

Town of Beaverlodge Library Board Policies

Policy Name	Library Resource Management
Policy Number	05
Legislative Authority	Libraries Regulation AR 141/1998 s.7(2)(b) Library Board Basics, A Handbook for Library Trustees and Managers, by the Public Library Services Branch, Alberta Municipal Affairs

Purpose To guide the Library Manager in their responsibility for the selection, acquisition and disposition of library resources.

Definitions Library Board means Town of Beaverlodge Library Board
Library means the Beaverlodge Public Library

Background Collection development and assessment is an ongoing concern of public libraries. A collection development policy must meet the changing educational, informational, and recreational interests and concerns of the community.

- Policy**
- 1. Selection**
 - 1.1 The Library Manager is responsible for the selection of library resources.
 - 1.2 Resources are selected using the general criteria that they entertain, educate, inform, or add to the historical, scientific, and cultural knowledge of the community and meet the goals of the Library’s Plan of Service.
 - 1.3 The Library Manager will use sources such as bibliographies, reviews, catalogues, recommendations by consultants, requests by users, and other resources to develop the library collection.
 - 1.4 Resources will be evaluated and selected according to the following:
 - a. currency of information
 - b. popular demand
 - c. relevance to community needs and interests, as based on community awareness and the Library’s Plan of Service.
 - d. popularity of format (e.g. DVD or BluRay)
 - e. authority of the writer, editor and/or publisher
 - f. accuracy or artistic quality of the content
 - g. price and availability
 - h. space considerations
 - i. relationship to existing collection
 - j. Canadian content, especially where such is critical, such as law, government or finance
 - k. enduring value
 - l. availability of resource or similar material elsewhere (e.g. other libraries, online licensed databases)

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m. quality of construction (e.g. durable binding and paper)

2. Acquisition

- 2.1 The Library manager is authorized to purchase resources within the allocated budget.
- 2.2 Multiple copies may be purchased to meet the need for high-demand titles.
- 2.3 Replacement copies will be considered when a title is withdrawn from the collection due to loss, damage, or wear-
- 2.4 Guidelines for replacement include:
 - a. a duplicate is already in the collection
 - b. coverage of the subject area
 - c. availability
 - d. demand for that particular title
- 2.5 Foreign language materials may be accessed through the TRAC and TAL systems.
- 2.6 Large Print books will be selected through available resources.

3. Scope

- 3.1 The Library's resources will include but not be limited to the following formats:
 - a. books
 - b. periodicals (magazines)
 - c. e-books
 - d. government documents
 - e. DVDs
 - f. newspapers
 - g. electronic database
 - h. pamphlets
 - i. CDs
 - j. Large Print
 - k. CD-ROM
- 3.2 Other formats will be considered as demand, need, and budget permit.

4. Gifts and Donations

- 4.1 The Library Board encourages donations of books and other resources to the Library.
- 4.2 All resource donations become the exclusive property of the Library.
- 4.3 The same principles of selection are applied to gifts as to purchased resources.
- 4.4 Any donated resource which is not added to the collection will be disposed of by the same means as the regularly weeded resources.

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- 4.5 Generally, resource donations should be less than five years old and in good condition.
- 4.6 Receipts will not be issued for donated resources.

5. Disposition

- 5.1 The collection is assessed by the Library Manager on an ongoing basis in order to maintain a collection that is current and in good condition.
- 5.2 The resources will be examined to determine suitability for the collection on the following criteria:
 - a. physical condition
 - b. currency and accuracy of subject matter
 - c. usage
 - d. relevance to the needs and interests of the community
 - e. availability elsewhere (e.g. other libraries, online licensed databases)
- 5.3 When necessary, local experts may be consulted to determine the continued relevance and reliability of resources.
- 5.4 Materials of local interest (e.g. local histories, authors, and other resources relating to Beaverlodge and area) will generally be kept in the collection as long as possible while still in good condition and content still accurate.
- 5.5 Weeded materials will be disposed of at the discretion of the Library Manager by the following means:
 - a. exchange/donation to other libraries or organizations
 - b. donation to schools
 - c. sale to the public
 - d. recycle whenever possible; if not, destruction

6. Request for Reconsideration

- 6.1 The public has a right to request the Library to reconsider a resource that has been selected. The steps in the reconsideration procedure are:
 - 6.1.1 The patron discusses their concern with the Library Manager.
 - 6.1.2 The Library Manager reviews the Library Resource Management and Intellectual Freedom policies with the patron.
- 6.2 If the patron is still dissatisfied, a formal complaint will be handled in the following way:
 - 6.2.1 A completed Request for Reconsideration of Library Resources form (see Appendix) which clearly outlines the user's concern(s) is to be submitted to the Library Manager for review by the Library Board.
 - 6.2.2 The Library Board will form a resource review committee (2 members of the Library Board and the Library Manager).
 - 6.2.3 The Library Board's review of the resource will include:
 - a. Reading and/or viewing the challenged item

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- b. Seeking out and reading reviews and other evaluations of the challenged item
 - c. Determining if the challenged item meets the Library Resource Management and Intellectual Freedom policies
 - d. Providing a written report of the committee's recommendation to the Library Board and requesting a motion to uphold the decision
 - e. Communicating the Library Board's decision to the complainant in writing.
- 6.3 The Library Board's written decision is final and cannot be appealed.

Effective Date:	2014		
Reviewed and Revised Effective Date:	May 16, 2018	Chairperson's Signature	Chairperson's Name
Review Due Date:	May 2020		

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Policy 05 Appendix



Request for Reconsideration of Library Materials

Upon receipt of this completed form the Library Manager will first examine the resource in question, and a variety of published reviews, and then present the request to the Town of Beaverlodge Library Board during a regular public board meeting. The name of the applicant will be kept confidential, along with all public contact information. The applicant will be informed in writing of the Board's decision.

Borrowers are reminded that under the terms of the Intellectual Freedom Statement, the Library is obligated to provide books and other resources on all varieties of opinion, including those of an unpopular and unconventional nature.

Format of resource (please check one):

- Book, Magazine, Music CD, DVD movie or TV series, Audiobook, Electronic Book

Title: _____

Author (if applicable): _____

What brought this resource to your attention?

Did you complete the entire resource? Yes ___ No ___ If not, what parts did you read, watch, or listen to?

What concerns you about the resource? Please cite specific pages and/or passages, scenes, etc. What do you think is the impact of the resource? (use additional pages if necessary)

Is there anything good about this resource?

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Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

What action are you recommending?

Who are you representing?

Self Organization

Your name _____

Name of organization (if applicable):

Address _____

Telephone _____ email _____

This form, when completed in its entirety, must be delivered directly to the Library Manager of the Beaverlodge Public Library.

Signature _____ Date: _____

Received by Library Manager

Date: _____ Signature: _____

FOR LIBRARY BOARD USE ONLY

Date of review: _____

Decision of Library Board:

Signature: _____ (Board Member)