

Lib-04-002

Section: Library Operations

Title: Selection, Acquisition, Purchase, & Disposition of Library Resources

Approval Signature: _____

_____, Chair, Tofield Library Board

Latest Revised Date: _____

1. Materials used by the library include books, periodicals, audio, video or electronic databases.
2. The library acquires:
 - a. Contemporary materials representing various points of view, which are of popular interest and possible future significance, including materials which reflect current conditions, trends and controversies.
 - b. Materials which support both formal and informal learning.
 - c. Materials which entertain and which enhance the individual's enjoyment of life.
 - d. Materials which stimulate the imagination, or increase the individual's potential for creativity, or build the individual's ability to function effectively as a productive member of society.
 - e. Materials, which extend the individual's capacity to understand the universe, including the experimental or controversial.
3. The library maintains awareness of social, economic and environmental conditions. Materials are selected to reflect these changes, and changes in technology and education.
4. The library attempts to make available a wide diversity of views and expressions, including those which may be viewed as unorthodox or unpopular.
5. Selection is based on the content without regard to the personal history, gender, race, nationality, or the political or religious views of the creator.
6. The library does not advocate all the ideas and opinions found in its collection. The presence or display of a book, periodical, piece of artwork, or other materials in the library does not indicate an endorsement of its contents by the library.
7. The library recognizes that many materials may be controversial and that any given item may offend some patrons. The materials selected for the library's collection will vary to suit the needs of different parts of the library's constituency. Not all materials selected and/or displayed, therefore, will be suitable to every patron or groups of patrons. The ultimate responsibility for their choice of materials lies with the patron.
8. Selection of materials for the adult collections is not restricted by the possibility that children may obtain or see materials that their parents or legal guardians might consider inappropriate. The library believes in the freedom of the individual and the right and obligation of parents or legal guardians to develop, interpret and maintain their own code of values in their family. Responsibility for the choice of materials by children rests with their parents or legal guardians.
9. Materials are selected based on:
 - a. Physical form for library uses, budgetary and space priorities, and format.
 - b. Community needs and interests, and existing collection.
 - c. Insight into human and social, economic and environmental conditions.
 - d. Representation of challenging, though extreme or minority, point of view.
 - e. Current educational curriculum and reading trends.

TOFIELD MUNICIPAL LIBRARY POLICY MANUAL

- f. Language, interest and demand from the public.
- 10. Weeding Materials from the Collection is done to maintain an appealing and up-to-date collection that follows the general criteria outlined in this policy. Discarded materials will be disposed of by the library through such means as sale, donation or recycling. The organization which, or the individual who, obtains discarded items shall be responsible for the cost related to packaging and transportation.