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**Subject:** Collection Standards  
**Effective:** July 2005  
**Revised:** *January 2024*

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### 1.0 PURPOSE

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The purpose of this policy is to establish standards for collection investment and development.

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### 2.0 APPLICATION

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This policy applies to the purchase of library materials from any funding source. For information on weeding/discarding of library materials, see NBPLS Policy 1042 – Weeding and Discarding of Library Materials. For information on reconsideration of library materials, see NBPLS Policy 1043 – Reconsideration of Library Materials.

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### 3.0 DEFINITIONS

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**Library material** refers to all formats in the collection, including print, non-print, audio-visual, and electronic materials.

**Public libraries** refers to public libraries and public-school libraries.

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### 4.0 LEGAL AUTHORITY

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[New Brunswick Public Libraries Act](#)

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### 5.0 GOALS / PRINCIPLES

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Each library's collection of materials constitutes a **provincial collection** that is made available to all library users. This includes library materials acquired with locally raised funds and any donations.

NBPLS upholds the values of intellectual freedom, diversity, and inclusion in its collection development. To this end, NBPLS collections strive to:

- Foster the love of reading and the exploration of ideas
- Serve people of all ages and with varying needs and interests
- Provide materials of contemporary significance as well as historical value
- Meet the information, entertainment, and recreational needs of our communities
- Support lifelong learning, discovery, and enjoyment
- Reflect various cultural, ethnic, linguistic, religious, and philosophical backgrounds

- Represent various points of view, including materials which reflect current conditions, trends and controversies.

For more information see the [NBPLS Statement on Intellectual freedom, diversity and inclusion](#).

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## 6.0 REQUIREMENTS / STANDARDS

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### 6.1 COLLECTION INVESTMENT

- Collection investment is a provincial responsibility, that rests with the Provincial Librarian (Executive Director of NBPLS) who, in turn, delegates the day-to-day management of collections to the Head of Collections Management.
- The provincial distribution of funds for library materials to each library will be fair and equitable based on various criteria such as circulation, community interests, special collections and available space.
- The selection and acquisition of library materials with **locally raised funds** is the responsibility of the Library Manager/Director, in consultation with the Head of Collections Management.
- As market availability and resources permit, NBPLS collects materials in both official languages.

### 6.2 GENERAL CRITERIA FOR SELECTION

NBPLS materials are selected according to various criteria such as:

- Opportunity to explore ideas, stimulate imagination, and expand experiences
- Reflect international, national and local trends and interests
- Reflect local community needs
- Public demand (existing and anticipated)
- Subject, style and formats suitable for intended audience and use (e.g. readability)
- Relevance to existing collections
- Positive reviews, awards or forms of recognition
- Reputation of the author, publisher or producer
- Currency of the information

- Timeliness of the subject
- Presentation of all sides of controversial issues, where possible
- Represent challenging or minority points of view in order to provide insight into human and social conditions
- Space and budgetary limitations
- Metrics and statistical reports on collections and usage trends
- Significance as a standard or classic work
- Canadian and New Brunswick content

### **6.3 SELF-PUBLISHED & COLLECTIONS OF LOCAL HISTORICAL INTEREST**

- Self-published works may be considered if they are in a format that facilitates circulation (e.g. ease of use, durability), and if they have an overall accuracy, readability and anticipated interest to a wider audience (e.g. beyond the author's own family and friends).
- Materials of local historical interest may be considered in consultation with other libraries and archives as appropriate.

### **6.4 COLLECTIONS FOR PROFESSIONAL DEVELOPMENT**

- Library materials will be provided to support the professional development of library staff and library board members, as well as the development of libraries and library services across the province.

### **6.5 TEXTBOOKS AND HIGHLY SPECIALIZED MATERIALS**

- NBPLS will not attempt to acquire textbooks or other curriculum-related materials except when such materials also serve the general public. NBPLS will provide a wide variety of materials that may be used for homework purposes and research.
- Highly specialized materials in any field (e.g. medicine, law, physics, etc.) will not be provided. Patrons may request specialized materials through interlibrary loan. For more information see NBPLS Policy 1071 – Interlibrary Loans.

### **6.6 DONATIONS**

- Donated materials are welcomed and are intended to augment, but not replace collection investments.

- Donated materials are part of the NBPLS overall provincial collection and may be selected, weeded, and discarded in the same way as other library materials.
- Donations of “permanent loan” or to which the donor has attached conditions for use, display, care or disposition are not accepted. For more information on donation criteria, see the New Brunswick Public Libraries Foundation - [Give Books](#).

### 6.7 PATRON SUGGESTIONS

- Suggestions for purchase are welcomed and reviewed by applying the same selection criteria that are applied to other materials.

### 6.8 PARENTAL RESPONSIBILITY

- Responsibility for a child or youth’s use of library materials rests with their parent(s) or legal guardian(s). It is the responsibility of parents, not the library, to guide their children’s reading/viewing. No materials are excluded from selection solely because they may come into the possession of a child.

### 6.9 NO ENDORSEMENT OF CONTENT

- Selection of an item does not constitute endorsement by NBPLS of either the content, creator or viewpoint expressed in that item.

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#### REFERENCES

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[New Brunswick Public Libraries Act](#). Government of New Brunswick.

[NBPLS Statement on Intellectual Freedom, Diversity and Inclusion](#). New Brunswick Public Library Service.

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#### CONTACTS FOR MORE INFORMATION

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NBPLS Provincial Office, (506) 453-2354

[NBPLS-SBPNB@gnb.ca](mailto:NBPLS-SBPNB@gnb.ca)