



Transforming Lives, Empowering Communities!

COLLECTIONS MANAGEMENT POLICY

Adopted Jamaica Library Board

16/ 1 / 2024

PURPOSE OF THE COLLECTION MANAGEMENT POLICY

This policy serves to inform key stakeholders, the public, and library staff on the principles and general practices which determine the methodical selection, acquisition and maintenance of the print, electronic / digital resources which make up the collections of the Jamaica Library Service (JLS). These are made available from the access points in the Public Library Network (PLN) and the School Library Network (SLN). The Collection Management Policy is reviewed every five (5) years and it is supported by the Selection Manual, Accessions Manual, and Cataloguing Manual.

DEFINITIONS

Collections

The total accumulation of books, periodicals and other material in various formats, owned and/or subscribed to by a library and catalogued and arranged for ease of access. Collections consist of subsets such as reference, special collections and children's.

Digital Resources

Material created by the JLS through a process of digitization as well as digital resources curated by the organization.

E-Resources

Material consisting of data and/or computer programs encoded for reading and manipulation by a computer. E-Resources include subscription databases, e-books and institutional repositories.

ORGANIZATIONAL OVERVIEW

The Jamaica Library Service provides under the Ministry of Education and Youth, free library services island-wide through a variety of access points: parish libraries, school libraries, mobile libraries, as well as virtual libraries. The organization is governed by the Jamaica Library Board which is authorized to set policies for the effective management of a coordinated public and school library service.

RESPONSIBILITY STATEMENT

The ultimate responsibility for collections management rests with the Director General who operates within the framework of the policies determined by the Jamaica Library Board. The Director General delegates oversight of the Collections Management Policy to the Collection Management Committee. **See Appendix 1** for the composition of the Collection Management Committee

Material for the public and school library networks are centrally acquired by the JLS Headquarters, processed and allocated/distributed to the various access points from: books by the Acquisitions Department, periodicals and electronic subscriptions by the Circulations Department, digitized resources by the Digital Library Services Unit.

COLLECTION MANAGEMENT PHILOSOPHY

The Jamaica Library Service (JLS) collections are developed and managed within the universally accepted principles of Intellectual Freedom and the IFLA/UNESCO manifestos and guidelines for public and school library services. Collections Management at the JLS is also grounded in the Jamaica Charter of Fundamental Rights and Freedoms, the Jamaica Copyright Act, and the following organizational governance framework:

STRATEGIC OUTCOMES:

1. Access to library and information services for all.
2. Access to high quality educational and leisure programmes.
3. Improved public perception of Jamaica Library Service.
4. Enhanced institutional governance and operational capacity.
5. Effective and efficient service delivery.

VISION STATEMENT

Our vision is to be a well-resourced organization responsive to the needs of communities, enriching lives and contributing to national development.

MISSION STATEMENT

The Jamaica Library Service exists to enable national development through the creation, and support of a knowledge-based society of culturally aware lifelong learners by providing universal access to information. This will be achieved by being customer-focused and technology-enhanced; in an aesthetically pleasing environment; and by a well-trained, competent, motivated, and empowered team.

CORE VALUES:

Respect, Integrity, Commitment, Open-mindedness, Accountability (**RICOA**).

BUDGETARY PROVISION

The Ministry of Education and Youth provides funding for developing and maintaining collections. While financial considerations often limit acquisitions in respect of quantity, the Jamaica Library Service will always apply the qualitative criteria necessary for the development of quality collections. The Jamaica Library Service will seek to-obtain additional funding through the following avenues:

- Grant funding
- Collaboration with local and international foundations and stakeholders
- Donations

DONATIONS

The Jamaica Library Service welcomes donations for its collections in keeping with the provisions of its Collections Management Policy and Donations Guidelines.

Donations Guidelines

All donations must be in good physical condition and the library reserves the right to accept or reject donations, and to decide on the allocation and disposition of donated material. Material received as donations may be included in collections, used in book sales or discarded.

- The library requires advance notice of donations
- Popular fiction titles, children, young adult, adult are preferred.
- Non Fiction publications, except of historical significance, must not be older than five (5) years
- College-level texts not older than five (5) years are accepted
- Popular Magazines must not be older than two (2) years
- No overseas children’s textbooks. Most children’s **textbooks** in use overseas do not meet the curriculum of Jamaican schools and are therefore not useful.

See **Appendix 4** for *SHIPPING GUIDELINES FOR OVERSEAS DONATIONS*

COLLECTIONS MANAGEMENT PRINCIPLES

Material for the collections are acquired and maintained to serve the informational, educational, and recreational needs of the clients of the public and school library networks. The JLS strives to create an appealing, current, and relevant collection that is representative of all the knowledge fields; presenting issues in a neutral and unbiased manner and which cover a wide range of ideas, issues, and perspectives. The existence of a particular viewpoint in material acquired is an expression of the library’s position on intellectual freedom, not an endorsement of that point of view. The library encourages free expression and free access to ideas. Both are essential elements in a democratic society and the JLS does not-discriminate in its material selection on the bases of age, race, gender, beliefs or affiliations of the author or producer.

CRITERIA FOR SELECTION - SCHOOL LIBRARY NETWORK

The JLS curates, allocates and manages collections of print and electronic resources to support teaching and learning, multiple literacies and recreational reading in the Government of Jamaica (GoJ) funded infant, primary and secondary schools. The principles governing selection of material for the schools served by the Jamaica Library Service are in tandem with global principles and values for school librarianship as well as a school’s capacity to house and utilize the resources.

CRITERIA FOR SELECTION — PUBLIC LIBRARY NETWORK

Books and other resource materials (print, non-print and digital) are selected on the bases of their literary, artistic, educational, informational, and recreational value. Selection is guided by open-mindedness and responsiveness to the needs of the Jamaican public as well as to facilitate the pursuit of lifelong learning. The selection process is guided by use of professional tools and knowledge of information needs from the various constituencies. Material is also selected on the bases of the work as a whole and not by a part taken out of context. Selection of any material is not an indication of the library's endorsement of the author's viewpoint.

CRITERIA FOR NON-SELECTION OF MATERIAL

The Jamaica Library Service subscribes to the principle that the public has a right to have access to collections not subject to any form of ideological, political, or religious censorship, nor to undue commercial influence. However, it defends the principle that it has a responsibility within its resources and professional competence to exclude material which does not meet the policy objectives and criteria for collections development.

TEXTBOOKS

Textbooks will only be selected when the subject is not adequately covered in the generally published titles, or the text is a standard work for which there is no reasonable substitute.

COLLECTION CATEGORIES —PUBLIC LIBRARY NETWORK

- **ADULT**

The Adult collection, in all possible formats and media, circulating and non-circulating includes fiction and non-fiction in a variety of genres and subject areas and at reading levels up to the college and university levels. The goal of the adult collection is to satisfy the informational, recreational and educational needs of the users through a mix of contemporary, popular and standard works. Selection of Material for Adult is not constrained by possible exposure to children or young adults. Responsibility for children's use of library collections rests with their parents, guardians or caregivers.

- **YOUNG ADULT**

The Young Adult Collection, print and electronic, aims to satisfy the special needs and interests of adolescents, **15-19 years old**. Selections seek to include material that:

- ✚ Deals with the physical and emotional development of Young Adults.
- ✚ Provides insight into the social and economic challenges experienced during the adolescent years.
- ✚ Provides information on a variety of subjects in an attempt to broaden the interest of young people and satisfy their thirst for knowledge.
- ✚ Maintains a good balance between fiction and non-fiction.
- ✚ Contains material of special interest to reluctant readers.

- **CHILDREN**

Included in this category for children from birth to age fourteen are juvenile fiction and nonfiction, nursery rhymes, alphabet books, counting books, picture books, easy books, beginning readers, picture storybooks, in print or electronic formats.

- **JLS DIGITAL**

This consists largely of material digitized by the JLS from its holdings of primary source ephemera (for example brochures, pamphlets, photographs, institutional archives) and which primarily serves historical and local research needs.

- **LOCAL / WEST INDIAN**

Material written by Jamaicans /West Indians, and about Jamaica / West Indies, and which meet stated selection criteria is a priority for collection development. However, material so specialized and not in accordance with public library norms, are served by referrals to the National Library of Jamaica and other special libraries, or by inter-library loans and electronically generated information.

- **NEWSPAPER**

Copies of national and local newspapers, print or electronic are obtained for current information, research purposes, or a Clippings File.

- **PAMPHLET and VERTICAL FILE**

Ephemera (material not catalogued) including brochures, programmes, government and organizational publications, clippings, maps, photographed / scanned material are included in this collection.

- **PERIODICALS**

The term periodical, print or electronic, is used here interchangeably with journal and magazine. The periodicals collection seeks to maintain a balance between subject journals, news interests and those catering to recreational needs.

- **REFERENCE**

Selections are made of standard reference works (Encyclopedias, handbooks, indexes, yearbooks etc.), print or digital, purchased or subscribed to, and which are capable of fulfilling sophisticated as well as elementary needs. Print Reference materials are non-circulating.

- **SPECIAL NEEDS**

Material in special formats and content such as digital and large print are collected to support the informational, recreational and educational needs of users with visual impairment or learning disabilities which preclude them from use of other collection formats.

SPECIAL COLLECTIONS

Books and other resources of historical and or subject significance that are set aside in a specific service point and shelving location comprise the special collections. Material may be a combination of reference or circulating. The Special Collections are:

LIBRARY and INFORMATION STUDIES (R-LIS/)

Location: Headquarters, Parish Libraries

Scope: Library science texts.

NATIONAL HEROES R-NH/

Scope All National Heroes (**Except Marcus Garvey**)

Location: KSAPL

Note: Marcus Garvey books go to St. Ann Parish Library

NATIONAL READING COMPETITION (NRC)

Scope: Titles used in the NRC since inception in 1988

Location: Headquarters

RESERVED COLLECTIONS (R-RC/, if Reference; RC/ if not reference)

Scope: Significant Historical Value, Out of Print, Autographed copies, Rare West Indiana

Location: Headquarters

TEACHER-LIBRARIAN (R-TL/, R/ L-TL if local)

Locations: School Library Network Regional Libraries

Scope: Curriculum guides, school library management and services, children's literature, literacy resources, library and information studies.

COLLECTIONS EVALUATION & MAINTENANCE

Maintenance of the library's collection through evaluation by the library staff ensures its usefulness and relevance to the communities served. To ensure that library collections provide effective service to the public, and for space management concerns; outdated or superseded and damaged material which have not circulated in over a pre-determined number of years, and which are not of historic or literary significance are removed from the collections. This does not include West Indian material. **Material removed, but still in good physical condition are cumulated regionally and offered for sale annually.** The income from such sales is returned to the Collection Management Fund.

RECOMMENDATIONS FOR ADDITION TO COLLECTIONS

Public and staff may recommend items for selection by using the *Recommendation for Additions Form (Appendix 2)* each request is reviewed using stated selection criteria. Publishers, authors and booksellers may submit **sample copies** for review by the Selections Committee. All sample copies submitted to the Jamaica Library Service Collection Management Committee for review for purchase are accepted with the understanding that the JLS is absolved of any responsibility for the repair or replacement for damage done to said sample copies. It is the responsibility of the sender to retrieve

sample material not selected for purchase within sixty (60) days; if not retrieved in the specified time the sample material will be disposed of at the discretion of the JLS. All Sample Copies are to be submitted along with Form **Sample Copy for Purchase Consideration**. See **Appendix 5**

REQUESTS FOR RECONSIDERATION OF COLLECTION ITEMS

Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the ***Request for Reconsideration Form***. See **Appendix 3**. The completed form will be forwarded to the Director General who will review the request in a timely manner in consultation with the chair of the Selection Committee. The decision, with reasons will be communicated to the person making the request

Appendix 1

Collections Management Committee 2022 -2025

| No. | Portfolio |
|-----|----------------------------------------------|
| 1 | Director General |
| 2 | Senior Director, Chair |
| 3 | Director, Public Library Network |
| 4 | Director, School Library Network |
| 5 | Deputy Director, Library Technology |
| 6 | Regional Director, Region 1 |
| 7 | Regional Director, Region 2 |
| 8 | Regional Director Region 4 |
| 9 | Regional Director, Region 5 |
| 10 | Senior Librarian |
| 11 | Senior Librarian |
| 12 | Senior Librarian, Accessions |
| 13 | Senior Librarian, Cataloguing |
| 14 | Senior Librarian, Circulations |
| 15 | Technical Director, Digital Library Services |
| 16 | Senior Librarian, School Library Network |
| 17 | Librarian III, School Library Network |
| 18 | Librarian III, Public Library Network |
| 19 | Librarian II, Accessions |

Appendix 2

Recommendation for Addition to Collection

Recommendation for Addition to Collection

Title _____

Author _____

Publisher _____

Year of Publication _____

Tick one () Children’s Book () Adult Fiction () Adult Non-Fiction) () Other-----

Submit to
acquisitions@jls.gov.jm

Appendix 3

Request for Reconsideration of Library Materials

(fillable online form)

If you wish to request reconsideration of an item in the collection, please complete and return the form below to:

**Director General.
Jamaica Library Service
2 Tom Redcam Drive
Kingston 5**

Information on item being requested for re-consideration

Title:

Call Number.....

Author.....

Publisher:

Have You Read the Jamaica Library Service Collection Management Policy?

Yes No.....

Your Reason for Request For Reconsideration?

Do you represent a group/ organization? Yes.....No.....

If yes, please provide name of group/ organization:

What act would you like the library to take about this work?

Request submitted by**(Name)**

Your Mailing Address: _____

Email: _____ **Telephone:** _____

Date: _____

Submit to: acquisitions@jls.gov.im

The JLS will acknowledge receipt of the form and respond within two weeks.

Appendix 4

SHIPPING GUIDELINES FOR OVERSEAS DONATIONS

Contact must be made with the JLS before shipping donations to ensure their suitability for the collection. Donations will be accepted at no cost to the JLS. Prior to shipping material to Jamaica, contact must also be made with Jamaica Customs to obtain clear information on customs regulations and customs duties. The following documents must be sent to the JLS prior to the arrival of the donation, whether sent by sea or air freight:

- bill of lading if shipped by sea
- airway bill for air freight
- invoice (for new material)
- list of material
- approximate value of the material

Send to

Senior Librarian

Acquisitions Department

Jamaica Library Service LS

2 Tom Redcam Drive

Kington 5

Jamaica

Or

acquisitions@jls.gov.im

Confirmation must be given that the donations being shipped are in keeping with the JLS Collection Development Policy and Donations Guidelines. Items shipped to the JLS without notification will not be accepted.

Appendix 5

SAMPLE COPY FOR PURCHASE CONSIDERATION

All sample copies submitted for review for purchase to the Jamaica Library Service Collection Management Committee are accepted with the understanding that the JLS is absolved of any responsibility for the repair or replacement for damage done in transit to said sample copies. It is the responsibility of the sender to retrieve sample material not selected for purchase within sixty (60) days; if not retrieved in the specified time the sample material will be disposed of at the discretion of the JLS.

All sample copies are to be submitted along with the following form

Purchase decisions are assessed by the Collections Development Committee and are made based on alignment with the provisions of the Collections Management Policy.

Title of Book / Material _____

Publisher _____

ISBN _____

Name of person submitting material for consideration _____

Email _____

Telephone _____

Mailing Address _____

Signature of person submitting material for consideration _____