

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.

PROCEDURE

1. The Processing Clerk shall physically examine donated materials for suitability for addition to the library collection.
2. The Library Director shall present special requests attached to the donation/gift to the Board along with their recommendations at their discretion.

3.5 WEEDING

PURPOSE

The collection shall be evaluated on an ongoing basis. The purpose of maintenance, which includes evaluation and weeding, is to:

1. utilize library space in the most effective manner;
2. maintain a reliable collection (i.e. ensure the information is accurate);
3. improve access to the collection by removing unused materials;
4. present an inviting appearance to patrons;
5. locate items in need of repair or replacement;
6. avoid the illusion of a well-stocked library (i.e. keeping old books in order that the shelves do not appear depleted). The goal is to have a quality, useful collection, not just a large one.

POLICY

A collection development plan shall be developed and revised on an ongoing basis to ensure that each area of the library receives regular consideration. This plan shall be for the weeding and updating of specific subject or Dewey areas.

PROCEDURE

1. Materials which are no longer useful in the light of stated objectives of the library, or which become unsuitable in terms of selection criteria, shall be systematically weeded from the collection.
2. Materials which are considered for discard shall be evaluated by two staff members, one of whom shall be knowledgeable about the specific collection being weeded.
3. The following criteria shall be considered when weeding an item:
 - a. physical appearance or condition – is it damaged, old looking, etc;
 - b. multiple copies of a title may be discarded when the demand has subsided;
 - c. content – is the information dated, misleading, or incorrect? Is it an old edition which has been superseded by a new edition;
 - d. age;
 - e. past circulation and probable future circulation;
 - f. is there a better or newer title/edition available? If not, the title may be retained;