosaunee.

4.4. The Library shall endeavour to meet the needs of clients who require materials in languages other than English or Native languages through participation in the interlibrary loan network and through the multilingual collections provided through the SOLS and OLS-N.

5. Acquisition and Access of Local History

5.1. Onsite circulating collections are available for any patron to use.

5.2. Reference, reserve, and archive local history collections are available to patrons and guests by appointment.

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5.3. The Library will actively acquire materials of significance to the Local History collection, while working within space allowances and budgets. The CEO will maintain a list of key Local History and Archival materials which are desired for acquisition.

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No: OC3		Title: <i>Intellectual Freedom</i>	
Type: Operational: Collections		Authority: CEO	
Originated: 6-20-11		Review: Biennial (Even Years)	
Amended:		Previously:	
Related Policies		•	
Associated Documents		• Ontario Public Library Guidelines 5 th Ed •	
Implementation Procedures		•	

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 material representing all viewpoints is freely available. Six Nations Public Library subscribes to the following "Intellectual Freedom Statement", ratified by the Canadian 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 Charter of Rights, to have access to all expressions of knowledge, creativity and intellectual activity, and to express his 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 all of the 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.

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No: OC4	Title: <i>Selection Criteria</i>
Type: Operational: Collections	Authority: CEO
Originated: 6-20-11	Review: Biennial (Even Years)
Amended: 8-15-12	Previously:
Related Policies	• GO16: Donations
Associated Documents	•
Implementation Procedures	•

SECTION I: Selection Criteria

1. Materials selected shall 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; and
 - 1.9. Purchase price and other budgetary considerations.
2. Children's materials and Teen acquisitions shall 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 shall also be accepted for purchase and donation which represent false or dated information, and kept in a specific non-circulating collection for archive and research purposes.
4. Special Collections may be developed in partnership or by MOU with Donors. In these cases, the Donors shall have influence on how their financial donation is being spent within the Library, but shall not have an influence over general Collection Development.
5. Alternate formats shall be made available in an efficient manner to patrons. These may be purchased, gained through pools, or via ILL. Alternate Formats include:
 - 5.1. Large print;
 - 5.2. Audio books;
 - 5.3. Downloadable audio books; and
 - 5.4. Downloadable E-books.

SECTION II: Native, Indigenous and Local Collections

Native, Indigenous and Local Collections shall be acquired when they have been determined to:

1. Contain accurate content for the collections;
2. Be supported by or Authored by those who have expertise in a given area; and

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3. Be of interest to the Library patrons and community.

SECTION III: Vendors and Source of Materials

In choosing sources of material for the collection, the Source of Materials is of key importance to the CEO and the functionality of the Library. Preference shall be given to suppliers who

1. Are Indigenous;
2. Provide cataloguing and processing services;
3. Offer the best discounts; and
4. Provide the fastest, most efficient and most cost effective service.

SECTION IV: Balanced Expenditure

1. In planning the annual materials budget, balanced consideration shall 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, Teen, Adult Fiction, and Native Collection.

SECTION V: Multiple Copies of Library Books

1. The Six Nations 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: Weeding Guidelines

1. Weeding is as important to collection development as selection. As part of the on-going collection evaluation, material which meets 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 the 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;
 - 2.4. The materials are damaged or worn-out; and
 - 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/or 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.

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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 or three years) it may be consider 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; and
 - 6.4. Social descriptors of perceptions.
7. Process for Withdrawal: The CEO shall have overall responsibility for the materials withdrawn from the collection. CREW Methods shall be incorporated focusing on weeded items, not of significance, which have not circulated in 5 years. On the CEO's authority, the following process shall be followed:
 - 7.1. Remove book from collection.
 - 7.2. Stamp the book "discard" in several places.
 - 7.3. Mark as Discarded Item from the ILS, do not delete record.
8. Options for disposing of book:
 - 8.1. Offer to patrons under the Library Book Sale Policy
 - 8.2. Offer to the surrounding libraries (school or public library) or Ontario Joint Fiction/ Biography Reserve, a last copy collection of fiction and biography which is held at the Southern Ontario Library Service, Barrie Office.
 - 8.3. Throw it away according to recycling guidelines.
 - 8.4. Keep a record of what needs to be reordered. The ILS version of a shelf list card may be used for this purpose.

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No: OC5		Title: <i>Storage and Care of Materials</i>	
Type: Operational: Collections		Authority: CEO	
Originated: 6-20-11		Review: Biennial (Even Years)	
Amended:		Previously: #C21 6-19-08	
Related Policies		• OC9: Digital and Archival Collection	
Associated Documents		•	
Implementation Procedures		•	

1. In order to maintain a library, materials must be cared for properly by both staff and patrons.
2. Circulation is a natural time to ensure the longevity of materials. At this time staff shall:
 - 2.1. Check upon return from circulation the quality of the book, clean the book if necessary, or set aside for the CEO to either repair or discard;
 - 2.2. Identify books that should be removed from circulation and marked as reference due to replacement costs or out of stock status;
 - 2.3. Regularly check on the jacket covers of hardcover books to ensure 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, 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 "Storage";
 - 4.2. Marked as shadowed if not to be identified in an OPAC search;
 - 4.3. The boxes and/or shelves of the appropriate storage stack should be identified in order to easily find the stored materials;
 - 4.4. No materials should be placed in the basement at any time.
5. Seasonal Materials & Donations:
 - 5.1. Donations may be stored in the marked boxes in the kitchen. Larger donations may be placed under the kitchen counters until such time as the CEO can sort them;
 - 5.2. Seasonal materials should be found on the displays or seasonal shelves. Once the season has ended the materials should be boxed and placed in the kitchen awaiting returns and then moved into the container 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 in locked cases;

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- 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;
- 6.5. Monthly the CEO should inspect the materials and identify any deterioration, damage or concerns to the 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.

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No: OC6	Title: Community Feedback and Support
Type: Operational: Collections	Authority: CEO
Originated: 9-21-11	Review: Biennial (Even Years)
Amended:	Previously: C14 12-14-07 F18 5-05-10
Related Policies	•
Associated Documents	• Ontario Public Library Guidelines 5 th Ed
Implementation Procedures	•

1. Donation of Books and Materials

- 1.1. The Library accepts the donation of books and other materials. Once donated, the books and other materials become the Library's property and the Library reserves the right to use and dispose of them in the manner most useful to the Library.
- 1.2. This could include adding them to the collection, sending them to other libraries or schools, placing them on the Library's book sales rack or disposing of them.
- 1.3. The Library may acknowledge donations with a book plate of the donor's name inside the cover of the donated book or a donation statement within the MARC Record. In the case of rare books and archival materials, notice shall be made within the MARC Record only in order to protect the condition of the book.
- 1.4. Large donations may be designated within the catalogue as a collection in the name of the donor. This is at the discretion of the CEO.

2. Suggestions from the Public

- 2.1. Patrons can make notice of requests and suggestions for books or other materials in person or via e-mail. The list shall be reviewed on an on-going basis and be considered in future in light of the terms of the Library's selection policy, available funds, and acquisition plan for that fiscal year.

3. Complaints About the Collection

- 3.1. The Board recognizes the right of an individual or group to make a complaint to the Library administration concerning the collection.
- 3.2. Requests by individuals or groups to have an item or items removed from the Library's collection shall be referred in writing on a Request for Reconsideration of Library Materials form to the CEO.
- 3.3. Upon receiving the written complaint, the CEO shall review it in the light of the Board's policy concerning the Library collection.
- 3.4. If the inclusion of the item in the Library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.
- 3.5. If the inclusion of the item in the Library collection is found by the CEO to be questionable based on the guidelines set out by Board policy, the item shall be placed on hold for no more than one week while the Board is asked by the CEO to make a decision on the matter. The Board shall communicate that decision in writing to the complainant.

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No: OC7		Title: <i>Composition of the Collection</i>	
Type: Operational: Collections		Authority: CEO	
Originated: 6-20-11		Review: Biennial (Even Years)	
Amended: 8-15-12; 10-19-16		Previously:	
Related Policies		<ul style="list-style-type: none"> • OC2: Native and Local Collections • OS6: Children’s Services • OS7: Teen Services 	
Associated Documents		<ul style="list-style-type: none"> • Ontario Public Library Guidelines 5th Ed 	
Implementation Procedures		<ul style="list-style-type: none"> • Appendix R: Collection Development Plan • Appendix S: Children’s Rights in the Public Library • Appendix T: Teen Rights in the Public Library 	

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

SECTION I: Adult Print Collection

Where appropriate, non-print materials may replace the 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.

1. Fiction

- 1.1. The Library recognizes the need to accommodate the varying tastes, interests, purposes, and reading skills of its clients. While there is no single standard of literary quality, preference shall be given to fiction that contributes to the balance of the collection with regard to:
 - 1.1.1. Types and styles of literature and genres;
 - 1.1.2. Subjects treated;
 - 1.1.3. Patron appeal.
- 1.2. While it is not possible to keep all retrospective materials, access to these works shall be maintained through the interlibrary loan network and pools.

2. Non-fiction

- 2.1. **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 shall be considered instead of onsite holdings.
- 2.2. **Art and Architecture** - Includes major books on art, architecture, sculpture, and applied arts.
- 2.3. **Biography** - Includes autobiography; personal narratives; journals, diaries, and letters. Special attention is given to collecting biographies of Indigenous peoples.

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- 2.4. **Business** - Includes current, reliable material on investment; leasing; consumer concerns; accounting; small business management; career development; labour relations. Special effort shall be made to collect and manage information about local and Aboriginal businesses.
- 2.5. **Computer Science** - Includes manuals suitable for the home user; general works on the development of computers and on the computer business and industry.
- 2.6. **Economics** - Includes theory; money, banking, and public finance. Additionally, this area shall include self-promotion such as resume writing.
- 2.7. **Education** - Includes education theory and psychology. The primary emphasis shall be on Ontario education; First Nation, Métis, and Inuit education in Canada; traditional education; and residential school. Curriculum pertinent to Ontario K-12 shall not be a focus outside of Aboriginal content and support for the K-12 curriculum and support for students and home school families.
- 2.8. **Native, Six Nations & Indigenous studies** - Includes history and culture of aboriginal peoples, especially those of Six Nations; sociological and political aspects of native life, historical and current, in Canada and abroad.
- 2.9. **Folklore, Fairy Tales, Myths and Legends** - Includes works of criticism and psychological interpretation; representative myths and legends of various periods and nationalities, including Canadian folklore. Fairy tales shall be collected mainly in the children's department. Native myth and legends collection shall be housed in appropriate sections such as religion or education of the Native Collection.
- 2.10. **Geography and Travel** - Includes descriptive texts of a wide variety of countries and of all parts of Canada; general and thematic atlases for circulation and to a lesser degree annual travel guides for popular destinations; popular accounts of travel. A prime focus of travel shall be Canadian. Emphasis shall be placed on keeping these materials up-to-date.
- 2.11. **History** - Includes materials covering all phases of human history, from the earliest times to the present, with emphasis on Canadian history.
- 2.12. **Languages** - Includes general works on language and linguistics; grammar; dictionaries; phrase books.
- 2.13. **Native Languages** - Includes general works on language and linguistics of Native languages focusing on the Haudenosaunee; grammar; dictionaries; phrase books. Additionally, where available, literature shall be acquired in Haudenosaunee languages. Some popular materials may be translated for addition into this collection.
- 2.14. **Law and Criminology** - The collection shall 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. The premiere collection shall focus on Native Law and Treaty statutes in Ontario and Canada.
- 2.15. **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 shall be placed on Canadian and Native literature.

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- 2.16. **Mathematics** - Includes algebra, calculus, and geometry; texts to support school assignments and adult continuing education; business-related mathematics; and practical mathematics.
- 2.17. **Medicine** - The collection shall 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; and pharmacology. Within the Native Collection, traditional medicines, holistic medicines and other Indigenous perspectives on healing shall be included.
- 2.18. **Music** - Includes history, theory, biographies, and instructional materials for popular instruments.
- 2.19. **Philosophy** - Includes basic works, histories, guides, and popular self-help.
- 2.20. **Political Science** - Includes theory and organization of government; comparative forms of government; public administration; biographies of political figures.
- 2.21. **Psychology** - Includes theory, mental hygiene, and popular self-help.
- 2.22. **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, and physics.
- 2.23. **Religion** - An impartial collection recognizing various points of view shall 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 the 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; and inspirational material. A balanced approach shall be taken on the collection of religious doctrine.
- 2.24. **Sex** - Includes biological function; alternative sexuality; sexually transmitted diseases; birth control; and advice and studies of a popular nature.
- 2.25. **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.

3. Reference

- 3.1. A collection of general and specialized encyclopedias, dictionaries, and atlases shall be maintained. Reference materials shall be brought up-to-date as new editions become available. Many reference materials may be housed electronically and not in-house. These shall be promoted to patrons so they are aware of all the reference materials held by the Library.

SECTION II: Young Adult/Teen

A collection specifically selected for young adults, intended for those 14 and older, shall 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 shall be selected. Where possible, fiction materials with these themes shall be included within the Collection. (See OS7; Appendix T)

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SECTION III: Children

The collection is selected for children up to the age of 14 years with a focus on the divisions of early literacy; early reader; primary, junior and intermediate; and high/low. (See OS6; Appendix S)

1. Fiction

1.1. 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 shall be included. Picture books may be chosen on the basis of exceptionally good illustrations. Children's classics shall be a part of the collection as shall popular mass market titles. Fiction shall be categorized into school division and reading levels (e.g. Easy Read, Primary, Junior, Intermediate) as well as Board Books, Picture Books, Graphic Materials (Fiction and Non-Fiction), and Native Collection.

2. Non-fiction

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

- 2.1.1. Satisfy children's natural curiosity about their environment;
- 2.1.2. Develop children's awareness of the world around them; and
- 2.1.3. Are suitable for a range of age and reading levels.

3. Reference

3.1. The children's reference collection shall include general encyclopedias, both Canadian and international, suitable for various age groups. These shall be kept up-to-date as new editions become available. Specialized encyclopedias shall be considered for such topics as: the arts, biographies, nature, children's authors and illustrators, science and technology, history and geography.

SECTION IV: Other materials

1. Audio-Visual Materials

1.1. The increasing importance of various media in the provision of information is recognized. There shall be a balance among cultural and educational titles for all age groups. The Library may choose at a later time to include popular media for circulation, but at this time the budget for popular items are limited to those intended for in-house use such as the matinee series. 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 shall be increased by exchanging its collection with the collections of other libraries through local and region-wide arrangements.

2. Government Documents

2.1. The Library staff shall seek to provide the community with access to current government policies, information, and legislation.

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- 2.2. The Library is a selective depository library for the Ontario government (per ServiceOntario agreements). Selection and retention of these items follows the same general principles as for all other materials. Where appropriate, online and digitized resources shall be a preferred method of access.
- 2.3. Although not collections on their own, the Library shall offer links and access to Service Canada and ServiceOntario materials, and support patrons to access legitimate government sources and documents.
- 2.4. The Library shall gather historic Government Documents where they are deemed to be of value to the Archive/Digital Archive. These shall fill a need for the community of Six Nations and the researchers who utilize the Library for Local History and local research.

3. Literacy

- 3.1. The literacy collection is developed to support the literacy programme 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.
- 3.3. When possible and when available, Native Literacy materials shall be purchased and/or subscribed to.

4. Local History

- 4.1. The Library considers History as historic and recent past.
- 4.2. A particular interest in local history is acknowledged. The staff shall endeavour to maintain a comprehensive collection of works and archival materials about the Six Nations, Grand River territory, and the Haudenosaunee original territories and people (historic and contemporary).

5. Magazines and Newspapers

- 5.1. A wide variety of magazines for all ages and reading levels shall be provided.
- 5.2. Newspapers shall 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 shall supplement the reference collection by providing current resources.
- 5.4. The Library shall strive to collect back issues on microfiche of local newspapers for archival purposes.
- 5.5. The Library shall participate in online resource Collective Purchasing Agreements when possible in order to expand the onsite collections with online magazines and newspapers.
- 5.6. The Library shall participate in CNIB magazine collections.

6. Materials for those with Disabilities

- 6.1. The Library shall maintain alternate format collections via purchase, pool, and ILL in accordance with the AODA and copyright legislation.
- 6.2. Large-print reading materials and talking books shall be provided for this user group through Library investment and partnerships.

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6.3. When specific titles are not available onsite, InterLibrary Loan or downloadable audio books shall be utilized.

6.4. Braille, Spoken Word and other requests shall be taken under consideration in accordance with the AODA.

7. Multilingual Materials

7.1. Materials in languages other than English and Haudenosaunee languages shall be provided to Library patrons through the InterLibrary Loan system and through the multilingual collections provided through the Ontario Library Service.

8. Vertical File (Pamphlet file)

8.1. Current material on topical issues shall 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. This collection is available by request of the Circulation Desk. Appointments may be required if reference staffing is not available.

9. Digital Collections

9.1. Digital Collections are defined as electronic copies of the original. These may be digitized by the Library or by the publisher in an exact copy or an alternate electronic copy.

9.2. The Library shall maintain digital collections to supplement on in-house materials. This includes:

9.2.1. Online resources; and

9.2.2. Digital archives and local history;

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No: OC8	Title: <i>Organization of the Collection</i>
Type: Operational: Collections	Authority: CEO
Originated: 6-20-11	Review: Biennial (Even Years)
Amended: 8-15-12	Previously:
Related Policies	•
Associated Documents	•
Implementation Procedures	•

1. Classification

- 1.1. In order for the Library collection to be of maximum use and value to patrons, 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.
- 1.2. The Dewey Decimal Classification System shall be used to organize the non-fiction book collection.
- 1.3. Some areas of the collection shall be pulled out of the standard placeholder range in order to be better marketed and to meet the users' needs (e.g. Native non-fiction from Non-fiction; New Materials from general fiction).

2. Cataloguing

- 2.1.1. When obtaining catalogue copy for new items in the collection, preference shall be given to those methods requiring the least staff time, i.e. obtaining cataloguing from the materials supplier, use of cataloguing-in-publication (CIP), use of imported records. In the case where original cataloguing is required, the CEO shall follow the guidelines of the online union catalogue or Consortium.

SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

No: OC9	Title: <i>Digital and Archival Collections</i>
Type: Operational: Collections	Authority: CEO
Originated: 9-21-11	Review: Biennial (Even Years)
Amended: 8-15-12	Previously: F26 5-05-10
Related Policies	•
Associated Documents	•
Implementation Procedures	• Appendix R: Collection Development Plan

SECTION I: Digitization

1. In order to build research capability and more availability to archival materials, the Library shall begin to collect and create digitized materials. These materials shall remain part of the public record and as such should be appropriate for public dissemination. In the area of genealogical records, digitization may be conducted for limited access for a distinct period of time, whereas public access becomes available at a set period or upon the death of those listed.
2. The Digitization Team shall 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 Board.
3. The Digitization Team shall be assigned by the CEO and may include the CEO, staff, and members of the Board.

SECTION II: Archival Collections

1. As a public library the primary mandate of the Library's collection is to acquire materials which are available for circulation. The Board acknowledges the importance of maintaining the local history of the Six Nations' peoples and surrounding territory. As such, the Six Nations Public Library shall grow a repository of historical, rare, and significant materials for public viewing and/or access. This collection shall include, but is not limited to:
 - 1.1. Rare Book Collection;
 - 1.2. Genealogical materials;
 - 1.3. Maps; and
 - 1.4. Local artefacts such as Lithographs, pottery, and artisanship which could be both displayed within the Library and stored for future use.

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SECTION III: Accessible Collections

1. The Library shall provide physical access to collections, or advocate to changes required in order to make collections accessible while provided assistance in accessing collections which are physically limited due to the facility.
2. The Library will meet all AODA requirements for formats and types of accommodations to those patrons who request materials.
3. The Library will provide Large Print materials, as well as other alternate formats, both in-house and downloadable.

SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

No: OC10	Title: <i>Circulation and Returns</i>
Type: Operational: Collections	Authority: CEO
Originated: 9-21-11	Review: Biennial (Even Years)
Amended:	Previously: C13 5-16-11, 12-14-07, 11-08-08, 12-14-07
Related Policies	•
Associated Documents	•
Implementation Procedures	• Appendix C: Patron Fee & Fine Schedule

1. Circulation

1.1. Patrons may borrow at one time:

- 1.1.1. A maximum of four (4) circulation books (i.e. children's, adult both fiction and non-fiction) for a three week loan period. Should books not be returned by the due date, there shall be a per day overdue charge (See Appendix C for fines and fees);
- 1.1.2. A maximum of one (1) video/DVD for a loan period of one (1) week. Should a video/DVD not be returned by the due date, there shall be a per day overdue charge (See Appendix C for fines and fees);
- 1.1.3. A maximum of two (2) audio books for a three week period. Should books not be returned by the due date, there shall be a per day overdue charge (See Appendix C for fines and fees);
- 1.1.4. Downloadable materials may be borrowed according to the specific terms of the download agreement.
- 1.1.5. Should the patron not return the circulating materials or return them in a damaged state, he/she shall lose their library borrowing privileges until such time as the material is returned or monetary compensation is made.
- 1.1.6. At high demand times, materials may be restricted, have a lessened loan period, or be placed as reference to address community demands.
- 1.1.7. Non-circulating materials such as archives, reference, Local History Collection, articles, journals, magazines, and newspapers shall not be removed from the Six Nations Public Library.

1.2. Patrons may renew their materials on site or online via the SNPL webpage to avoid late fees.

1.3. Patrons may Reserve, Hold, or Recall materials on site or online via the SNPL Webpage.

1.4. Patrons shall have access to an exterior Book Drop for off hour returns.

1.4.1. This Book Drop shall be in an accessible location.

1.4.2. All materials shall be backdated from the last date checked to ensure no patron receives fines for use of the Book Drop.

2. Delinquent Patrons:

2.1. Six Nations Public Library shall use all means necessary to recover Library books and property ranging from standing notices to legal actions. The materials of SNPL are held for the use of all community members and no one patron has the right to deny return of such property.

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- 2.2. The Library staff may state a fair market price of materials for replacement, including cataloguing costs, in the event of loss or damage. Patrons are required to make payment in order to regain active status within SNPL. It should be noted that much of the Library collection is costly and as such, responsible patron use is always the preference.
- 2.3. Patrons with outstanding late or replacement fees may be blocked from access to the collection or other services until such time as:
 - 2.3.1. The fees have been paid in full, or
 - 2.3.2. Arrangements have been made with the Circulation Staff.
- 2.4. Amnesty Days shall occur annually on Solidarity Day and Thanksgiving Day.
 - 2.4.1. Any patron returning materials on these days shall have all fees waived for the materials returned.
 - 2.4.2. Patrons are encouraged to return books regularly and discuss fee reversal due to hardship, as opposed to waiting for amnesty days to return books.

SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

No: OC11	Title: <i>Controversial Materials</i>
Type: Operational: Collections	Authority: CEO
Originated: 6-20-11	Review: Biennial (Even Years)
Amended:	Previously:
Related Policies	•
Associated Documents	•
Implementation Procedures	•

1. The 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 shall not, be made on the basis of anticipated approval or disapproval by any individual or group in the community, but rather on the evaluation by the 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 view 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 view concerning the problems and issues of our times shall 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

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; and forms of birth control including abortion.

3.2. Religion

A well-balanced religion collection shall be maintained in the Library. Standard works on Christianity and Christian denominations shall be included, along with materials on other major religions. Where available by publishers, materials pertaining to Native religions shall also be available. 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.

3.3. Law

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

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3.4. Medicine and Drugs

Current, authoritative materials designed for the layman on the subjects of health, hygiene and common ailments shall be stocked in the library. The subject of mental health shall 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 shall not be included in the Library's collection.

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No: OC12	Title: <i>Exclusions from the Collection</i>
Type: Operational: Collections	Authority: CEO
Originated: 6-20-11	Review: Biennial (Even Years)
Amended:	Previously:
Related Policies	•
Associated Documents	•
Implementation Procedures	•

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, and may not be available for the duration of length an academic course may require.
 - 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 CEO; however banned books by religious organizations, school districts, or other non-authoritative groups may be included in the Collection.

SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

No: OC13		Title: <i>Resource Sharing</i>	
Type: Operational: Collections		Authority: CEO	
Originated: 6-20-11		Review: Biennial (Even Years)	
Amended:		Previously:	
Related Policies		•	
Associated Documents		•	
Implementation Procedures		•	

Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the Six Nations 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 which would otherwise not be available to our Patrons. Further, by Six Nations Public Library's resource sharing, we make our collections available to other libraries, enhancing collections, especially those of First Nations content, to users within the province of Ontario. This policy establishes a commitment to resource sharing partnerships.

1. The Library shall participate in resource sharing opportunities by:
 - 1.1. Joining collaborative initiatives such as material pools, and the provincial interlibrary loan network;
 - 1.2. Using resource sharing as an adjunct to, not a substitute for, the Library's collection;
 - 1.3. Purchasing frequently requested titles; and
 - 1.4. Offering provincial interlibrary loan service to users in good standing.
2. Interlibrary loan is a transaction in which the Six Nations Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Six Nations Public Library on behalf of its user through INFO (Information Network for Ontario). The library shall:
 - 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;
 - 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 purpose 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; and
 - 2.12. Be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan.
3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The Library shall:

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- 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; and
 - 3.1.5. Special collections with MOU's 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; and
- 3.3. Respond to requests within two (2) days.
4. The Library holdings are available for loan via ILL or special request to any Ontario public library or by approval of the CEO to another credible organization.
 - 4.1. Only those items which would normally circulate shall 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 week).
 - 4.3. Where possible, SOLS routes or other ILL mailing shall be used. In the event that a library is not within a free mailing zone, the CEO shall consider the costs associated with lending and decide accordingly.
5. The individual or borrowing library (if no patron information was provided) shall be responsible for all damage, loss, and administrative restocking fees, should they occur. Rates for late, loss, or damage shall be in adherence to the Six Nations Public Library fees schedule.

SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

No: OC14	Title: <i>Collection Literacy</i>
Type: Operational: Collections	Authority: CEO
Originated: 6-20-11	Review: Biennial (Even Years)
Amended:	Previously:
Related Policies	•
Associated Documents	•
Implementation Procedures	•

Collection Literacy is an important aspect of service within the Library. Staff must be skilled or have literacy pertaining to the collection in order to serve the patrons. Likewise it is a main priority to build a community who are 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 staff and patron Collection Literacy is addressed in the following ways:

1. Staff

- 1.1. Ongoing staff training for improved:
 - 1.1.1. Knowledge of the collections
 - 1.1.2. Reader's Advisory
- 1.2. E-Resource training:
 - 1.2.1. For reference requests
 - 1.2.2. In a "train the trainer" method

2. Patrons and Community

- 2.1. Building research and library skills knowledge for patrons;
- 2.2. Assisting patrons for increased independence of research and library skills knowledge;
- 2.3. Online research tutorials upon request and in workshops;
- 2.4. Student tutorials for the purpose of enhancing library skills knowledge and basic research skills;
and
- 2.5. In-servicing for teaching staff pertaining to access to databases and student research.

3. Board Awareness of Literacy of Collection Development

- 3.1. The CEO shall be directly responsible for ensuring the Board's Collection Development Literacy.
- 3.2. Although the Board does not make decisions pertaining to 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 policy pertaining to the Staff Training, Collection Development, and Patrons needs.
- 3.3. The Board shall ensure an ongoing budget is available for replacement and new purchases in a variety of formats, across the Collection.