



## Collection Refreshment

### Preparing for the arrival of your new library stock

Your IKC collection will be refreshed up to 2 times a year, ideally between March and November, with new material purchased from your suggestions and feedback given to SLQ staff. Your IKC's collection refreshment will be completed by SLQ staff.

A calendar is available that displays the week that your new library stock will be selected. You can also email or phone SLQ staff to talk about your new library stock and the week it is to be selected at SLQ Indigenous Library Services.

Prior to each selection you will be contacted by an SLQ staff member who is in charge of your collection refreshment. Be ready to discuss the genres and subjects in demand in your IKC as well as gaps in the collections if required. Submit your collection refreshment request form the week before your new library stock is to be selected at SLQ Indigenous Library Services.

### Checklist

Who's responsible	Task	Timeframe
IKC Coordinator	Consult community about requirements for the IKC collection	Ongoing
IKC Coordinator	Informs SLQ staff about collection requirements & confirms numbers by completing the collection refreshment request form	Week before selection date
SLQ staff	Refines the selection	Selection week
SLQ staff	Transfers to IKC in Aurora & sends boxes	By end of selection week
IKC Coordinator	Unpacks boxes Returns all stock in Aurora when boxes arrive in the library	Boxes arrive within 6 weeks
IKC Coordinator	Removes items from shelves that are: <ol style="list-style-type: none"> <li>1. Damaged items - include all books that have ripped or missing pages or that look too old and worn</li> <li>2. Unpopular or older items that are out of date.</li> <li>3. Read out - everyone who wanted to read it, has read it</li> </ol>	Within one month of receiving new stock
IKC Coordinator	Delete the items from Aurora. Cover the barcode with a sticker	Within one month of receiving new stock

Deleted books can be distributed to the community or tourists

### Need

Collection refreshment request form  
 Acknowledgment that refreshment has arrived  
 Stickers to cover deleted barcode