

### 3. COLLECTION DEVELOPMENT

#### 3.1 INTELLECTUAL FREEDOM

##### POLICY

The Morinville Public Library shall support free access to ideas, promote free expression, provide public information, and foster enlightenment. These goals shall be accomplished through a collection that includes the widest diversity of views and expressions including those which are unorthodox and orthodox, popular and unpopular, from whatever viewpoint. A rigorous adherence to the principle of Intellectual Freedom shall protect these important rights, as stated in the **Statement of Intellectual Freedom** adopted by the Canadian Library Association. [http://cla.ca/wp-content/uploads/CLA\\_Intellectual\\_Freedom\\_Position\\_Stmt\\_27sept2015\\_ltrhd.pdf](http://cla.ca/wp-content/uploads/CLA_Intellectual_Freedom_Position_Stmt_27sept2015_ltrhd.pdf)

##### PROCEDURE

1. Freedom to access all materials in the Morinville Public Library shall be provided to all users. While any individual has the right to reject for themselves books of which they do not approve, they do not have the right to restrict the reading of others.
2. Minors' choices shall be at the discretion of their parents or guardians and are not the responsibility of the library, Library Staff or the Library Board.
3. If a patron objects to any material in the library, they shall be asked to complete the ***Request for Reconsideration Form 3.1*** (see Appendix 3A). The request shall then be brought forward to the next library board meeting for discussion and evaluation. Final responsibility for resolution of complaints concerning library materials rests with the Board.

#### 3.2 MATERIAL SELECTION

##### PURPOSE

The library must employ a policy of selectivity in acquisition which recognizes the informational, cultural, educational, and recreational needs of the Town of Morinville and the library patrons. The library recognizes that the community encompasses a wide range of ages, interests, educational levels, format preferences, and interpretive skills and seeks to maintain a basic circulating collection chosen to answer general interest requests from the community.

In most cases, the selection of highly technical or specialized materials is beyond the scope of the collection.

## **POLICY**

While the library welcomes suggestions for purchase:

1. all suggestions shall be considered in light of the general criteria for selection, and the final decision rests with the library. A suggestion does not automatically translate into an actual purchase;
2. all materials, whether donated or purchased, shall be examined and evaluated in terms of the standards which follow. Items need not meet all the criteria to be acceptable, but each shall be considered:
  - a. popular appeal and readability
  - b. price
  - c. importance of the subject matter to the existing collection
  - d. scarcity of material on the subject
  - e. suitability of physical format for library use
  - f. quality of writing
  - g. reputation and significance of the author
  - h. timelines or pertinence of the book
  - i. reputation and standards of the publisher
  - j. demand for the material by the patrons
  - k. favorable attention from reviewers and critics
  - l. budgetary and space priorities
  - m. Canadian or local content/significance
3. the library collection shall include fiction and non-fiction books, paperbacks, periodicals, and reference material as well as audio visual material;
  - a. Hardcover books shall generally be selected when the item is expected to occupy a relatively permanent position in the collection, or when the item is available only in this format.
  - b. Paperback books shall generally be selected to meet heavy but temporary demand for a given title, to provide materials in a less expensive format, or when the item is only available in this format.
  - c. Periodicals shall be selected to supplement the book collection with up-to-date information on a variety of topics, to supply information not available in books and to provide recreational reading in a popular format.
4. materials in languages other than English shall be added to the collection to reflect the needs of the community;
5. materials withdrawn because of loss, damage or wear shall not be replaced automatically;

The need for replacement in each case shall be considered in relation to several factors:

- a. duplicate copies already in the library
- b. sufficient coverage of the field already in the collection
- c. availability of the book
- d. more recent, better material on the same subject
- e. demand for that title or subject etc.
- f. part of a series

6. ultimate responsibility for book selection shall rest with the Acquisition Team. The Acquisition Team shall select in accordance with the stated library objectives, general criteria for book selection, and a general overview of the entire book collection and library service role;
7. reference material purchases shall be based on the current needs of the community.

## **PROCEDURE**

1. The Acquisition Team shall review recommended titles from staff, patrons, and recognized library journals and catalogues before selecting library material.
2. The Acquisition Team shall review requests for inter-library loans to consider possible acquisitions to improve the library collection.

### **3.3 PURCHASE OF MATERIAL**

#### **POLICY**

Required library materials shall be purchased in a consistent and economic manner.

#### **PROCEDURE**

1. The Purchasing Staff shall use the most economic source for the purchasing of the library materials.
2. The Purchasing Staff shall purchase library materials within Alberta whenever possible and more economical.
3. The Library Director shall ensure that purchases for the year are within the book allotment limits.

### **3.4 MATERIAL GIFTS AND DONATIONS**

#### **PURPOSE**

This policy represents Board standards and requirements for accepting gifts and donations.

#### **POLICY**

1. All materials offered as gifts, including formats other than books (e.g. magazine subscriptions), shall be evaluated according to the selection guidelines.
2. The library reserves the right to use and dispose of gifts as it sees fit.
3. No conditions relating to any gift may be imposed upon its acceptance by the library.