

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Materials
Policy Number: 602
Title: Selection, Acquisition and Purchase of Materials

Policy Statement:

Selection, acquisition and purchase of materials for the collection in the library are an important and integral part of the operation of the library. The libraries shall provide popular current fiction, nonfiction books, videos, audio books, DVD's & magazines for ALL ages.

Guidelines and Procedures

1. The library subscribes to the "Statements of Intellectual Freedom" adopted by the Canadian Library Association as put forth in Appendix H.
2. The responsibility for the selection and ordering of materials is delegated to the library manager who will take direction from the Board as well as requests made by patrons and staff.
3. Materials for purchase are considered on the basis of:
 - 3.1 Overall purpose
 - 3.2 Timeliness
 - 3.3 Importance of subject matter
 - 3.4 Quality of production
 - 3.5 Readability and appeal
 - 3.6 Authoritativeness
 - 3.7 Reputation of publisher
 - 3.8 Reputation of author/artist/composer/producer
 - 3.9 Format and price.
4. In selecting materials for purchase, the library manager shall evaluate the existing collection and consult reputable, unbiased professionally prepared selection aids and/or examine the material.
5. Library Managers shall consult with NLLS Public Services Library Consultant annually to ensure that a high standard of materials is maintained.
6. Selections are made on the basis of content without regard to the author's race, nationality, political or religious views. If a patron objects to a library material, he shall fill out a Request for Reconsideration of Library Materials form (Appendix I) before the material will be reconsidered by the library board.
7. The library accepts responsibility for securing information beyond its own resources by borrowing materials which it does not own, and which cannot be purchased, or for which the demand does not justify purchase.

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