

BACKGROUND

The Library will develop a collection of material to help meet the diverse leisure, educational and information needs of the community served.

GUIDELINES

The Town of Bruderheim Municipal Library Board subscribes to the Canadian Library Association's Statement on Intellectual Freedom which affirms its belief in the following:

"Every person in Canada has the fundamental right, as embodies in the nation's Bill of Rights, and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity and to express their thoughts publicly. The right to intellectual freedom under the law is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular, or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials. It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them. Libraries should resist all efforts to limit exercise of these responsibilities while recognizing the right of criticism by individuals and groups. Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles."

A. SELECTION

1. The selection of materials is the responsibility of the Board and the Library Manager.
2. Materials for purchase are considered on the basis of:
 - a) over-all purpose
 - b) timeliness
 - c) importance of subject matter
 - d) quality of the writing/production
 - e) readability and popular appeal
 - f) authoritativeness
 - g) reputation of publisher/producer
 - h) reputation and significance of the author/artist/composer/producer/etc.
 - i) format and price
3. In selecting materials for purchase, the existing collection will be evaluated and consideration given to unbiased, professionally prepared selection aids.
4. The Library will attempt to make available a diversity of views and expressions, including those which may be unorthodox or unpopular with the majority.
5. Selections are made on the basis of content without regards to the author's history or race, nationality, political or religious views.
6. The presence of a book, periodical or other material in the Library does not constitute an endorsement of its contents.

B. ACQUISITION AND PURCHASE

1. Materials are ordered and processed through the Library Manager, within the confines of the annual budget and Board approval.
2. The Library accepts responsibility for securing information beyond its own resources by borrowing materials which it does not own, and which cannot be purchased, or for which the demand does not justify purchase.

C. DISPOSITION

1. The collection is evaluated regularly and material is weeded based on the selection criteria and the condition of the material.
2. Guidelines for weeding are:
 - a) physical condition-worn-out, dirty, damaged, ragged binding, missing or torn pages.
 - b) shabby appearance.
 - c) subject matter-information which is no longer accurate; theme or style are outdated; superseded edition; duplication in little-used areas.
 - d) usage-items which have not circulated five times in the past five years, allowing for classics and award-winning items; items for which no future need is seen.
3. Materials weeded will be at the discretion of the Library Manager. Other items at the discretion of the Library Manager may be:
 - a) exchanged with, or donated to another library
 - b) sold to the public
 - c) given to teachers for classroom use
 - d) given to organizations which sponsor paper drives, or such
 - e) destroyed or recycled
4. The Library will not be guilty of lowering the standards of other public collections by giving away soiled, damaged, mediocre or obsolete materials.

D. GIFTS AND DONATIONS

a. Donation of Money

- (1) Gifts of money will be used in accordance with the wishes of the donor unless such use contravenes Board policy.

b. Donations of Furnishings, Equipment, Art, etc.

- (1) The Library Manager in consultation with the Library Board reserves the right to reject donations that are not needed or that would quickly become obsolete.
- (2) The Library Manager in consultation with the Library Board reserves the right to remove donated items when they become obsolete.
- (3) The Library Board reserves the right to use and dispose of gifts as it sees fit.
- (4) **The acceptance of donated items may be suspended at any time at the discretion of the Library Board and/or Library Manager.**

c. Donations of Books and Library Materials

- (1) The Library Board welcomes donations of materials to the Library. Some materials are gratefully accepted in accordance with the selection guidelines, unless designated for a specific purpose.
- (2) The Library Board reserves the right to use and to dispose of gifts as it sees fit.

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