

Vilna & District Municipal 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 and current fiction, non-fiction books, videos, audio books, and magazines for all ages.

Guidelines and Procedures:

1. The library subscribes to the "Statement of Intellectual Freedom" adopted by the Canadian Library Association as put forth by 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.
3. Materials for purchase are considered based on:
 - 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 aides and/or examine the material.
5. The Library Manager shall consult with NLLS Public Services Librarian annually to ensure that a high standard of materials is maintained.
6. Selections are made based on content, without regard to the author's race, nationality, political, or religious views. If a patron objects to any library material, he/she shall fill out a Request for Reconsideration of Library Materials form (Appendix I) before the material will be considered 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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