

## **Metro Kalyn Community Library**

General Library Administration  
Acquisition of Library Materials and  
Information from Other Sources  
Index Code: C-8  
Adopted: Nov. 10, 1987

### **BACKGROUND**

With more books published than ever before, no library can hope to be self-sufficient. The logical approach to satisfying requests that a library cannot supply from its own collection is to borrow from another library or community resource. Access to information is a service that a public library can provide and all sectors of the community at some time demand information a variety of subjects. The Library can be a clearing house, capable of directing enquiries to other sources as well as being a source in its own right.

### **POLICY**

Metro Kalyn Community Library will, within the guidelines established by the province, provide information through acquisition services to its patrons and to other libraries upon request.

### **GUIDELINES**

1. Metro Kalyn Community Library will borrow material from other sources when it is the most efficient way of providing the necessary information or materials.
2. A fee may be charged to the Library patron.
3. Metro Kalyn Community Library may limit the requests of the patron depending on the amount, type and availability of the materials.
4. Metro Kalyn Community Library provides access to information, in directing enquiries to other sources as well as being a source in its own right.
5. Because information services are an important aspect of library services the reference collection is to be maintained and updated regularly.
6. Metro Kalyn Community Library staff will provide guidance and assistance to enable people to find the information they seek.

Reviewed: March 2020, March 2025  
Date for Review: March 2030