

**SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, MARGARET HENNIGAR PUBLIC LIBRARY January 16, 2019; 6:00 PM**

*The South Shore Regional Library Board administers South Shore Public Libraries.  
South Shore Public Libraries celebrate reading, discovering, learning and sharing.*

Present: Mr. Patrick Hirtle Chair  
Dr. David Brattston  
Councillor Brian Fralic  
Councillor Michael Graves  
Councillor Eric Hustvedt  
Ms. Sara Lochhead  
Mr. David Luther  
Mr. Tom Sheppard  
Mr. Kelly Wilson  
Ms. Christina Pottie, Staff  
Mr. Eric Pottie, Staff  
Mr. Jeff Mercer, Staff  
Mr. Troy Myers, Secretary/Treasurer  
Ms. Lynn Robart, Recorder

Regrets from: Ms. Cindy Bruhm, Councillor Tina Connors, Ms. Marie Hogan Loker, Mr. Mark Taylor, and Ms. Wilma Stewart-White.

Chair Patrick Hirtle welcomed back Councillor Eric Hustvedt. This will be Eric's fourth term on the Board since 2008.

**MINUTES**

Motion: "THAT the South Shore Regional Library Board accepts the General Board minutes of October 17, 2018.

LOCHHEAD/Fralic All in favour. Motion carried.

**LBANS REPORT**

LBANS Report was circulated with Notice of Meeting. The last time LBANS met was on October 27, 2018. Discussion of the LBANS AGM in September resulted in a decision to closely review the by-laws of the Association to ensure that they are understood by all member of LBANS. This arose from inappropriate behaviour at the AGM by some members. October was proclaimed as Library month in Nova Scotia by the NS Legislature. This came about by the efforts of LBANS Vice President Alex Morrison. The One Card NS initiative was not on the agenda and we were disappointed not to receive an update on this important project. A CORL representative was not in attendance at our meeting and we hope to have an update at our January 19 meeting. A letter (attached) was received from Deputy Minister Tweel from Communities, Culture and Heritage regarding update of Library funding discussion. Letter attached. A representative from CCH will be making a presentation regarding the funding review at the January 19th LBANS Meeting.



The Sponsorship/Recognition Policy will be tabled until the next meeting.

DATE, TIME AND PLACE OF NEXT MEETING

The next General Meeting will be Wednesday, March 13, 2019 at the Margaret Hennigar Public Library

ADJOURNMENT

Councillor Eric Hustvedt moved the meeting adjourned.

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Patrick Hirtle, Chair

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Troy Myers, Secretary/Treasurer

## Materials Collection Policy

The South Shore Public Libraries' purpose is to make recorded expressions of intellectual activity available to the residents of the municipalities of Lunenburg and Queens. The prime objective of the library is to meet the informational, education, recreational, and cultural needs of the public with a well-organized collection of materials. Materials in the Library's collection represent manifold points of view on countless subjects, are in various formats, and are intended for audiences of many educational levels and all ages.

The South Shore Public Libraries' **Selection Policy** guides staff in choosing materials to be added to or withdrawn from the Library's collection and informs the public about the principles by which selections are made. This policy was approved and adopted by the South Shore Regional Library Board in October 1988, and revised and approved in May, 2008.

All residents of the Library's service area and all Library staff are welcome to recommend materials for inclusion in the Library's collection. Library Assistants and Librarians on staff regularly read reviews of available material and suggest items for acquisition. The Chief Librarian, operating within the Policies of the Library Board, is responsible for the ultimate choice of materials acquired and withdrawn.

Material is selected according to the needs and demands of the community. Published reviews, publishers' advertisements, examination of the material, and requests from Library users are substantial factors in selection. Selectors consider each item as a whole, heedful of any or all of the following factors:

- intended purpose
- intended audience
- attention of critics, reviewers, and the public
- popular demand, present and anticipated
- accuracy
- permanent value and timeliness
- presentation and intelligibility
- importance to our collection
- availability of similar material and information
- suitability of format for library use
- price

Although materials are purchased in all subject areas, we do not select materials specifically in support of school or university curricula.

The Library's collection may include:

- duplicate copies of material in high demand
- reference materials to be consulted on library premises
- audio books
- magazines and newspapers
- talking books for those unable to use printed materials
- information files containing pamphlets, newspaper clippings, etc.
- government documents
- paperbacks
- video and other multimedia materials
- bibliographic tools, selection aids, and material dealing with library issues and development

All material is selected considering the factors listed above.

The resources of the entire collection are available to borrowers of all ages. Adults are responsible for guiding the choices of minors under their care and rejecting materials they find unsuitable.

### **Reconsideration of Material**

The South Shore Regional Library Board has adopted as policy the Canadian Federation Library Association. (<http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>). Library users may suggest that material be withdrawn from the collection. A library user may also formally request that a particular item be withdrawn, by completing a Request for Reconsideration form. The Chief Librarian and appropriate staff will discuss requests with the individual. If the individual is not satisfied, the issue will be considered by the Library Board.

### **Gifts**

The Library accepts donations of materials in any format with the understanding that **staff may dispose of them in any way**. We make decisions about adding a donation to the collection on the same basis as we decided to purchase an item. When we do not add gift items to the collection, we normally sell them and use the resulting funds to purchase other materials.

The Library welcomes gifts of money and issues numbered receipts (for income tax purposes) for gifts over \$10.00. Gift funds are normally used to enhance the collection and gift materials are chosen according to the selection policy. A donor may suggest a special area in which a gift might be used. Gift books are part of the total collection, available to all borrowers.

### **Collection Maintenance**

Staff regularly review collections in the area for which they are responsible, removing from public service points outdated or damaged material and items for which there is little demand. Staff decide whether these items can or should be repaired, replaced or removed from the collections. The same factors considered in selecting material for acquisition apply to these decisions.

Approved by  
South Shore Regional Library Board, May 2008  
Modified January 2019



## **Baby Friendly Policy**

South Shore Public Libraries is an open space for people of all ages including infants and newborns. As such we support and encourage families and children to use our spaces and services without judgment, limitations, or discrimination.

The World Health Organization and UNICEF recognize breastfeeding as the most successful method for feeding infants and aim to improve the quality of breastfeeding outcomes for mothers, babies, and families through the implementation of evidence-based best practices standards to protect, promote, and support breastfeeding. In addition, the *Nova Scotia Human Rights Act* supports women's right to breastfeed their children wherever and whenever since 2000 and the Province adopted a Provincial Breastfeeding Policy in 2005.

The Lunenburg and Queens Baby Friendly Initiative is the local advocate for these provincially recognized rights. The South Shore Regional Library Board endorses the Lunenburg and Queens Baby Friendly Initiative; will educate its staff about this initiative; and will place a sticker in each branch window indicating them as Baby Friendly areas. South Shore Public Libraries supports breastfeeding mothers and their right to breastfeed undisturbed in the libraries, will provide private space if requested, and will not ask a mother to leave the premises, cover up, or suggest using a restroom.

Approved by the  
South Shore Regional Library Board  
June 2009  
Modified January 2019