

Library Materials Selection

- The library will make every reasonable effort to provide materials, either by purchase or through cooperation with other libraries, which will help to meet its objectives.
- Materials may include books, pamphlets, videos, magazines, maps, tapes, films, DVDs, CDs and recordings.
- Materials provided will meet high standards of quality in content, expression, and format.
- Materials for purchase are considered on the basis of:
 - overall purpose
 - timeliness
 - popular demand
 - quality of the writing/production
 - Reputation and significance of the author/composer/artist/etc.
 - format and price
 - Canadian and Albertan content
- Gifts and donations will be accepted as they pertain to the objectives of the Library, at the discretion of the Library Manager. Those donations not used will be placed:
 - Book sale
 - Next to New Store
 - discarded for recycling
- The library will endeavour to maintain a balance in all classes of library materials; i.e. educational, recreational, children adults, printed, electronic, also recognizing the need for multilingual materials. The library will cooperate with, but cannot perform the functions of, school libraries or other institutional libraries which are designed primarily to meet curricular needs.
- Responsibility for selection of library materials rests with the Library Manager.
- Final responsibility for resolution of complaints concerning library materials rests with the Board. Complaints will be dealt with according to the procedure set out in by-law 9 (1, 2, 3).

Material Donation Policy

- The St Paul Municipal Library accepts book donations following these guidelines:
- Classic titles, older best sellers and popular fiction of enduring interest
- Local materials about St Paul and area
- Fiction books that have been published or purchased within the past 5 years
- Nonfiction books that have been published or purchased within the past 10 years
- Popular, current paperbacks
- Donated books must be in excellent condition. Books that are out dated or in poor condition will not be accepted, but the library staff will give a list of alternate locations for the books.
- Select donated books will be put on our sale shelf which in turn generates funds for buying new items for the library.
- CD's and DVD's in good condition (no scratches)
- Items that will not be accepted: textbooks, Encyclopedias, Magazines, Reader's Digest Condensed Books, books in poor condition, computer software