

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- Deciding on the disposition of outdated, non-circulation or damaged material.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

Created 09/14

Revised 05/17

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.

- If not satisfied with the recommendation of the Board, a written appeal must be made to the Board within 30 days. The appeal will be added to the agenda of the next regularly scheduled Board meeting for reconsideration.
- Notice of the final determination will be sent to the challenger within 30 days of the Board meeting.
- The challenged material(s) will remain in the collection until the final determinations is made.

3.7. Donation of Materials

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The Library is happy to accept donations from patrons and community members and will use the following criteria to ensure the efficient use of donated materials.

Guidelines and Procedures

The Library **will** accept the following materials:

- o Fiction Books (paperbacks and hardcovers)
- o Non-Fiction Books that have been purchased in the last 5 years.
- o Children's Books
- o Gently used DVD's
- o Audio Books on CD

The Library **will not** accept the following materials:

- o Encyclopedia sets
- o Textbooks
- o Specialized journals
- o Magazines
- o Materials in poor condition (i.e. - yellowed, worn, dusty, damp, moldy, torn, or smelly items).
- o Cassettes, VHS, vinyl records,
- o Computer software or games.
- o Reader's Digest abridged/condensed books.
- o Comic Books
- o Burned or sample CDs or DVDs

Upon donation, all materials become the sole property of the Library. The Library Manager will determine which materials may be added to the Library collection and which materials be sold at the Library Book Sale. Any funds generated will be used to enhance library services. Charitable receipts cannot be issued for donated material.

4. LIBRARY PERSONNEL

4.1. Personnel Policy

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Definitions

Library personnel are defined as any person, either paid or volunteer, who is entrusted with the operation and security of the Library and who provides Library services to the community.