

### 3.4. Selection and Deselection of Materials

**Created** 03/06

**Revised** 05/17

#### **Selection:**

The Library Manager will be responsible for the selection of materials for the library by:

- Utilizing the book budget funds to ensure that there are sufficient monies to purchase new material throughout the year.
- Evaluating the library collection to identify needed material.
- Deciding on the disposition of outdated, non-circulation or damaged material. Collection weeding guidelines are available from the Northern Lights Library System.

#### **Deselection:**

Material, that ceases to meet the selection guidelines, may be removed by the Library Manager. Weeding should be done on an annual basis.

### 3.5. Services for Print Disabled Patrons

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The Board believes that patrons with a print disability are entitled access to the Library and other information services.

According to the Canadian Copyright Act, a print disability is a learning, physical or visual disability that prevents a person from reading conventional print.

More specifically, a print disability can be a:

- Learning disability: An impairment relating to comprehension
- Physical disability: The inability to hold or manipulate a book
- Visual disability: Severe or total impairment of sight or the inability to focus or move one's eyes

The Board will endeavor to provide materials in a form appropriate for patrons with print disabilities from a variety of sources including but not limited to:

- National Network for Equitable Library Service (NNELS),
- Centre for Equitable Library Access (CELA),
- Canadian National Institute for the Blind (CNIB),
- Public Libraries Services Branch,
- Inter-library Loan,
  - Northern Lights Library System,
  - The Alberta Library consortium.

### 3.6. Reconsideration of Library Materials

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If some individual objects to the Library's ownership of a item(s) and wishes to have the material removed, the following steps will occur:

- The individual will be given a copy of the Library's Statement of Intellectual Freedom Policy.
- The individual will be given an opportunity to complete a "Request for Reconsideration of Library Material" form – (Appendix K).
- The request will be submitted to the Library Manager who will complete a review of the item and then forward the request to the Board.
- The Board will make a final recommendation about the material under review.
- The individual will be notified in writing of the recommendations within 30 days, of filing their request for reconsideration.