

## COUNTY OF THORHILD #7 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 materials 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.
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 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.

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5. Library Manager shall consult with NLLS Public Services Library Manager 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/she 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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## Appendix G

### Statement on Intellectual Freedom

*Approved by Executive Council ~ June 27, 1994; Amended November 17, 1983; and  
November 18, 1985*

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those, which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Appendix G  
Statement on Intellectual Freedom



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## Appendix H Reconsideration of Library Materials

Author: \_\_\_\_\_ Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Use back of sheet if necessary. ENTIRE FORM MUST BE COMPLETED FOR MATERIAL TO BE RECONSIDERED.  
Please use complete sentences.

1. To what in the material do you object? Please be specific.
2. What do you feel is the result of reading or viewing this material?
3. For what age group would you recommend this material?
4. Is there anything good about the material?
5. Did you read or view the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, which parts did you examine?
6. Are you aware of the judgment of this material by literary critics?
7. What do you believe is the theme of this material?
8. What would you like the librarian to do about this material?
9. What do you see as the purpose of this material?
10. What other material, serving substantially the same purpose, would you recommend in place of this item?

Date \_\_\_\_\_ Signature of Complainant \_\_\_\_\_

*Appendix H*  
Reconsideration of Library Materials