

Policy # 5 – Selection, Acquisition, Purchase, and disposition of Resources Policy

The Three Cities Public Library hereinafter referred to as The Library will develop a collection of materials to help meet the diverse; leisure, educational, and informational needs of the community it serves.

5.1 SELECTION

- 5.1.1 The responsibility for the selection of materials is delegated to the Librarian.
- 5.1.2 Materials are selected to meet the information and entertainment needs of the residents of the area, and to meet the goals of the library's Plan of Service
- 5.1.3 The Library Manager will use sources such as trade publications, reviews, requests by users and other resources to develop the library collection.
- 5.1.4 Materials for purchase are considered on the bases of:
 - a. Overall purpose
 - b. Timeliness
 - c. Importance of subject matter
 - d. Quality of the writing/production
 - e. Popularity of format including digital resources
 - f. Space Considerations
 - g. Relationship to existing collection
 - h. Readability and popular appeal
 - i. Authoritativeness
 - j. Reputation of publisher/producer
 - k. Reputation and significance of the author/artist/composer/producer/etc.
 - l. Price and Availability
- 5.1.5 The Library will attempt to make available a diversity of views and expressions. However, the presence of a book, periodical, or other material in the library does not constitute an endorsement of its contents.

5.2 ACQUISITION AND PURCHASE

- 5.2.1 Materials are ordered and processed through the Librarian and Northern Lights Library System. (Hereafter referred to NLLS)

5.3 DISPOSITION/WEEDING

- 5.3.1 The collection is evaluated regularly, and material is weeded based on the selection criteria and the condition of the material.

5.3.2 Guidelines for weeding are:

- a. physical condition- worn out, dirty, damaged, ragged binding, missing, or torn pages, shabby appearance.
- b. subject matter – information which is no longer accurate
- c. usage
- d. relevance to the needs and interests of the community
- e. availability elsewhere

5.3.3 Materials weeded will be at the discretion of the Librarian. Other items, at the discretion of the Librarian may be:

- a. Exchanged with, or donated to another library
- b. Given to non-profit organizations
- c. Given to teachers for classroom use
- d. Sold to the public
- e. Destroyed or recycled

5.4 GIFTS AND DONATIONS

5.4.1 Gifts of money will be used in accordance with the wishes of the donor unless such use contravenes The Board policy.

- a) Thank-You notes will be delivered to individuals or groups for monetary donations
- b) Donations over \$20 made to the Village of Paradise Valley designated for the Library will be provided a Charitable Donation tax receipt.

5.4.2 Memorial Donations

- a) Shall be recorded in the donated materials
- b) One card shall be sent to the family to acknowledge memorial initially, this card will include all the donors' names.

5.4.3 The Library Board welcomes donations of materials to the Library

5.4.4 The Library Board reserves the right to use and to dispose of gifts as it sees fit.

5.5 MULTILINGUAL MATERIALS

5.5.1 The library Board recognizes the importance of multiculturalism and the diversity of ethno-cultural groups in our community

5.5.2 The Library will provide books in other languages for patrons, upon request, through the Trac Pac consortium

5.5.3 The Library will develop a collection of materials in other languages to meet the demands of the community

5.6 INTELLECTUAL FREEDOM AND CHALLENGED MATERIALS

- 5.6.1 The Village of Paradise Valley Library Board subscribes to the Statement of Intellectual Freedom and Libraries of the Canadian Federation of Library Associations, as found attached to this policy.
- 5.6.2 The Library Board does not believe its role, or that staff, is to censor materials or act in any way as the supervisor of public morals.
- 5.6.3 If an individual strongly objects to an item he/she may complete a “Request for Reconsideration of Library Material” form and submit this form to the Library Manager for review by the Board. Only requests for reconsideration submitted on this form will be considered by the Board.
- 5.6.4 Such reconsiderations will be presented to The Board by the librarian at the next board meeting. The Board will review the material in question and the written request for reconsideration
- 5.6.5 The Procedure for receiving requests for reconsideration of library materials is as follows
 - a. Discussion of complaint with patron by the Library Manager.
 - b. Review Selection, Acquisition, Purchase, and Disposition of Resources Policy.
 - c. Provision of "Request for Reconsideration of Library Material" (attached) form to complainant.
 - d. Informing Board chair.
 - e. Forming material review committee (2 members of the Board and the Library Manager).
 - f. Committee review of material, which shall include:
Reading and/or viewing the challenged item.
 - g. Seeking out and reading reviews and other evaluations of the challenged item.
 - h. Determining if challenged item meets the Selection, Acquisition, Purchase, and Disposition of Resources Policy.
 - i. Providing written report of committee recommendation to the Board.
- 5.6.6 No material will be removed from the collection without the approval of such action by a majority vote of The Board

- 5.6.7 Notice of the decision of The Board will be sent to the complainant, in writing, as soon as a decision is reached

Village of Paradise Valley Library Board

Request for Reconsideration of Library Materials Form

Date issued: _____ Date returned: _____

Author/Creator of the item: _____

Title of the item _____

Request initiated by _____

Name _____

Address _____

Telephone: _____

Requester represents:

Self ____ OR name of group/organization _____

1. Did you read/listen to/view the entire item? _____

If not, what parts? _____

2. To what in the item do you object? (Please be specific, cite pages or scenes)

3. What do you feel might be the result of reading/viewing/listening to this item?

4. Is there anything positive about this item?

5. Have you read any reviews of this item by literary critics/reviewers? What did they think of this item?

6. What would you like your Library to do about this item?

7. Have you read the Village of Paradise Valley Public Library Selection, Acquisition, Purchase, and Disposition of Resources Policy?

☐ Yes ☐ No

Requester's Signature _____

Library Manager Signature _____