

**DATE ORIGINATED:** 1984-01-01  
**LATEST REVIEW:** 2005-01-01  
**NEXT REVIEW:** 2010-01-01

**SELKIRK COLLEGE POLICY:** 7000 (former 7001.1, 7001.2, 7000.1)  
**REFERENCE:** LIBRARY SERVICES  
**ADMINISTRATIVE RESPONSIBILITY:** COLLEGE LIBRARIAN

## **PREAMBLE**

The Library's primary responsibility is to serve the educational needs of the College's clientele. The Library also recognizes a responsibility to make its collections and services available to members of the community in the Selkirk College region.

## **POLICY**

In recognition of the Library's mandate to serve the College's educational clientele, the Library will develop its collections to support the institution's own educational programs as directed by the College's mission, vision and value statements. Where arrangements have been made between the College Library and other institutions, the Library will also provide resources and services to support co-sponsored programs.

The Library will:

- (a) provide Library services which support and enrich the curriculum.
- (b) provide Library services which stimulate growth in factual and practical knowledge.
- (c) provide as wide a variety of Library services as practical which enable the development of skills in critical analysis and sound judgement.

## **Criteria for Collection Development**

Library collections include books, periodicals, indices, newspapers, government documents, pamphlets, photographs, maps, atlases, visual materials, sound recordings, video recordings, microform materials, on-line databases and other digital resources, and realia of various kinds.

Collections will be developed according to the following criteria:

- appropriateness to specific educational goals
- past use of current resources and anticipated use of new resources
- timeliness or permanence
- quality of the writing/production
- readability and/or popular appeal
- authoritativeness of author or research
- reputation of publisher/producer/artist/composer
- significance to the West Kootenay Boundary region
- format
- price
- availability of resources elsewhere in the province

Administrative regulations concerning collection development are in this policy.

### **Collections Challenge Policy**

Objection by an individual or group to an item held in the Library collections shall be examined in accordance with the administrative regulations concerning collections challenges, and a determination shall be made as to whether or not its inclusion conforms to the criteria for collection development, outlined above.

Administrative regulations concerning collection challenges are in this policy.

### **Lending Policy**

1. With few exceptions (notably material in the Reserve collection), any person may have access to any item within the collections in the Library, for use within the Library.
2. Loan privileges will be extended to those persons registered as borrowers in good standing with the Library. The Library reserves the right to restrict the number of items an individual may borrow.
3. All materials taken from the Library must be properly checked out.
4. Individual borrowers are responsible for all materials borrowed from the Library.
5. All borrowers are subject to the penalties and sanctions covering breaches of loan regulations.
6. All borrowers are responsible for keeping the Library informed of their current address and telephone number.

Details regarding the administration of this policy, including such things as loan periods, renewals and fines, are posted on the Library's web site: <http://library.selkirk.bc.ca>. These are subject to change based on advice from the Library Advisory Committee and approval of the Librarian and the Dean of Student Development/Registrar.

### **ADMINISTRATIVE REGULATIONS CONCERNING COLLECTION DEVELOPMENT**

Faculty may recommend to the Librarian materials for the collection sufficient in quality and in reasonable quantity to support their courses. Recommendations will be made in accordance with established procedures within individual Departments/Schools. In addition, registered Library users may recommend for purchase materials which they feel will be an asset to the Library.

In selecting recommended materials for purchase, the Librarian evaluates the existing collection, consults professionally prepared selection aids, and applies the Collection Development Criteria in the Library Services policy.

The Library will be aware of the importance of intellectual freedom and the importance of access to all expressions of knowledge when selecting materials consistent with the primary responsibility of the Library as defined in the Library Services policy.

The Librarian may also develop library resources on the following basis:

- acceptance or rejection of gift items following application of the Collection Development Criteria;
- replacement of outdated, worn or missing materials;
- withdrawal of out-of-date or no longer used materials from the collection.

The Librarian works with the faculty member(s) concerned when withdrawing materials from the collection. Departments may be notified when materials are being considered for withdrawal and given opportunity to review these materials prior to withdrawal.

Withdrawn items may be disposed of by being:

- made available to other libraries (local, provincial and other);
- offered for sale;
- discarded.

## ADMINISTRATIVE REGULATIONS CONCERNING COLLECTIONS CHALLENGES

1. Any individual or group who wishes to request reconsideration of any item in the Library Collection, if direct contact with the Library Department Head has failed to satisfy his/her/their objections, must make such a request in writing following the format, "Request for Reconsideration of Library Resources@(attached) and forward it to the Chair of the Library Advisory Committee.
2. The Library Advisory Committee shall review the item and the complaint and decide whether the item in question conforms to the Collection Development Criteria. The committee shall proceed under the following guidelines:
  - examine the specific complaint;
  - examine the item in question;
  - check general acceptance of the item by reading reviews and consulting with knowledgeable individuals in the field;
  - weigh values and faults against each other and form opinions based on the material causing the complaint;
  - prepare a written report for the Dean with a copy to the President recommending whether or not the item in question should be withdrawn.
3. Following the receipt of the written report, the Dean shall inform the complainant of the Library Advisory Committee's decision.
4. College students have a further avenue of appeal through the Student Appeals Policy B3007 if the recommendations are not acceptable.

INTERNAL CIRCULATION:	2005-01-01
PRC RECOMMENDATION:	2006-02-09
PRESIDENT'S APPROVAL:	2006-03-01
POLICY CIRCULATION:	2006-03-01

**REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES:**

Title of Work: \_\_\_\_\_

Author/Publisher/Supplier: \_\_\_\_\_

Type of Material: \_\_\_\_\_

Request Initiated By: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Complainant Represents:

Himself/herself ( . . . ) OR,

Name of organization or group: \_\_\_\_\_

1. a. Did you read, view or hear the entire work?

Yes \_\_\_\_\_ No \_\_\_\_\_

b. If not, which parts did you read, view or hear?

\_\_\_\_\_  
\_\_\_\_\_

2. To what in the work do you object? Please be specific; cite pages or sections or scenes.

\_\_\_\_\_  
\_\_\_\_\_

3. Is there anything of value in this work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you feel might be the result of reading, viewing or listening to this work?

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4. For what group if any would you recommend this work?

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5. What do you believe is the theme or purpose of this work?

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6. Are you aware of critics' judgment of this work?

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7. What would you prefer the College do about this work?

Withdraw it from all borrowers. \_\_\_\_\_

Restrict use. \_\_\_\_\_

Other. \_\_\_\_\_

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DATE

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SIGNATURE OF COMPLAINANT