

Pahkisimon Nuyegáh Library System
POLICY
COLLECTION DEVELOPMENT

STATEMENT OF INTENT

The Mission Statement of the Pahkisimon Nuyegáh Library System states:

The Mission of the PNLs is to provide library services and educational and cultural resources to the people in northern Saskatchewan in cooperation with the existing library and educational structures and to communicate the uniqueness of the north to other regions of the world.

Through this statement, the Board has created a dual focus for collection development: education and culture.

The educational emphasis in northern Saskatchewan has been the implementation of the Saskatchewan curriculum for Pre-K to Grade 12 schools, adult basic education, trades and post-secondary education. Any type of media can be used as an educational resource.

Saskatchewan curriculum includes a special emphasis on the preservation and promotion of local aboriginal cultures. This emphasis is found in the cultural component of the collection, along with information specifically describing northern lifestyles and geography. This is particularly reflected in the contents of the Northern Saskatchewan Archives, whose focus is historical documents and materials pertaining to Northern Saskatchewan and the groups living within that area.

Another major cultural trend in Northern Saskatchewan is the development of self-sufficient skills, by people generally separated from major trading centres due to distance or geography. *Could be trades: carpentry, plumbing, logging, et cetera or Could be traditional: hunting, fishing, tanning, trapping, medicinal botany, et cetera*

As headquarters of a large region, the Pahkisimon Nuyegáh Library System has an obligation to support the educational growth of library staff and trustees in member institutions. A collection of handbooks and materials on related topics is necessary for use by local people and by staff consultants. Due to the nature of some of this material, it is also of value to other not-for-profit boards and staff in the north. Trustee training, in particular, is a priority within other major educational institutions.

Also as headquarters for the system, Pahkisimon Nuyegáh Library System is the connection to the interlibrary loan network. There are times when a book is too popular for circulation from a holding library in the rest of the province. There are other times

when a book is unavailable in any way other than through purchasing it. When these books meet the other criteria in this policy, it is appropriate to buy a copy to fulfil that loan.

Another major collection area is the provision of materials required to do the jobs necessary for efficient library services. These include interlibrary loan; cataloguing and processing guides, such as the Dewey Decimal Classification handbook. In our role as the general library for people in communities without one, some general reference materials are also necessary. These trends suggest a focus on the following collection areas:

- resource materials in a wide variety of media for the curriculum, including those suggested in Saskatchewan Education's bibliographies;
- support materials for teachers and in implementing resource-based learning;
- literacy materials, including fiction at all levels to support the practice of reading and family literacy programs;
- Aboriginal materials;
- materials to support self-sufficiency, such as a wide variety of "how-to" manuals;
- local interest materials;
- library training materials;
- trustee training materials;
- general reference materials;
- headquarters' library services support materials; and
- popular interlibrary loan materials.

These "core collection" areas may be supplemented by special grants for emphasizing particular parts of the collection.

CONDITIONS

Areas of the collection will be developed at different levels of complexity. There will be five levels used: Comprehensive, Research, Study, Popular, and Minimal (see Appendix A for further explanations and Appendix B for how they will be applied to the core collection areas).

Where possible, Canadian sources will be used.

Where a recommended materials list exists for the core collection areas, items on that list will be given highest priority.

Collection development reports from the integrated library system are to be used to ensure all available information is used for ordering purposes. Purchases will also be made for items requested as holds by PNLs patrons.

The following options will be reviewed to ensure local materials are available for local

needs/use first and support local in-library browsing:

- Embargo new materials or special collections (not default for all resources) and used only for specific collection types such as DVDs, as per SILSC circulation policy
- “Special collections/special status” – e.g. popular picks/hot titles
- “Local branch” interest blocks
- Better rationalization of collection development between agencies
- Communications on service development
- OPAC newest books list for the patrons (“new to us” allows online browsing)
- Use functions in SILS to manage resource sharing – to fill local requests first and use the resources of SILS Interlibrary Loan agent for loans not in the SILS environment

SELECTION

The Pahkisimon Nuyeqáh Library System believes that the library's collection should be extensive, comprehensive and cosmopolitan. Selection is made primarily by evaluation of the item's content, authenticity of material, honesty of presentation and quality of production. There is a possibility that an item or items in the library may be regarded by some as unpleasant or offensive, or in political opposition to local beliefs. If the Pahkisimon Nuyeqáh Library System is to fulfil its obligations to its communities, it must include materials of varied points of view, even those which may be regarded by some as controversial.

The library recognizes its obligations to satisfy the cultural, educational and artistic needs of a large group of people with varied backgrounds, tastes and interests.

The Pahkisimon Nuyeqáh Library System encourages member library staff, board members, and patrons to make suggestions as to materials to be purchased. Responsibility for selection rests with the Director, the Teacher-Librarian, Library Consultant and the Circulation Customer Service Consultant, who operate within the framework of policies set by Pahkisimon Nuyeqáh Library System's Board. Suggestions for material purchase will also be made by the Processor and Circulation Clerk to the Circulation Customer Service Consultant based on holds and other request alerts received from the integrated library system.

DONATIONS

The Pahkisimon Nuyeqáh Library System will accept material as donations, although we maintain the right to reject or dispose of any that do not meet this collection development policy. If items are accepted, a charitable receipt will be issued if requested. Further information is outlined in the Donations policy.

CENSORSHIP

The PNLS Board does not interpret its own function nor that of its administrators as being the supervisor of public morals. The PNLS Board believes in freedom of the individual and the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct upon their own household.

The Library will provide as far as possible materials on all sides of controversial issues, including representation of unpopular or unorthodox positions without censorship or bias, providing the materials give evidence of a sincere desire to be factual. Biased or slanted learning resources may be provided to meet specific curriculum objectives; for example, to recognize propaganda and its purpose in a given context.

Unless an item is officially prohibited from entering the province, it cannot be legally withdrawn from library shelves. If an individual objects very strongly to a particular item, she/he will have the right to complete a form (see Schedule D) through which she/he can make an official complaint. Each complaint will be dealt with fairly.

The PNLS Board accepts the Canadian Federation of Library Association's *Statement on Intellectual Freedom*, which reads:

Every person in Canada has the fundamental right, as embodied in the nation's Bill of Rights, to have access to all expressions of knowledge, creativity and intellectual activity, and to express his thoughts publicly. This right to intellectual freedom 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.

DISCARDING MATERIALS

As important as acquiring up-to-date materials is the elimination from the collection of materials that meet one of the following standards:

- outdated content
- damaged item
- lack of use

Luckily, in Saskatchewan, discarding materials does not mean burning them or sending them to the dump. Rather, books and most paper products can be recycled to produce more materials in the future.

Some items may be replaced by newer copies of the item. This will depend on availability, demand or significance of the item to the collection guidelines.

OUTDATED CONTENT

As people's knowledge grows, some things that were believed to be "facts" turn out to be incorrect or incorrectly interpreted. Editions may have to be superseded by a newer version. Likewise, changes in political or environmental situations mean that materials may no longer contain valid information. Unless these items are necessary for an historical reason, they should be discarded.

Guidelines for discarding aged materials in different subject areas are outlined in Schedule C.

DAMAGED MATERIALS

Books that are badly bound with poor illustrations, soft pulpy paper, dull print, cramped margins, shoddy binding and thin paper through which the print shows should be discarded. Worn-out books with yellow, brittle, dirty paper; mutilated pages; missing pages; frayed binding; broken backs; dingy or dirty covers; water damaged; pages written on; should be discarded.

Books whose contents are in demand and which are worth preserving, particularly out-of-print materials, can be sent in for binding if they meet certain criteria. These criteria are: If the pages are intact with good margins (at least ½ inch), print and paper. If a new copy can be purchased at about the same cost as binding, it should be replaced instead.

Videotapes or cassettes will be discarded if the casing is broken or cracked or if the film is bent or ripped. Outdated technologies will be replaced with newer formats.

DVDs, CDs and other disc material will be discarded if undue scratches make the disc unreadable. Replacements should be ordered.

LOW USAGE MATERIAL

Material should be considered for discarding if it meets any or all of the following criteria: the material has not circulated for three to five years; the material has not been used as a reference item in the library; the material is in a format that is no longer in use; or, the material is not part of a collection that is being preserved for its subject importance. Remove unneeded duplicate titles of fiction and nonfiction and superfluous books in subject fields in which the community has little interest (one or two basic items would be sufficient in most libraries).

Our processing policy for Fiction is: Easy fiction (up to grade 3 reading level) – 5 copies or more, Juvenile fiction (grade 3 to grade 7/8 reading level – as long as the characters are under 14) - up to 3 copies, Young Adult fiction (characters over 15 years and reading level grade 8 and up) - 1 or 2 copies, and Adult fiction (preferably Canadian authors and paperback) - 1 copy. Refer to Processor's manual for more detail.

MATERIALS FOR PERMANENT RETENTION

Some materials should not be discarded. Specific situations will vary; however, consider these suggestions for retention:

1. the "classics", award winners and those items which appear on standard, current core bibliographies;
2. items which may be out-of-print and which may still have some possible use;
3. materials of local interest and local histories, although these might be moved to the Northern Saskatchewan Archives;
4. materials unique in content, format, illustrative technique, etc.
5. resources, the absence of which may skew the balance in a subject area and may result in biased representation.

PROCEDURES

1. An inventory and evaluation of the collection will be done within a five-year period and repeated every three to five years thereafter, as per provincial standard.
2. As soon as the materials budget is confirmed, staff will begin ordering materials, beginning with renewing electronic subscriptions and interlibrary loan requested materials.
3. Upon arrival at headquarters (after being checked against P.O.'s), information about the materials will be entered.
If there is no bibliographic record of an item in the SILS integrated library system. Then the CCSC or Teacher-Librarian will create new records in the Bibliographic Database of the SILS catalogue. As per SILS procedures.

If a bibliographic record already exists, the material is entered into the integrated library program and an item record is attached following procedures set forth in the processing manual.

4. In the processing of new materials for PNLs the only items that will have a book pocket and card will be those in the Class Set Collection. The new SILS guidelines for placement of barcodes on the front left corner will be the current practice. (This is to meet the specifications for self-check systems.) Follow the PNLs Processor procedures manual for new and reprocessed materials.

REVIEW

This policy will be reviewed at a Services & Standards Committee meeting every five years, in coordination with the inventory process.

Created by the Human Resources Development Committee: 26 March 1994

Reviewed by the Services & Standards Committee: 20 March 2015

Reviewed by the Executive Committee: 21 March 2015

Approved by the Board: 18 April 2015

Chairperson

Date

SCHEDULE A
Collection Level Codes

A. Comprehensive Level

A collection in which the library endeavours, so far as is reasonably possible, to include all known available material. The aim is to be exhaustive or complete. This level is usually for special collections.

B. Research Level

A collection which includes the major public source materials required for post-secondary study. It includes a wide range of basic materials, complete collections of the works of important writers, selections from the works of other writers, a selection of representative journals, and, the reference tools and fundamental bibliographies pertaining to the subject.

C. Study Level

A highly selective collection which serves to introduce and define the subject, and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopaedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

D. Popular Level

Contains popular reading materials rather than research or study materials. The fiction areas will include literature, novels, best sellers, series and genre fiction books. Non-fiction will be made up of basic reference works and general discussions of or introductions to a subject.

E. Minimal Level

A subject area in which few selections are made beyond very basic works.

SCHEDULE B Core Collection Levels

CURRICULUM RESOURCES	C
Learning resources shall support and be consistent with the general educational goals of the province and district. Class sets (one copy of each title will be put into the circulating collection for interlibrary loan) literary classics, novelty format books, and including kits. This includes nonfiction and fiction which is intended for use in the educational process. Fiction is categorized in the following sequences: easy, juvenile, young adult and college level adult. The public viewing rights will be purchased for DVDs and other media where necessary.	
TEACHER SUPPORT	D
Teaching units, selective reference in education theory, curriculum guides, instructional manuals.	
LITERACY	D
High interest low vocabulary fiction. This includes high interest, low vocabulary nonfiction.	
ABORIGINAL MATERIALS	C
Materials produced mainly on Western hemisphere Aboriginal peoples.	
ABORIGINAL MATERIALS – NORTHERN SASKATCHEWAN	B
Limited archival report material and newspapers, locally produced materials.	
SELF-SUFFICIENCY	D
These include instructional manuals and public viewing videos or DVDs.	
LOCAL INTEREST	A
Limited archival report material and newspapers, locally produced materials, local histories.	
LIBRARY TRAINING	C
Professional materials for librarians	
TRUSTEE TRAINING	C
Professional materials for boards.	
GENERAL REFERENCE	C
Quick reference books, government documents, regional level reference materials.	
LIBRARY SUPPORT	B
Guides used to run the internal operations of headquarters.	

INTERAGENCY LOAN

D

This includes recreational fiction (paperback or hardcover) in the following sequences: easy, juvenile, young adult and adult. Nonfiction items that cannot be retrieved from other sources may be considered if the demand is great enough or if it fits into one of the above collection categories. To make a distinction between interlibrary loan (loans from outside the SILS system), interagency loan (loans within the greater SILS system), and intra-agency loans (loans within our region).

SCHEDULE C

Guidelines for Discarding /Weeding Books by Content

CORE COLLECTIONS

CURRICULUM RESOURCES	See the attached outline of individual nonfiction and fiction areas.
TEACHER SUPPORT	Discard out-of-date teacher's manuals and textbooks including career information. Keep historical material only if it is being used.
LITERACY	Follow guidelines for the subject matter. Otherwise, discard worn books.
ABORIGINAL MATERIALS	Discard those items that can be replaced with a newer edition.
SELF-SUFFICIENCY	Discard according to use by patrons and availability of new editions. Keep almost all log house building materials and other northern related materials.
LOCAL INTEREST	Discard those items that can be replaced with a newer edition or are available in a local library.
LIBRARY TRAINING	Replace with new editions as soon as they are available all library tools such as subject headings and classifications. Discard materials <i>older than ten</i> years unless in high demand.
TRUSTEE TRAINING	Discard materials older than ten years unless in high demand.
GENERAL REFERENCE	Almanacs and annuals should be replaced each year. Encyclopaedias should be replaced every ten years, although five years is preferable.
LIBRARY SUPPORT	Replace annually.
INTERAGENCY LOAN	These should be discarded following the subject criteria or as dictated by the SILS Policy.

SUBJECT CRITERIA

- 000 Generalities
Value determined by use. Works on computers are dated after 3 years.
- Encyclopaedias
A new edition is required every 10 years, preferably every 5.
- Bibliographies
Seldom of any use more than 10 years from date of copyright because materials get harder to find.

Library and Information Science

Should conform to current, acceptable practice.

100 Ethics

Value determined by use. Most unscholarly works are useless after 10 years.

Philosophy and Psychology

Weed descriptions of philosophical and psychological problems no longer of interest, superseded books about systems of philosophy, out-of-date psychologists (e.g. hypnotism), etc.

Philosophy

Keep descriptions of philosophical systems, but discard explanatory and historical works after 10 years, or earlier if replaced by newer works.

Psychology

Keep popular works on psychology and ethics as local demands indicate.

200 Religion

Value determined by use. Keep basic information (but not propaganda) about as many sects and religions as possible. Discard sermons, prayers, and personal religion no longer of interest; discard histories if a newer version is available. Keep current use by patrons in mind.

300 Social Sciences

Many of these books deal with material of temporary interest, which can be replaced by historical coverage. Discard outdated social issues which are not of historical value. See that controversial issues are well represented from all points of view.

Almanacs, Science Yearbooks and Statistical Publications

Superseded by each new volume. Keep three to five years for teaching purposes. Science yearbooks require consideration because of special articles.

Politics and Economics

Information dates quickly – to be withdrawn after 10 years, if not replaced sooner. Books on historical aspects kept according to need in the community.

Law

Replace as soon as any part of the law is changed. Old editions of commentaries should be discarded. Treaty law- have a historical perspective and value.

Government

Discard after 10 years or when newer volumes are available.

Social Welfare

Weeding depends on use. Non-historical material is useless after 10 years.

Education

Discard out-of-date teacher's manuals and textbooks including career information. Keep historical material only if it is being used. Non-historical materials need replacement in 10 years. Weed discredited theories of education. Career materials – discard after five years. Be particularly aware of qualification discrepancies in materials dealing with career preparation.

Commerce

Replace non-historical materials after 10 years; investment and currency books sooner.

Folkways, Customs and Costumes

Keep standard works. Discard according to use by patrons.

400 Language

Discard old grammars, ordinary school dictionaries, out-of-date textbooks. Keep large dictionaries and basic material. Keep any materials on aboriginal languages. Discard the rest according to use by patrons

500 Pure Science

Discard after 5 years, except for botany and natural history. Discard books with obsolete information and theories.

600 Technology (Applied Science)

Most books are outdated after five to 10 years. Give special attention to those dealing with drugs, space technology, sex education, radio, television, medicine. Check to see if resources contain information of historical value.

Inventions

Keep basic material on inventions.

Medicine

Discard after five years except for basic anatomy materials.

Mechanics

Keep works on older automobiles (such as Chilton manuals), snowmobiles and boat engines.

Radio and Television

Keep historical material and books on maintenance and repair. Discard other materials after five years, as the field is progressing too rapidly to be of use longer than that.

Horticulture and Home Economics

Discard according to use by patrons and availability of new editions. Keep almost all cookbooks.

Business

Keep books for 10 years only.

Manufacturing; Building

Keep books on crafts, toys, clocks, etc. according to demand. Withdraw other books after five to 10 years.

700 Fine Arts

Keep basic works on music and fine arts. Replace with new editions and better books. Keep stamp and coin catalogues up-to-date. Sports, celebrity profiles, and recreational material should be discarded and replaced steadily, as interests change much more frequently in these areas than in others.

800 Literature

Keep literary criticism and history until a new version is available. Keep collected works and literary classics or replace with better editions. Discard poets and dramatists no longer read. Keep works of local people. Be aware of titles indexed in standard reference indexes.

900 History

Discarding depends on use and demand and on accuracy of fact and fairness of interpretation. Discard personal war experiences except those of outstanding importance or local interest. The best material is now incorporated in regular histories. Discard histories if a newer version is available.

Geography and Travel

Discard geographies after 5 years. Discard travelogues after 10 years unless of historical value. Popular guidebooks are of use for about two years, particularly if they contain pricing information.

Biography

Unless subject has permanent interest or importance, discard when demand ceases. Keep those which are outstanding in content or style as long as they are useful.

Fiction, Picture Books, Story Collections

Discard old-fashioned, dated non-circulating materials which have not circulated in three to five years. A selection of "classics" should be kept as space allows, but these should be replaced as new or more attractive editions are made available.

Magazines

Do not keep for longer than a year (i.e. current year and one year) unless an index is available and issues are to be bound (e.g. National Geographic). Discard all magazines after five to 10 years, depending on space and subject content.

Reference

Use same criteria for weeding as for general non-fiction collection. Keep standard works. Special attention must be paid to having up-to-date accurate information.

Pamphlets and Government Documents

Use same criteria as for books, keeping only up-to-date material.

Encyclopaedias

General – dated after five years.

Subject Specific – replace as content becomes invalid.

Indexes

Discard after five to eight years, depending on type of index and use. As new annual indexes or accumulations appear, discard old copies unless used for teaching purposes.

Atlases

Dated after five years. Replace as soon as possible after political changes to boundaries or geographic names.

Periodicals

Do not keep longer than two years unless indexed. Consider shelving and storage space. If indexed, keep no longer than oldest index or five to eight years, depending on use.

Picture Files

Weed dated, unattractive and physically damaged prints.

Maps

Check for currency, accuracy and metrication.

Professional Library

Most materials inappropriate after eight to 10 years. Weed items which no longer support curriculum.

Textbooks, Teacher Manuals, and Workbooks

Keep only single catalogued copies of relevant textbooks. Weed outdated teacher manuals. *“Consumable” one-use workbooks may be housed in the library, but should be clearly marked as being for photocopying use, and should not be written in. (This should also be reflected in the Processor’s Manual.)*

Audio-visual Materials

Replace old media with new media as it changes in usage in your community.

SCHEDULE D

Complaint Process

Any resident in or employee of the Pahkisimon Nuyeyáh Library System may raise objection to materials available from the headquarters' collection, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure and observed the criteria for selecting materials.

The Director should review the selection and objection rules with the staff at least annually. The staff should be reminded that people have a right to object to materials.

No parent has the right to determine reading, viewing or listening matter for children other than his/her own.

Although it is the materials which are challenged, the principles of intellectual freedom must be defended as well.

Access to challenged material shall not be restricted during the reconsideration process.

The major criterion for the final decision is the appropriateness of the material for its intended use.

A decision to sustain a challenge shall not be interpreted as a judgement of irresponsibility on the part of the professionals involved in the original selection and/or use of the material.

PROCEDURES

If a complaint is made, the following procedures should be followed:

1. Inform the complainant of the procedures and discuss if it is necessary to continue.
2. Request that the complainant submit a written "Request for Reconsideration".
3. Inform the Director about the complaint.
4. Keep the challenged materials available during the reconsideration process.
5. A committee made up of the Director, the Teacher-Librarian, and the Library Consultant reviews the complaint and the material.
6. The review committee takes the following steps:
 - a. reads, views, or listens to the material;
 - b. checks general acceptance of the material by reading reviews and consulting recommended lists;

- c. determines the extent to which the material fits the selection policy;
 - d. files a written report.
7. The Director presents the issue and recommendations to the PNLB Board.
 8. The Director then reviews the decision with the complainant.

**PAHKISIMON NUYE?ÁH LIBRARY SYSTEM
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

ITEM DESCRIPTION

Author _____

Title _____

Publisher or Producer (if known) _____

Date of Publication or Production _____ Type of Material _____

Request Initiated by _____

Telephone Number _____

Address _____

Town _____ Prov. _____ Postal Code _____

Person making the request represents:

her/himself

group/organization

Name of group _____

Address of group _____

Did you review the entire item? Yes ___ No ___ If not, what sections did you review?

To what in the item do you object? (Please be specific; cite pages, or frames, or sections)

In your opinion, what harmful effects might result from the use of this item?

Do you see any value in the use of this item? (instructional, literary, self-development?)

Should the opinion of any additional experts in the field be considered? If yes, please list suggestions. Yes ___ No ___

In the place of this item, would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended?

DATE

SIGNATURE

Results of the item review:

DATE

SIGNATURE

SCHEDULE E
Cataloguing Standards
From the Saskatchewan Information and Library Services Consortium

Bibliographic Database Policies

The Overdrive collection will be catalogued and searchable in the SILS OPAC, and in the individual library OPAC's in the interim. The process for cataloguing electronic-resources such as this collection will be addressed by the Cataloguing Sub-Committee.

Permissions

The following are the recommended levels of rights within cataloguing:

Topmost level

(1) System administrator – access to every aspect of the database, e.g., indexing tables, etc.

(2) Cataloguing supervisor – full access to MARC records, able to load blocks of foreign language materials from PL, for instance.

(3) Cataloguers – typically the library technicians – full and copy cataloguing, including importing and exporting MARC, corrections, etc.

(4) *Cataloguers* – ability to edit some fields – for instance, staff asked to carry out one-time only special projects, e.g., adding 020s.

(5) *Brief-Bib Authorized Staff* – ability to create brief bibs – typically Circulation staff with permissions to create brief bibs while patron is waiting.

(6) Acquisitions staff – create brief “On Order” records. (*PNLS does not use Acquisitions module*)

Lowest level

(7) *All staff members (PNLS and member libraries)* – typically library/branch staff adding Holdings to existing records,

Collection and resource management

Bibliographic records are jointly owned by all member libraries. The holdings portion of the record will identify each library that owns an item relating to that record.

All libraries will follow the agreed upon minimum standards and general material designations [GMDs]. See Appendices D and E.

There is a committee overseeing cataloguing standards and maintaining standards system-wide. This committee is made up of those with solid cataloguing expertise.

Mass market and regular paperback copies of titles will be added to hardcover title. This is for ease of location by patron.

SCHEDULE F.1

MINIMUM CATALOGUING STANDARDS FOR SILS

Established by Cataloguing/Z39.50 Standards Committee, revised periodically.

There are Bibliographic templates to be used in Polaris Client for cataloguing of new or old items that do not presently have a record in SILS. (Kit, Poster, Print – books, DVD's, etc.)

Standard for Books and Audiovisual materials

Use the Bibliographic Template provided by SILS

Highlighted fields are on templates and we fill in for creation of a "New Record"

LABEL	TAG	SUBFIELDS
Fixed physical description	007	
Control field	008	for all materials: Date of creation ; Date 1 ; Date 2 ; Language ; Target audience for books include: Form of item (for large print books)
ISBN	020	a
DDC# (local call#)	082	a
Author - Personal	100	a c q d
Author - Corporate	110	a b
Author - Conference	111	a n d c
Author - Uniform title	130	a
Title	245	a h b c <i>(Exactly as, H- type of material)</i>
Title - Variant form	246	a h If English/Cree –Cree/English
Edition statement	250	a
Publication details	260	a b c <i>(where, who, date)</i>
Physical description	300	a b e <i>(no. pages, illustrations, size cm)</i>
Series statement	490	a v <i>(series as shown on item)</i>
Series uniform title	830	a v <i>(series authority)</i>
Notes	5XX	a <i>(If you want to have other information added to the record that you can't find a place for)</i>
Subject - Personal name	600	a c q d x
Subject - Corporate name	610	a b v x
Subject - Uniform title	630	a v x y z
Subject - Topical term	650	a v x y z <i>(If you want to make sure a particular subject is listed, otherwise they will fill in when they do a full import)</i>
Subject - Geographic name	651	a v x y z
Added personal name	700	a c q d
Added corporate name	710	a b
Added uniform title	730	a
Added title	740	a h
New record formation	960	

**SCHEDULE F.2
Standard for Serials**

LABEL	TAG	SUBFIELDS
Control field	008	
ISBN	020	a
ISSN	022	a
Author - Personal	100	a c q d
Author - Corporate	110	a b
Author - Conference	111	a n d c
Author - Uniform title	130	a
Title	245	a h b c
Title - Variant form	246	a h
Publication details	260	a b c
Physical description	300	a b e
Publication frequency	310	a
Initial publication date	362	a
Series statement	490	a v (series as shown on item)
Series uniform title	830	a v (series authority)
Notes	5XX	
Subject - Personal name	600	a c q d x
Subject - Corporate name	610	a b v x
Subject - Uniform title	630	a v x y z
Subject - Topical term	650	a v x y z
Subject - Geographic name	651	a v x y z
Added personal name	700	a c q d
Added corporate name	710	a b
Added uniform title	730	a
Added title	740	a h
Preceding entry	780	t
Succeeding entry	785	t
Electronic location/access	856	u

At this time, only Alex Robertson Public is using adding Serials

SCHEDULE G

GMD List

revised periodically

(modified by SILS Cataloguing Committee -ongoing)

art original	microscope slide
art reproduction	model
audiobook	motion picture
Blu-ray	MP3 (for recorded music)
book on cassette (incl. spoken word)	music (for printed music)
book on CD (incl. spoken word)	newspaper
book on MP3 (incl. spoken word)	online game
braille	photograph
cartographic material	photographic slide
cassette (for recorded music)	Playway
chart	poster
comic	realia
DAISY sound recording	restricted DAISY Zip (CELA)
diorama	restricted eAudiobook (CELA)
DVD	restricted eAudiobook (NNELS)
eAudiobook	restricted eBraille (NNELS)
eBook	restricted eText (NNELS)
electronic resource	sheet music
filmstrip	slide
flash card	streaming music
game	streaming video
globe	technical drawing
graphic novel	thesis
kit	toy
large print	transparency
magazine	VHS
manuscript	video game
map	vinyl
microform	