

# **Toolshed Collection Development Philosophy**

## **Vision**

The Toolshed is a community initiated, developed and maintained, “one-stop-shop” for training and programming materials created by library staff in British Columbia and Alberta.

The Toolshed consists of Tools that support training and programming, including but not limited to, scripts, templates, outlines, and links to webinars and toolkits. The collection is developed and maintained by the library community and in this way it is the users of the collection that keep it useful and innovative. By building on each other’s work library staff share their knowledge, expertise and improve library service to all communities across BC and Alberta.

## **The Need**

By sharing resources library staff save energy and time that can then be spent in direct service to communities through family literacy, welcoming newcomers, teaching technology skills, book clubs and all the other means by which libraries are integrated into community life.

The Toolshed meets user needs by being easy to use and filled with relevant, current, and authoritative high-quality resources on copyright, information literacy, and other topics relevant to library service

Libraries can adapt these resources to build training materials, handouts and other resources for their members.

## **Philosophy**

Our philosophy is that we strive to provide brief and high-level guidance and direction for the Alberta and British Columbia libraries providing content to the Toolshed. The intent of this approach is to support the growth and adaptability of this resource and service.

This approach is purposeful as this is a service and resource in development, and as such the Toolshed and its supporting documents will grow and change with use.

## **Definition**

A “Tool”, for the purpose of the Toolshed, is defined as a print, electronic or audio visual resource that has been developed by a library staff member for providing a framework, directions, information, or instructions for delivering a library service. This includes, but is not limited to, resources used to facilitate access to information, teach digital literacy skills, or encourage early literacy.

## **Selection**

Library staff members are encouraged to upload and share their training materials and programming resources. Material examples include, but are not limited to, worksheets on how to access-resources, slideshows used for digital literacy programs, and early literacy program plans. Toolshed administrators may add resources developed outside of Alberta and British Columbia libraries including, but not limited to, appropriate open-web resources or vendor supplied training resources.

## **Selection Criteria**

Criteria to consider before uploading material include:

- Usefulness for other libraries (relevant, current and authoritative)
- Quality of writing and/or presentation
- Clarity of ideas, execution and outcomes
- The file should be in a format that is easy to download, manipulate, and edit

## **Accessing and Uploading Content**

Anyone can come to the Toolshed and access our resources. But if you would like to upload resources, please request an account at the user page.

You are able to upload the following document types: .doc, .docx, .ppt, .pptx, .pdf, .txt. You are also able to embed YouTube and Vimeo videos as well as web links.

When uploading content, please do not include any personal information in the resource [e.g. screen shots of account information].

## **Collection Maintenance**

Toolshed Administrators will review the collection based on feedback and user analytics. Any collection maintenance will be based on relevancy, currency and authority as guided by this document.

Toolshed Administrators will review requests for the removal of material from the collection. A written response will be provided to all relevant parties regarding the action, if any, that will be taken.

All Toolshed materials are intended for educational use only. Any copyrighted images found on any Training Resources are intended for educational use as defined in section 29 of the Canadian Copyright Act.

## **Additional Notes**

At its core, the Toolshed is an online database that allows users to easily upload and access training materials. All Tools added to the Toolshed will be shared with a Creative Commons Attribution-Non Commercial 3.0 Unported license (unless noted otherwise). This license gives anyone who accesses a resource from the Toolshed permission to modify and adapt these materials as long they give credit to the original source.