

Winnipeg Public Library Materials Selection Statement

Statement of Purpose

Winnipeg Public Library strives to provide access to a collection that meets the cultural, educational and leisure needs of the citizens of Winnipeg. The Materials Selection Statement 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. The Statement outlines 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 meets the cultural, educational and leisure needs of the citizens of Winnipeg.

Selection Goals

- To develop a collection that meets the needs and reflects the diversity of our community
- To continually assess and evaluate the 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.

Winnipeg Public Library supports the [Canadian Federation of Library Associations' Position Statement on Intellectual Freedom and Libraries](#).

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'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 available 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. Electronic resources available to all customers through the Library's website expand 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 with print disabilities.
- 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:
<https://wpl.winnipeg.ca/library/ourservices/tech/computers.asp>
<https://wpl.winnipeg.ca/library/ourservices/tech/computeruse.asp>
- Access to electronic resources by remote users is provided within technical, budgetary and licensing constraints.

- The Library may put in measures to control use of any collection 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, a 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

Collections Librarians 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 resource for the citizens of Winnipeg. It also serves the popular, leisure 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 the development of literacy skills, encourage and strengthen acquired reading skills, and serve the recreational and educational information needs of youth of all ages.

Collections

Alternative Format Reading Materials for Blind or Print-disabled Customers

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

Audiobooks

- Popular fiction and nonfiction titles available on CD and MP3 CD, including classics and award-winning titles, for children, teens and adults

Board Books

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

Books for Beginning Readers

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

Compact Discs

- Popular music CDs for all ages that reflects current tastes and local interest, including children's music, classical, pop, rock, jazz, country, sacred, nursery rhymes, and film soundtracks

DVD/Blu-Ray

- Feature films, including current high-interest titles, classics and foreign films, as well as selected PBS and TV series, NFB, music, travel, exercise and other educational and instructional topics, for children, teens, and adults
- Descriptive DVDs: A collection of DVDs with additional narration to enable blind or visually impaired people to enjoy popular films

Early Fiction

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

Express

- High demand fiction, nonfiction, DVD and Blu-Ray titles available at all locations, for children, teens and adults, with a shorter loan period.

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 and award-winning titles for children, teens and adults
- Multiple copies of popular titles are purchased to meet expected demand

Indigenous Resources

Fiction, nonfiction, CDs, DVDs, Blu-Rays, and magazine titles featuring authors, themes, and topics related to First Nations, Métis, and Inuit communities, for children, teens and adults

Kits for Children

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

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

Large Type Books and Magazines

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

Learning Collections

- ABE (Adult Basic Education) and EAL (English as an Additional Language) materials to assist adult learners and newcomers in furthering their education and/or learning English
- These materials include visual dictionaries, leveled readers, consumer math guides and test preparation guides such as: TOEFL, TOEIC, IELTS, CELBAN, and GED

Local History

- Most non-fiction subject categories are considered with particular emphasis on resources for genealogy, urban history (architecture, monuments, and streets), personalities and social history
- May include limited fiction material when these works contain significant historical references about Winnipeg's daily life
- Priority given to Winnipeg related material, may also consider provincial material.

Magazines

- Emphasis on magazines that provide current information on a wide variety of popular interests and topics for children, teens and adults

Multilingual Resources

- A collection of adult and children's books in [various languages](#) other than English and French focusing on current, popular reading material

Newspapers

- A wide selection of Canadian newspapers as well as from select cities in the United States and around the world
- Back issues of selected newspapers are available in print or on microfilm

Nonfiction

- Covers a wide array of subjects, viewpoints and interests
- Reflects and supports the leisure, informational, and educational needs of children, teens and adults
- Multiple copies of popular items are purchased to meet expected demand

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

Reference

- Provide access to current and relevant collections of print and electronic resources (e-resources) that will assist customers and staff with their information needs
- Resource material about subject areas in high demand at a general interest level
- Priority given to e-resources, when available and demand dictates, to WPL customers and staff at all branches and remotely on a 24/7 basis

Scores

- A collection of instrumental and vocal in the easy to medium range to meet customers recreational needs. Emphasis is on popular music including: Classical; Folk; Jazz; Musicals; Pop; Rock and local commercial productions and events

Video Games

- A collection of video games for the most popular consoles (Wiiu, Xbox 360, Xbox One, Sony Playstations 3 & 4), rated E for Everyone or T for Teens.

Electronic Resources

Winnipeg Public Library selects and evaluates electronic resources using the criteria outlined previously.

- **Online databases:** Computer based collections of data arranged in a systematic way to aid users in finding information quickly and easily, generally organized with searchable elements or fields.
- **eBooks, eAudiobooks and eMagazines:** Electronic versions of printed books, audiobooks, and magazines that can be read on a computer or handheld device
- **Streaming Music, Audiobooks and Video:** Music, audiobooks and videos that play from an online source, and does not have to be downloaded first in order to play

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 on the [Library's website](#).

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 materials.

[Suggestion for Purchase](#) forms can be accessed on the Library's website.

Materials Reconsideration

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 Statement. A written response will be provided within 30 days.

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](#).

Collection Management

Winnipeg Public Library carries out an ongoing program of collection evaluation and maintenance. Collections 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.

Revision of the Materials Selection Statement

This *Materials Selection Statement* will be regularly reviewed.
Revised: March 2018