
Subject: Collection Deposit Service
Effective: June 2009
Revised: *October 2010; October 2011; April 2022*

1.0 PURPOSE

The purpose of this policy is to:

- ✓ Define collection deposit service;
- ✓ Define the role and responsibilities of library staff in delivering the service;
- ✓ Communicate service level expectations and commitments.

For information on services available to educators, see NBPLS Policy 1082 – Educator Services.

2.0 APPLICATION

The requirements and standards set in this policy are applicable to New Brunswick Public Library Service (NBPLS).

3.0 DEFINITIONS

None.

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act.](#)

5.0 GOALS / PRINCIPLES

New Brunswickers have reasonable access to quality library services and collections.

The delivery of collection deposit service relies on a mutually agreed upon partnership between the library and the facility.

6.0 REQUIREMENTS / STANDARDS

6.1 SERVICE PARAMETERS:

Small collections of library materials (to a maximum of 400 titles) are provided to facilities on a scheduled basis, every six weeks, in partnership with facility management and personnel. The number of items borrowed through a collection deposit may be

limited at the discretion of the library depending on the availability of materials in the local collection.

Examples of eligible facilities include: special care homes, nursing homes, housing complexes, daycares, preschools, community centres, literacy centres, and places of employment.

Collection deposit service will be based on the collection of the library providing the service.

Requests that require inter-branch or interlibrary loan service cannot be offered through a collection deposit. Individual patrons requiring these services are asked to contact their nearest public library.

The loan period for collection deposits will be six weeks, with one renewal. Facilities will be charged replacement costs if materials or collection deposits are not returned.

6.2 SERVICE REQUIREMENTS

The following roles and responsibilities apply to library staff and facility management/personnel in providing collection deposit service:

Library staff:

- Determine the type of books and the schedule of deposits to best meet the needs of each facility based on the **Request for Collection Deposit Service** form (see Appendix A);
- When feasible, use the library's in-house collection to fulfill collection deposit service requests; with the approval of the Regional Director, collections within the library's region may also be used;
- Prepare/package (or oversee the preparation/packaging) of books for pick up;
- Follow circulation policies and procedures set out in the New Brunswick Public Library Service Circulation Services Manual and the Outreach Services Manual for the collection deposit service;
- Inform facility personnel of circulation policies for the collection deposit service, e.g. maximum books per deposit, length of loan and fees.

Facility management:

- Accept financial responsibility for materials if not returned;
- Assign an employee or volunteer who is responsible for:
 - completing a facility profile form that provides information on the reading interests of facility residents/clients/users;
 - picking up the deposit collection from the library;
 - managing the use of the deposit collection in the facility;

- gathering, packaging, transporting or shipping materials for return to the library;
- taking requests for library materials from individuals to be considered in future collection deposits based on the library's in-house collection;
- following circulation policies set for collection deposit service.

With prior approval of the Regional Director, and on a case-by-case basis only, alternative collection deposit delivery options may be made available to facilities based on local community resources (e.g. community volunteers, commercial delivery options).

6.3 PROCESS TO REQUEST COLLECTION DEPOSIT SERVICE

Facilities that are interested in having collection deposit service for their residents, users or clientele will be required to fill out the **Request for Collection Deposit Service** form (see Appendix A).

Library Managers/Directors will consider all collection deposit requests as resources permit.

6.4 APPROVAL PROCESS FOR COLLECTION DEPOSIT SERVICE

Library Managers/Directors have the authority to approve collection deposit service requests.

An appeal to a collection deposit decision may be made in writing to the Regional Director, the person responsible for overseeing the delivery of library service in the region. For information about libraries and library regions see NBPLS Policy 1002 – Regional Boundaries.

6.5 CANCELLATION OF SERVICE

A facility may cancel the collection deposit service at any time.

Library Manager/Director has the authority to cancel a collection deposit service if the library and/or facility can no longer meet their role and responsibilities as stated in 6.2, in consultation with the Regional Director.

6.6 COLLECTION DEPOSIT SERVICE PLANNING

Library Managers/Directors will review their library's collection deposit service once a year to determine the library's available resources, number of collection deposits that will be possible, and any changes in usage.

Every effort will be made to provide collections that meet the needs of the facility. However, limitations may apply in order to balance all of the service and program requirements of the library.

7.0 GUIDELINES / RECOMMENDATIONS

None.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

9.0 REFERENCES

New Brunswick Public Libraries Act. (<http://laws.gnb.ca/en/browsetitle>).

New Brunswick Public Library Service. Policy 1002 – Regional Boundaries.

New Brunswick Public Library Service. Policy 1082 – Educator Service.

Related NBPLS Policies:

New Brunswick Public Library Service. Policy 1061 – Outreach Services.

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354