

MATERIALS SELECTION POLICY

OBJECTIVE

The library must employ a policy of selectivity in acquisition, which recognizes its informational, educational and recreational functions. Selection is based on the library's community, both of individual and of organizations. The selection of materials is designed to make available significant materials actually and potentially needed by, and of interest to library patrons. The library seeks to maintain a basic circulating collection chosen to answer general interest request from the community.

RESPONSIBILITY

Ultimate responsibility for materials selection rests with the Librarian. The Librarian selects in accordance with the stated library objectives and a general overview of the entire book collection and library service role. Suggestion from patrons will be considered.

A. GENERAL SELECTION GUIDELINES

CRITERIA

All materials, whether donated or purchased, will be examined and evaluated in terms of the standards, which follow. Items need not meet all the criteria to be acceptable, but each will be considered:

- Popular appeal and readability
- Price
- Suitability of physical format for library use
- Soundness of the author's attitude and approach
- Quality of writing
- Reputation and significance of the author
- Timeliness or pertinence of the book
- Reputation and standards of the publisher
- Demand for the material by the patron

REPLACEMENTS

It is the library's policy not to replace, automatically, all books withdrawn because of loss, damage or wear. Need for replacement is considered case by case in relation to several factors:

- Availability through Interlibrary loan
- Duplicate copies already in the library
- Sufficient coverage of the field, already in the collection
- Availability of the book
- Later, better material on the same subject
- Demand for the title or subject, etc.

Every title is reviewed separately in the case of replacement.

LARGE PRINT

There will be minimal purchase of Large Print for our collection due to the availability of block loans from Northern Lights Library System.

TEXTBOOKS

Specific Textbooks are not purchased. To support School Curricula material is not purchased specifically.

B. SELECTION IN SPECIFIC AREAS

ADULT FICTION

An attempt is made to satisfy a public varying greatly in education, interests, taste, age and reading skills.

In selecting adult fiction, an effort is made to choose books in all categories of fiction writing. The library's policy is to acquire fiction which is well written, and to be inclusive rather than exclusive in its choices.

ADULT NON-FICTION

In selection of non-fiction, the following criteria must be taken into account as well as those in Section A-Criteria:

- Importance of the subject matter to the existing collection
- Scarcity of material on the subject
- Appearance of the title in recognized bibliographies
- Availability by electronic means (Internet, etc.)
- Current interest

An attempt is made to provide material at various levels of complexity on most subjects.

AREAS OF PROFESSIONAL CONSULTATION

The Library recognizes its responsibility to make available material in such areas as jurisprudence, popular medicine, architecture, or drugs and drug abuse. Standard works on these topics may be acquired, and those with emphasis on Canadian practices or interpretation in particular.

Materials will be limited because of quantity of current information available electronically.

Materials designed to serve professional needs are not acquired by the library.

CANADIAN PUBLICATIONS

Strong consideration will be given to:

- Publications by Alberta authors on Alberta subjects.
- Publications by Canadian authors and on Canadian topics, particularly fiction
- Canadian editions in areas where information is specific to this country (i.e. law, taxation, etc.)
- Local newspapers and Canadian magazines

CONTROVERSIAL TOPICS

An attempt is made to provide access to materials on all aspects of Controversial issues.

RELIGION

Standard works relating to the world's major religions are acquired. Consideration will be given to editions important for their literacy or artistic value.

The most authoritative and useful of the various reference works on religion and the various faiths are represented by authoritative works of interest to the layman.

Popular works may be acquired as needed.

SEXUALITY

The library recognizes its responsibility to provide an adequate supply of information on sexuality, designed for all age levels. Materials purchased are those which are authoritative in treatment.

FOREIGN LANGUAGES

Materials on learning foreign languages are acquired as part of the non-fiction collection. Fiction and children's titles in foreign languages are generally not purchased, request are met by Inter Library Loan

CONDENSED VERSIONS

Condensed version of popular works will not be acquired. Consideration will be given to adaptations of standard titles and children's versions of adult works.

HARDCOVER/PAPERBACK

Paperback are purchased if the titles are not available in hardcover, or are preferred by some patrons.

Cost vs. currency will be considered.

C. SELECTION POLICY FOR CHILDREN'S MATERIALS

GENERAL OBJECTIVE

In selecting books for children, the library's objective is to make available a collection that satisfies the potential informational and recreational book needs of children.

CRITERIA

Criteria for book selection include literary and artistic worth, and the contribution of the book to the balance of the total collection.

BEGINNING READERS

To satisfy the needs of children learning to read, primers and easy-readers are purchased, but the greater emphasis is on providing picture books which meet review standards of literary and artistic quality. It is not the library policy to provide graded materials.

SPECIFIC TOPICS

Books of specific religious teaching or practice may be included, if specific religious groups donate them

Books on human physical development and sex are carefully selected as to scientific accuracy and simplicity and dignity of presentation.

Books relating to countries, races, nationalities, and religious groups are carefully selected to avoid discriminatory attitudes.

Books which are recognized as children's classics and which are of considerable merit are retained even though they may not contain words or phrases which are unacceptable today. Current books which are well-written and meaningfully portray a period of history, or incident or way of life, are accepted despite the occasional use of an unaccepted term or language, provided the total impact of those books meets the standard maintained in the collection.

D. SELECTION FOR JUNIOR AND YOUNG ADULTS

An attempt is made to provide fiction material suitable for the reader bridging the gap between children's and adult books. Non-fiction needs will be met within the Youth Non-fiction collection.

E. NON-BOOK MATERIALS SELECTION

1. PERIODICALS

Periodical subscriptions may be purchased for any of the following reasons:

- To keep the library's collection up-t-date with current thinking in various fields.
- To provide materials not available in books.
- To supplement the library's book resources.

Back issues are kept for one year only and then discarded or recycled as appropriate and feasible.

2. NEWSPAPERS

The Library seeks to provide only current issues of newspapers relevant to the local user community.

Because of space limitations, cost, aging, and comparatively infrequent use, local newspapers are gleaned for local (Boyle) information and clippings and are filled by the year.

3. AUDIO-VIDEO

AUDIO TAPES

Audio materials are brought into the library as block loans from Northern Lights Library System and are considered part of the Boyle Public Library collection and subject to local lending policies.

Based on opportunities to borrow, Boyle Public Library only rarely purchases this material.

TALKING BOOKS

Talking books will not be purchased by this library. Upon request of eligible patrons the library will assist patron to access these materials.

VIDEOS/DVD

Videos will be purchased along the following guidelines:

- General Entertainment
- Popular appeal and patron demand.
- Price
- Are purchased in areas of expressed interest of patrons.
- Non-fiction videos/DVD's are interfiled with non-fiction books
- Block loans of Non-fiction Videos/
- DVD's are available from Northern Lights Library System

Purchases of children's videos/dvd will be selected for quality and positive messages.

F. SELECTION TOOLS

Some recommended tools are:

- The Public Library Catalogue
- The Children's Catalogue
- Books for Public Libraries
- Book List
- Trade Catalogues

Librarian should keep up with reviews in popular magazines, and television, as these are the books patrons are likely to request.

G. WEEDING

Weeding of the collection is on going. Materials which are no longer useful in terms of damage, relevancy or uncirculated for 5 years, will be removed from the shelf. The librarians will decide then whether to relocate, replace or discard the materials. Standard references for weeding will serve as guidelines.

Discarded materials may be offered for sale.

H. GIFTS AND DONATIONS

Books and other materials which are donated to the library will be accepted, used or discarded at the discretion of the librarian.

Gifts of money will be accepted provided no unreasonable conditions are attached that the board cannot accept. (ie. Expectations to override board decisions)

The Library will not accept materials which are not out-right gifts.

Gift subscriptions to periodicals will be accepted at the discretion of the librarian.

The Librarians shall send the donor a receipt (for a money gift), and a thank you note from the board in appreciation of a gift \$20.00 or over (excluding Walk-a-thon.).

All cash donation and gifts will be commemorated each year on a plaque in the library.

Gifts and or services over \$100.00 will be commemorated each year on a plaque in the library.

BUDGET POLICY

An outline budget shall be prepared by the librarian outlining the needs , desires and options in each category, to be presented to the Board as a whole for decision revision and/or approval at the October Board meeting.

The Board approved budget shall be presented to Village of Boyle Council before December one of each year.

The librarian and the Boyle Public Library Board shall be responsible for completion of the application fro the provincial operating grant before the deadline each year.

The librarians and the trustees shall be alert to opportunities to increase the library's income, such as additional grants.

RESOURCE SHARING POLICY

INTERLIBRARY LOAN SERVICE

The Board of trustees recognizes that the library cannot meet all the needs of the Community. The Board also believes that the needs of the Community can be met more effectively by sharing resources and services and sharing information.

Boyle Public Library actively participates in Resource Sharing through TAL (The Alberta Library) and TRAC (The Regional Automation Consortium).

Interlibrary Loan Materials borrowed by library patrons are subject to the loan procedures of the Boyle Public Library by-laws unless it is otherwise stipulated by the lending library.

Boyle Public Library shall pay the lending library for any lost or damaged interlibrary loan materials. Every effort will be made to collect expenses from the borrower.

COMMUNITY RELATIONS POLICY

Boyle Public Library Board recognizes the need to foster good public relations, intends to accomplish this by:

- Providing courteous, and efficient service to the public, by providing cheerfull and helpful staff
- Encourage active participation by people of all ages, in the varied services of the library.
- Providing a cheerful, airy and comfortable atmosphere.
- Providing programs for the public that will foster the feeling that the library is the community centre for educational, and cultural activities.
- Making governing leaders, and the general public aware of the library's objectives, and to promote their understanding of our goals and services.
- To promote our worth to the community in terms of attracting new residents and businesses. (ie> Chamber of Commerce pamphlets)
- By inviting community participation in evaluating present services, and suggesting potential areas of expanding service. (ie. Public survey)
- By allowing small non-profit organizations to make use of library premises for meeting free of charge during non-library hours

Boyle Public Library Board recognizes that relations with the community are most effective if they are regular and consistent.

- News items relating to library events in local newspapers
- Library news items aired on local radio station.
- School newspapers