



Winnipeg Public Library Materials Selection Policy

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Statement of Purpose

Winnipeg Public Library strives to provide access to a collection that meets the cultural, educational and recreational needs of the citizens of Winnipeg. The Materials Selection Policy describes the principles that create and shape materials selection, defines the scope of the Library's existing collections and outlines the practices and policies that maintain them. This document informs the public about how material is selected for the Library and provides guidance to staff involved in the materials selection process.

Philosophy of Selection

The main goal of materials selection is to choose, organize and provide access to a collection of materials that educate, entertain and enhance the lives of the members of our community.

Selection Goals

- To develop a collection that meets the needs and reflects the diversity of our community

- To continually assess and evaluate the vitality, relevance and content of our collections based on professional judgment, use studies and public input.
- To encourage and act on suggestions from the community
- To explore, evaluate and introduce new ways of providing collections and related services including electronic resources and other emerging technologies and formats
- To cooperate with other institutions and agencies in resource sharing within Manitoba and Canada

Intellectual Freedom

Winnipeg Public Library supports each individual's right of access to all expressions of knowledge, creativity and intellectual activity. Accordingly, the Library has a responsibility to acquire and provide access to materials that represent a wide diversity of subjects and viewpoints, including those which may express controversial or unpopular ideas. Not all materials selected, therefore, will be suitable for every individual or group. The presence of an item in our collection does not indicate an endorsement of its content by the Library. Any labeling, sequestering or alteration of materials because of controversy surrounding the author or subject matter will not be sanctioned.

Winnipeg Public Library supports the Canadian Library Association's Position Statement on Intellectual Freedom.

Parental Responsibility

While customers are free to select or reject materials for themselves or their own children, the freedom of others to read, listen, view or inquire will not be restricted.

Only parents and legal guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own children. The Library does not stand in the place of parents.

The Library's selection, classification and display of materials will not eliminate the possibility that children may read, listen to, view or borrow items that their parents or legal guardians may consider inappropriate. No item will be excluded from the library collection on the basis of its potential availability to children.

One System, One Collection

Collections at all Winnipeg Public Library branches are accessible to all Winnipeggers wherever they reside in the city. Access to materials and information beyond the immediate resources of an individual branch is available by means of customer requests placed through the online catalogue. The Library's daily delivery system transfers requested materials to and from Winnipeg Public Library branches for customer pickup and return. Digital resources available to all customers through the

Library's website enlarge the range of materials and provide 24 hour access to a variety of information and services.

Library customers of all ages have open access to the Library's collections with the following exceptions:

- Access to the Talking Book and Daisy Book collections is restricted to persons who meet the CNIB criteria for "perceptual disability" as defined in the Canadian Copyright Act.
- For customer information purposes and the guidance of borrowers, restricted videos and DVDs are labeled with the Manitoba Film Classification Board code.
- Children and youth under the age of 18 years may have limited access to the internet if a parent or guardian selects this option on the child's membership application.
Information about internet use is available here:
<http://wpl.winnipeg.ca/library/onlineresources/disclaimer2.asp>
<http://wpl.winnipeg.ca/library/libraryservices/computeruse.asp>
- Access to electronic resources by remote users is provided within technical, budgetary and licensing constraints.
- The Library may control use of any collection material in order to ensure the widest possible use by library customers or to protect items deemed susceptible to damage or theft.

Responsibility for Selection

The responsibility for materials selection rests with the Manager of the Library Services Division of the Community Services Department who operates under the authority of the City of Winnipeg. Ongoing selection and maintenance of library collections is delegated to professional librarians and qualified staff. All staff and members of the community are welcome to recommend items for consideration.

Selection Criteria

Selectors consider the following general criteria in choosing new materials and evaluating donations and suggestions for purchase:

- Present and potential relevance to community interests and needs
- Current or historical significance of the author or subject
- Evaluations in review media

- Level of current and anticipated demand
- Suitability of subject and style for intended audience level
- Accuracy, relevance and currency of content
- Canadian and/or local emphasis
- Award winning material
- Insight into human and social conditions
- Diversity of viewpoint
- Availability and suitability for library use
- Affordability
- Relationship to the library's existing collection and to other local resources

Scope of the Collection

Winnipeg Public Library collects materials that support its function as a major information and reference resource for the citizens of Winnipeg. It also serves the popular, recreational and informational needs of the general public. The material reflects the ethnic and cultural diversity of the community. Material is collected in a wide variety of formats.

Materials selected for children and teenagers are intended to support early literacy skills development, encourage and strengthen acquired reading skills, lead to recognition and appreciation of literature, satisfy recreational reading interests and supplement educational resources.

Central Services

Millennium Library maintains a collection of 480,000 items and acts as a system wide resource. The Millennium Library collection includes extensive reference materials in addition to circulating items and provides long term, in depth collections. In addition, Millennium Library purchases and rotates special format collections such as large type and multilingual materials. Branch profile:

<http://wpl.winnipeg.ca/library/contact/branches/millennium/main.asp>

St. Boniface Library acts as the central resource of collections, services and programs in the French language for the citizens of Winnipeg. The St. Boniface Library collection, the largest of its kind in Western Canada, provides access to over 70,000 items including; beginner readers, books, magazines, CDS, DVDS, language learning kits, books on tape as well as a special genealogical research collection. It also rotates deposits of French language books to branch libraries. Branch profile:

<http://wpl.winnipeg.ca/library/contact/branches/stboniface.asp>

Branch Services

The 18 branch Libraries of Winnipeg Public Library serve the needs of the communities in which they are located. Branches collect popular fiction and materials of high interest

on a variety of subjects and act as a gateway to the resources and services of the entire system.

Branches are designated as Area, Community and Neighbourhood libraries. Population served, demographics of the area, the role of the facility and branch size are key factors that determine holdings and content of collections.

Collections and Formats

Adult

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Fiction

- Reflects and supports the diverse reading interests of the public
- Includes high- demand best sellers, genre fiction (mystery, fantasy and science fiction, inspirational, romance, westerns), graphic novels, classic and contemporary literature, critically acclaimed authors
- Popular titles are purchased in duplicate to meet demand

Express Best Sellers

- High demand fiction and nonfiction titles available at all locations
- One-week loan period

Paperbacks

- Best sellers, genre fiction including: mystery, fantasy and science fiction, inspirational, romance, westerns and popular nonfiction
- High-demand titles, series and genres are purchased in duplicate

Magazines

- Emphasis on magazines that provide current information on a wide variety of popular interests and topics
- Millennium Library offers a reference collection of magazines, including back issues, as well as a large collection of popular titles
- Branch locations feature current magazines which can be borrowed

Newspapers

- Millennium Library subscribes to a wide selection of Canadian newspapers as well as from select cities in the United States and around the world
- Branch locations provide access to local newspapers with some international titles available to reflect community diversity
- Back issues to selected newspapers are available at Millennium Library in print or on microfilm

Nonfiction

- Covers a wide array of subjects, view points and interests

- Reflects and supports the recreational, informational and educational needs of the public
- Popular items are purchased in duplicate to meet demand

Reference

- Millennium Library has a large reference collection including business and subject directories, consumer and health information, investment reporting services and government documents
- All branches provide smaller reference collections featuring consumer and health information, dictionaries, encyclopedias and atlases

Local History

- The Local History Room at Millennium Library features community histories, local biographies and directories, fiction by Manitoba authors past and present, as well as access to the nearby *Canadiana* collection and a variety of information on microfilm
- Online access to genealogical resources and information

Aboriginal Resources

- For adults, teens and children, collections of fiction and nonfiction titles as well as CDs featuring themes and topics related to First Nations communities

Scores

- Millennium Library houses a collection of piano and vocal scores in the easy to medium range to meet the recreational needs of users
- Emphasis on popular music including pop, rock, jazz and country, perennial favourites, decade songbooks and musicals

Multilingual Resources

- Millennium Library offers a collection of adult and children's books in languages other than English and French focusing on current, popular reading material
- Branches offer deposit collections to meet the needs of their communities.

Learning Collections

- Resources and collections to assist adult learners and newcomers in furthering their education or learning English.
- ABE (Adult Basic Education) and EAL/ESL (English as an Additional /Second Language) materials as well as study guides for tests including: TOEFL, TOEIC, IELTS, CanTEST and GED.

Audiovisual for Adults, Children and Teens

Compact Discs

- Popular and classical music CDs for all ages, including pop, rock, jazz, country, and sacred
- Reflects current tastes and popularity with a local interest
- Popular and well-reviewed children's music, nursery rhymes, stories, film soundtracks

Audiobooks

- Popular fiction and nonfiction titles available on CD, CD MP3 and cassette
- For children and teens, fiction titles that reflect popular titles in the hardcover collection, classics and award-winners

Language Learning CDs

- For adults, language learning kits and CDs are available at different learning levels and in a wide variety of languages
- Elementary language instruction for children in a variety of languages

DVD/Videos

- Feature films, including current high-interest titles, classics and foreign films
- Selected PBS and TV series, NFB, music, travel, exercise and other educational and instructional topics
- For children, entertainment, educational and instructional films
- For teens, primarily feature films plus nonfiction titles of interest to teens

Materials for Customers with Special Needs

Large Type Books and Magazines

- Popular reading material available in a larger print size for people that have difficulty reading regular print
- Collections include a wide variety of fiction genres, selected nonfiction and magazines

DAISY Books and Talking Books

- Daisy books are audiobooks available in a variety of fiction genres and selected nonfiction
- Talking Books are 2-track audiocassettes of recreational titles

Descriptive DVDs

- Millennium Library's Special Services offers a collection of DVDs with additional narration to enable visually impaired people to enjoy popular films

Children

Board Books

- Books with sturdy cardboard pages suitable for sharing with babies and toddlers

Picture Books

- Wide variety of titles with priority given to renowned authors and illustrators
- Includes wordless books, books with elementary texts and books with more sophisticated content for older readers

Books for Beginner Readers

- For emerging readers, illustrated fiction titles with controlled vocabulary and larger type

Easy Fiction

- For newly independent readers, fiction titles (chapter books) in a range of reading levels

Fiction

- Variety of genres including historical fiction, contemporary realistic fiction, fantasy, science fiction, mystery, humour, adventure, etc. (up to grade 6)
- Literary classics and award-winners
- Millennium Library has a collection of large type fiction titles for children who prefer or require a larger type face

Graphic Novels

- Combination of words and sequential art, often presented in comic book style
- Range of reading levels in a variety of fiction genres and nonfiction subject areas

Nonfiction

- Titles in a wide variety of subject areas and viewpoints to satisfy recreational reading interests and to provide educational information related to homework and project assignments

Kits

- Includes a book with accompanying compact disc
- Read-a-long texts, sing-a-long titles, activity and dance instruction and language instruction

Paperbacks

- Genres similar to hardcover fiction collection plus series titles and titles with anticipated short-term popularity

Magazines

- Titles to appeal to the interests of girls and boys of different ages

Children & Teen Awards Collection

- Millennium Library features a reference collection of award-winning titles including picture books, fiction and nonfiction

Children & Teen Research Collection

- Millennium Library houses a reference collection of rare and out-of-print titles with an emphasis on Canadian works
- Provides research support in the fields of children's literature, storytelling and library services to youth

Young Adult

Fiction

- Teen novels and genre literature such as fantasy, mystery, contemporary realistic, romance, humour
- Titles by renowned authors and award-winners
- Millennium Library has a collection of large type fiction titles for teens who prefer or require a larger type face

Graphic Novels

- Combination of words and sequential art, often presented in comic book style
- Genres similar to fiction collection as well as nonfiction works of interest to teens

Nonfiction

- Featuring titles of interest to teens such as social issues, environmentalism, health and fitness, leisure activities, career preparation, life skills

Paperbacks

- Titles similar to hardcover fiction collection plus series titles and titles with anticipated short-term popularity

Magazines

- Topics of interest to teens such as music, sports, fashion, gaming, anime, popular culture

Electronic Resources

Winnipeg Public Library selects and evaluates online databases, website links and other electronic resources using the criteria outlined in Section 5 above.

- **Online databases:**
Winnipeg Public Library subscribes to more than 30 online databases, ranging from magazine and newspaper resources to multimedia encyclopedias, auto repair manuals and much more.

A complete list of Winnipeg Public Library databases is available here:
<http://wpl.winnipeg.ca/library/onlineresources/searchdatabase.asp>

- eLibraries Manitoba:**
 eLibraries Manitoba (eLM) is a digital media services program provided by the Public Library Services Branch of Manitoba Culture, Heritage, Tourism and Sport and Winnipeg Public Library. eLM provides access to more than 2000 ebooks and digital audiobooks that can be read and listened to online or downloaded and transferred to compatible portable devices such as an iPod / MP3 player.

Access to eLM is available here:
<http://elm.lib.overdrive.com/>
- Booked:**
 The Booked website is a virtual destination for teenagers featuring book reviews, polls, top tens, new releases, events, mash-up and more.

Access to Booked is available here:
<http://wpl-teens.winnipeg.ca>
- Readers' Salon:**
 The Library's Readers' Salon web page provides access to the BookNews monthly email newsletter service, Online Book Clubs, information on Book Club Kits, bestseller and award lists, reading suggestions, related web resources and more.

Access to the Readers' Salon is available here:
<http://wpl.winnipeg.ca/library/libraryservices/readerssalon.asp>
- Web Links:**
 Information Services Librarians select recommended websites and organize these resources by general subject headings. Special emphasis is given to websites with local or Canadian content.

The Winnipeg Public Library Subject Guide to Information Resources is available here: <http://wpl.winnipeg.ca/library/onlineresources/disclaimer2.asp>

Interlibrary Loan

Books, magazine articles or microfilm reels that are not held at Winnipeg Public Library may be requested from other library systems or information agencies by using Interlibrary Loan Services.

Information about how to apply for this service is available here:
<http://wpl.winnipeg.ca/library/libraryservices/ill/illref.asp>

Public Input

Winnipeg Public Library encourages the community's interest in the Library and welcomes customer suggestions for the purchase of items that will enhance the overall

collection. The Library will evaluate all suggestions and requests using the same criteria that guide our selection of purchased materials.

Suggestion for Purchase forms can be accessed on the Library's website here: <http://wpl.winnipeg.ca/library/libraryservices/suggest/emailform.asp>

Winnipeg Public Library also recognizes the right of any individual or group to question the inclusion of specific materials in the collection.

Requests to review an item may be made on the *Request for Reconsideration of Library Material* form available at all branches. All requests will be reviewed in relation to the selection criteria outlined in the Materials Selection Policy. A written response will be provided within 30 days. <http://wpl.winnipeg.ca/library/pdfs/RequestReconsideration.pdf>

Donations

Winnipeg Public Library welcomes donations of materials from individuals and groups. Donated materials are evaluated for inclusion in the Library's collection using the same criteria that are followed for purchasing materials.

It is understood that donations are freely given without condition and that they become the property of Winnipeg Public Library. However, the Library will respect special agreements reached with donors of significant collections.

Tax receipts are issued by the Library on request for those items that meet the selection guidelines and are added to the collection.

For more information on how to donate material to the Library and for details on how to obtain tax receipts please see the brochure *Winnipeg Public Library Donation of Books, DVDs & CDs*, available here: <http://wpl.winnipeg.ca/library/pdfs/DonationsEnglish.pdf>

Collection Management

Winnipeg Public Library carries out an ongoing program of collection evaluation and maintenance. As new items are added, others are evaluated using the following general criteria for retaining, removing, replacing or repairing:

- physical condition
- inaccurate or outdated content
- current demand and usage
- space considerations
- outdated formats

Items removed from the collection are sold in library book sales, offered to other organizations or, if unusable, sent to recycling. Profits from library book sales are used to supplement the library's materials budget.

A more detailed explanation of these procedures can be found here: <http://wpl.winnipeg.ca/library/pdfs/WeedingPolicy.pdf>

Revision of the Materials Policy

This *Materials Selection Policy* will be periodically reviewed and revised or reaffirmed.
Revised: October 2008