A. Library’s Mission Statement
"Humber Library’s vision is to meet learner needs through continuous development of exemplary collections, services, and places. As an academic partner and an important link in the learning process, the Library collaborates with faculty, staff, and students to build the collections and services made easily accessible through cutting edge technology and best practices. Our mission is: to support all modes, levels, and locations of teaching and learning; to equip Humber students and staff with the knowledge of information resources specific to their career/field of study, and information literacy skills; to make them successful lifelong learners; and to assure the high quality of our services through rigorous performance measures."

B. Principles and Goals
The Library's collection development policy reflects the goals outlined in the library’s Mission Statement cited above. Both academic programs and individual intellectual inquiry are supported. In supporting Humber’s course offerings and faculty research the collection provides an ever evolving focal point for student and faculty learning.

C. Purpose
The purpose of the collection development policy is manifold: It emphasizes the need for full and balanced coverage of subjects for both current and future needs. It outlines guidelines for selection of library resources. It prescribes principles to be used in collection development decision-making. It provides equitable access to information. It makes clear to the Humber community the principles and procedures used when allocating funds for collection development.

D. Responsibility
The Library’s collection program is coordinated by the Library’s Collection Development & Technical Services Librarian. On-going systematic collection development is performed by Subject Librarians who consult with the Faculty Coordinator designated as the library representative for a particular subject area. Input is also actively solicited from other faculty, students, and library staff through liaison activities. Subject Librarians are responsible for evaluating and monitoring the collection to ensure a balanced collection, and while recommendations are solicited, the final responsibility for the selection of library resources rests with the Subject Librarian. Subject Librarians will
develop, in future, collection scope notes to reflect the need of a program in order to
ensure a balanced collection. Approval plans will be developed for subject areas to help
facilitate the collection development process.

E. General Guidelines
The collection is developed in response to the need for current knowledge-based
resources to support curriculum programs, faculty instructional and research needs, and
general informational needs. Items are collected, as deemed appropriate to the
curriculums of degree, diploma, certificate, postgraduate and apprenticeship programs at
all campus locations. The following issues will be considered:

Broad issues:
1. balance of collection
depth and breath of coverage
relevance to curriculum at Humber
emphasis on Canadian items
availability
effectiveness
appropriateness
classic or core titles
general reference
anticipated use
duplication and number of copies
unique content
replacement and substitution options

2. Specific criteria:
accuracy
authority
currency
publisher reputation
level
physical quality
format (is it new, changed, effective, and compatible)
quantity
language
cost

3. Types of items
The library collects a wide range of items: books, periodicals (priority will be given to
purchasing electronic full-text journals), newspapers, manuscripts and unpublished
materials, reprints and facsimiles, government publications, dissertations and theses,
maps, pamphlets, reference works, symposia, and conference proceedings. The Library
purchases textbooks only when no other suitable material is available. As well, the Library is a depository library for selective Canadian Federal government documents.

4. Formats
Formats include: print, film, video, microforms, sound recordings, slides, computer software, and electronic formats. Digital information resources will be purchased to support e-learning by securing database subscriptions and licensing e-books. The library may purchase microforms for archival material. The library endeavours to acquire new formats as they are developed. The Library does not normally acquire materials in a format for which access cannot be provided through the electronic catalogue.

5. Publications of Humber Faculty, Staff, and Students
The Library collects copies of items published by Humber faculty, students, and staff.

6. Other Resources
The Library explores opportunities for collaborative purchase with the Bibliocentre and other Ontario and Canadian consortium.

7. Age of the collection
The age of the collection is reviewed in relationship to usage taking into account the following:
- current course offerings and required reading materials
- assessment of the existing collection
- replacement and up-dating of outdated, missing and out-of-print work
- interlibrary loans
- circulation statistics

F. Archives
The library acquires, preserves, and makes available the historical records of the College. These include correspondence, reports, committee records, photographs, moving image records, architectural drawings and artifacts.

G. Budget
A portion of the Library's budget shall be allocated annually for acquiring resources for the collection. These funds will be designated solely for collection development.

H. Relocation and Withdrawal Policy
See appendix A
I. Academic Freedom
The right to academic freedom is fully supported by the Humber Library. Humber’s Librarians provide access to an unlimited range of both intellectual content and artistic forms. The library collection provides unrestricted, broad coverage to varying viewpoints and forms of expression, as deemed appropriate. Disapproval of an item in the collection by an individual or group should not be the means by which that item is denied to all individuals or groups. The Library supports the Canadian Library Association *Statement on Intellectual Freedom* (see appendix B).

Approved by: Librarians’ Team
Date: September 2007
Contact Name: Anne Maureen Hyland
Appendix A

Relocation and Withdrawal Policy

The Relocation and Withdrawal Policy outlines the Library’s criteria for relocating or withdrawing items in the Library’s collections. This policy is intended to ensure that Humber’s collections management practices ensure effective support for the College’s current teaching and research activities, and maximize appropriate use of the Library’s physical facilities. The collection will be continually re-evaluated in conjunction with the acquisition of new and replacement materials to ensure the timeliness, relevance, and ease of use of all library resources.

Criteria for Relocation and Withdrawal of Items:

Items may be relocated from the circulating collection to the storage facility.

1. Relevance to current curricula and research needs of Humber faculty

2. Physical condition of the item (i.e. damaged, worn, dingy, brittle paper, or mutilated)

3. Use pattern and circulation in the past seven years. This may include ephemeral material which is no longer in demand or timely or once popular fiction no longer in demand.

4. Superseded by a newer edition or a superior item on the subject

5. Outdated, and/or incorrect factual content. Areas that deserve especially careful examination are: computers, technology, science, health, law, geography and travel.

6. Appropriate number of copies available. Duplication of low-use items should be avoided.

7. Reliability or, of no discernible literary or scientific merit

8. Adequate coverage for the particular field or general area

9. Availability of similar items both in the collection and elsewhere

10. Older textbooks or supplementary texts

11. Journals that are owned in electronic format will not normally be retained in print.
*Items not withdrawn:*

1. Unique to Humber College
2. Authored by Humber faculty, staff, and students
3. Of historic value
4. The only information of this type in the library collection
5. Local history (Ontario, Toronto, and the Humber River)
6. Canadiana
7. Classic works in a subject area and award winners (except when a more attractive edition is available or when there is more than one copy).
8. A request has been received from a program co-ordinator that the item be retained in the collection, or appropriate program consultation has not been undertaken
9. Special consideration will be given to items deemed useful for the degree programs: Advertising, Business, Computing, Early Childhood Services, Family and Community Social Services, Industrial Design, Interior Design, Justice Studies, Media, Music, Nursing, and Paralegal Studies
10. Item is part of a set for which other parts of the set are of value
11. Titles appearing on standard, current core bibliographies
12. Unique content, format, illustrations
13. Items that are not subject to rapid change such as: fiction, biography, fine arts, literature, poetry, religion and philosophy
**Policy**

1. Selector Librarians are responsible for relocating and withdrawing items in areas of subject responsibility.

2. When in doubt, or when there is a dispute, librarians should err on the side of retention of the item.

Approved by: Librarians’ Team  
Date: March 2007  
Contact Name: A. Maureen Hyland
Appendix B

INTELLECTUAL FREEDOM
Position Statements
CLA
Statement on Intellectual Freedom
Approved by Executive Council – June 27, 1974; Amended November 17, 1983; and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

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.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.