

Selection Policies

The following are examples of policies of selection:

Lacombe Public Library

Town: Population in 2001 9,252

Selection, Acquisition, and Disposition Of Materials

Libraries Act Regulation 11.3 (f)

Selection, acquisition, purchase and disposition of library materials including a policy respecting gifts and donations.

7.1 Selection

7.1.1 Statement of Intent

LPL's collection should be extensive, comprehensive and cosmopolitan. It should meet the basic recreational, informational, and educational needs, both stated and unstated, of the community. The library recognizes its obligations to satisfy the cultural, educational and artistic needs of a large group of people with varied backgrounds, tastes, and interests.

The LPL encourages its staff, volunteers, board members and the patrons to make suggestions as to materials to be purchased.

7.1.2 Selection Criteria

Selection decisions are based upon many criteria, including:

- a) Favorable attention from reviewers, critics and/or public.
- b) Relationship to the existing collection - does it supplement the collection, fill a gap, or do we currently have adequate information in that area?
- c) Receipt of literary, artistic or other awards.
- d) Relevance to community needs and interests.
- 5) Popular appeal and/or patron requests.
- 6) Accuracy of information and objectivity of opinion.
- 7) Relative importance of subject matter.
- 8) Reputation and/or significance of author, illustrator, or publisher.
- 9) Suitability of physical format for library use.
- 10) Budgetary and space priorities.
- 11) Language - materials in languages other than English will not ordinarily be purchased. A rotational collection will be provided at LPL on loan from Parkland Regional Library. Requests will be filled through interlibrary or multi-lingual loans if necessary.
- 12) Timeliness - material most up-to-date available.

- 13) Broad representation of literary classics.
- 14) Quality of writing and physical production.
- 15) Textbooks and curriculum-related materials will not normally be included in the collection, unless they have general appeal beyond the classroom.

Approval

Date

7.1.3 Canadian Content

The LPL Board believes Canada should develop its own, self-sustaining publishing industry. To this end, the Board recommends that wherever possible Canadian Publishers and Agents be used as major suppliers of material for the library system, and that an emphasis be placed on the acquisition of Canadian and local material for the collection.

7.1.4 Responsibility

Ultimate legal responsibility for selection of materials rests with the LPL Board, which delegates the task to the Head Librarian operating within the framework of policies set by the Board.

7.2 Censorship

The LPL Board does not interpret its function or that of its administrators to be the supervisor of public morals. It believes in freedom of the individual and the rights and obligations of parents to develop, interpret and enforce their own code of acceptable conduct/reading upon their own household.

There is a possibility that an item or items in the library may be regarded by some as unpleasant or offensive, or in political opposition to local beliefs. If the LPL is to fulfill its obligation to its community, it must include materials of varied points of view, even those which may be regarded by some as controversial. The Library will provide as far as possible materials on all sides of controversial issues, including representation of unpopular or unorthodox positions without censorship or bias, providing the materials give evidence of a sincere desire to be factual.

Unless an item is officially prohibited from entering the province; it cannot be legally withdrawn from the library shelves. If an individual objects very strongly to a particular item she/he will have the right to make an official complaint. Each complaint will be dealt with in the following manner:

- 1) Patron will complete an *Expression of Concern* form. Only written complaints will be dealt with. A staff member will review the material with the patron, noting areas of contention. The patron will be *informed of* the review procedure and when to expect a reply from the complaint.
- 2) The material will be removed from the shelf until a review is conducted.
- 3) An ad hoc *Reconsideration Committee* composed of the Librarian and two Board Members will meet to review the concerns and decide the future status of the material.
- 4) Librarian will inform the patron by letter of library policy and of the

review outcome.

- 5) If the concern cannot be satisfactorily dealt with through this process, assistance will be solicited from Parkland Regional Library Consultants.

7.3 Gifts

The LPL Board encourages donations of books and materials to the permanent collection of the LPL. Such gifts are greatly appreciated.

However, the same principles of selection are applied to gifts as are to purchases. Any gift material, which is not added to the collection, is disposed of to the best advantage of the Library.

Approval

Date

7.4 Statement of Intellectual Freedom

The LPL Affirms the Canadian Library Association's ~ "*Statement on Intellectual Freedom*" - which reads:

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 at the library's public facilities and services to all individual 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.

Ratified by the Board of Directors and Council at the 29th Annual Conference in Winnipeg, June 1984).

The Lacombe Public Library recognizes its duty, in addition to its institutional responsibilities, to uphold these principles.

7.5 Disposition and Weeding

LPL materials will be analyzed from time to time by a committee consisting of the Librarian, at least one other member of the LPL staff, and if possible a staff member of the Parkland Regional Library System, for unsuitability. During a local inventory and weeding, local library staff will include Parkland materials in their analysis.

Unsuitability will be based on comparing materials to guideline established and amended. from time to time by the Parkland Regional Library System and the LPL Board.

Approval

Date

7.6 Donations

The Lacombe Public Library accepts donations of money, equipment, furnishings, books, etc.

7.6.1 Donations of Money

- 1) Income tax deductible receipts to be issued by the Lacombe Public Library.
- 2) In the case of memorial donations, the name of the person for whom a donation is made will have "in memory of" placed with their name. The person making the memorial donation will not be acknowledged.
- 3) Next of kin to be notified of names of persons making memorial donations.

7.7 Donations of Furnishing, Equipment, Books, etc.

- 1) The Head Librarian in consultation with the Library Board reserves the right to reject donations that are not needed or that would quickly become obsolete.
- 2) The Head Librarian, in consultation with the Library Board, reserves the right to remove donated items when they become obsolete. Every effort will be made to resell or donate items to another organization.
- 3) Plaques on items that have been donated are to be retained for display when item has been removed.

7.7 Equipment Replacement Policy

The Lacombe Public Library will evaluate the need for replacing or upgrading computer equipment annually. Priorities will be established based on results of annual evaluation. Supplemental funds will be sought as necessary to address gaps in the need.

0

Approval

Date

Milo Municipal Library

Village: Population in 2001 117

4.0 SELECTION, ACQUISITION, PURCHASE AND DISPOSITION OF LIBRARY MATERIALS

- 4.1 The library will provide as wide a variety and level of materials as the budget and space allow with emphasis on:
- A. material dealing with the history of this and surrounding areas.
 - B. material of current and future interest to all age groups.
 - C.

material of interest to agricultural, business, educational, health, recreational, cultural, religious and political interests in the area. D. material designed for the enjoyment and relaxation of all people in the area.

4.2 Review sources which are to be consulted for material purchases are to be online book review sources, book review journals, periodicals, television and/or radio programs, and local newspapers. Patron suggestions for book purchases will also be considered.

4.3 Standards which are to be applied to all material purchases are as follows:

- A. varying levels of writing ranging from pre- school interest areas through senior citizen interest areas.
- B. materials which deal with current topics and interests.
- C. materials which add to and support the school curriculum.
- D. materials by authors who are known and popular with the clientele.
- E. most books will be paperback editions as they are least expensive. In the event that a book will be well-used, it may be in hardcover. Other formats such as audiocassettes, videocassettes, CD-ROM programs, etc. will be considered depending on cost.
- F. materials frequently requested by patrons.

4.4 Other considerations on purchases

- A. Materials which will be excluded from the collection are
 - a) school textbooks
 - b) materials which are very high priced.
- B. Lost materials which are in high demand will be replaced.
- C. The collection should be developed such that a wide diversity of views and expressions is represented, including those which may be considered unorthodox or unpopular.

4.5 The subject fields for non-fiction purchases which may be emphasized are as follows (in no particular order):

- A. Agriculture and Gardening
- B. Home Decorating, Construction, and Repair
- C. Crafts
- D. Cooking
- E. Parenting (Child Rearing, Education)
- F. Materials related to local Adult Learning Courses
- G. Science and Technology
- H. Recreation

4.6 The collection is to be limited to:

- A. mainly books.
- B. audiocassettes, videocassettes, computer software, etc. that will be well used.
- C. some new large print books and/or books on tape each year.

4.7 Donated Materials:

- A. are accepted if they meet the same standards as for purchased materials.
- B. are not accepted if they duplicate material already available.
- C. The Friends of Milo Municipal Library Society will issue tax donation receipts for newer items donated.

4.8 Selection and Purchase Responsibilities

- A. The librarian and a materials selection committee, if established by the board, are responsible for the selection and purchasing of materials.
- B. Purchase of materials shall be made on a regular basis as budgeted funds allow.

4.9 Disposition

The librarian may discard materials according to the following criteria: worn out, inappropriate to collection, duplicated, non-circulating or superseded materials but with the following exceptions:

- A. Materials of local interest (history, etc.)
- B. Classics
- C. Out of print materials which are still useful.
- D. Expensive items
- E. Materials which balance the collection.