

**PEACE LIBRARY SYSTEM**

**MATERIALS SELECTION AND ACQUISITION**  
(Required by *Libraries Regulation*)

CATEGORY: Programs and Services

POLICY: S1-15

DATE APPROVED: November 28, 2015

REVIEW IN: 2020

**Background**

The Peace Library System provides to member libraries an annual per capita materials allotment. Member libraries are responsible for selection of materials for their own collections. Technical Services staff are responsible for the acquisition, cataloguing and processing of materials purchased using the materials allotment.

The Peace Library System has specific collections of materials for its own use and for loan to member libraries. These include a large fiction and non-fiction collection formerly circulated by the University of Alberta Extension Library; large print, audiobook and Christmas blocks; and a professional collection.

**Policy**

System collections are developed according to assessment of the needs of the System and member libraries.

Peace Library System librarians select materials for special collections and electronic materials purchased with System funds, in consultation with Grande Prairie Public Library staff.

Established guidelines are used for the selection of materials. Special collections are developed in accordance with the Canadian Library Association's Statement on Intellectual Freedom. [See Appendix A]

The purpose of the Peace Library System collections is to supplement and complement, but not normally duplicate, the collections of member libraries.

Within this context, the System will:

1. Make specialized, expensive materials such as professional consulting resources, large print books and audio books accessible to participating libraries.
2. Provide materials in block format to participating libraries, where appropriate.
3. Participate in the provincial resource-sharing network.

Donated materials will be considered for addition to the collections if they meet the standards outlined in this Policy.

When a donated item is not needed in the System collections the System has the right to dispose of such an item as it sees fit. [See Appendix A]

Materials will be evaluated for withdrawal from the collection using established guidelines. [See Appendix A]

Chair's Signature:           *Jeronica Ziska*

## APPENDIX A

### GUIDELINES FOR SELECTION, RECEIPT OF DONATIONS AND DISPOSITION OF MATERIALS

#### Selection Criteria

All materials, whether donated or purchased, will be examined and evaluated using the following criteria. Items need not meet all the criteria to be acceptable.

#### 1. General

- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Present and potential relevance to community needs and interests
- Appropriateness and effectiveness of medium to content
- Insight into human and social conditions
- Importance as a document of the times
- Relationship to existing collection and other material on the subject
- Reputation and/or significance of author
- Skill, competence and purpose of the author
- Recommendation or notation by critics, reviews or public
- Budgetary and space priorities
- Presentation of challenging, though extreme or minority, points of view

#### 2. Works of Information and Opinion

- Authority
- Comprehensiveness and depth treatment
- Objectivity
- Clarity, accuracy and logic of presentation

#### 3. Works of Imagination

- Representation of important movement, genre, trend or national culture
- Vitality and originality
- Artistic presentation and experimentation
- Sustained interest
- Effective characterization
- Authenticity of historical or social setting

System collections are developed in accordance with the **Canadian Library Association's Statement on Intellectual Freedom**, as follows:

*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 all the library's public facilities to all individuals and groups who need them.*

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

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

(Adopted by the Canadian Library Association, 1974, with Amendments 1983, 1985)

Works are selected on the basis of their content without regard to the personal history or race, nationality or political or religious views of the creator.

The System does not advocate all the ideas and opinions found in its collection. The presence of a book, periodical or other materials in the System does not indicate an endorsement of its contents by the System.

The System recognizes that many books are controversial and that any given items may offend some patrons. The materials selected for the System's collection will vary to suit the needs of different parts of the System's constituency. Not all materials selected, therefore, will be suitable to every patron or group of patrons.

*Bold* → **Guidelines for Gifts and Contributions**

Although the community served is primarily responsible for the financial support of the System, the Board welcomes donations of money and materials.

In the case of money, there shall be no restriction on how the funds are used. The Director and the Board will have a list prepared of possible suggestions to meet the interest of a donor. Donated money will not be used for general operation of the System (ie. salaries).

A donor will be asked to read this statement so that in the event he does not agree with the above and wishes to pick up the declined donation, the System will notify him if he leaves his name, phone number, and address.

A letter will be sent by the Director thanking the donor for his contribution to the System. When the donation is a memorial, as well as a letter of thanks to the donor, there will be, if so desired a letter sent to the family of the deceased.

A record of every donation, whether money or actual materials, may be listed in a book which will be on public display.

Religious materials may be accepted from religious bodies but, if those organizations are already well represented in the collection, the System may refuse to accept any more.

Local authors will be accepted if they meet the literary standards of the material selection policy.

Except for temporary exhibit purposes, the System will not accept responsibility for historical documents or objects owned or controlled by groups or individuals.

The System will not accept items with the condition that they will be permanently displayed. The System wishes to change displays regularly.

### **Disposition of Materials**

Materials will be evaluated for withdrawal from the collection using the following criteria: non-circulating; poor physical condition; duplicate copies; superseded editions; out of date material.

- a) The System may allow other libraries or institutions/organizations to acquire its discards at no charge.
- b) Any discards may be disposed of by public sale at a fair market value or recycling.
- c) The organization or individual who obtains discarded items shall be responsible for the cost related to packaging and transportation.
- d) Requests from other institutions under the jurisdiction of the provincial government will be received and treated in the same way as requests from other individuals and organizations.
- e) Requests from Alberta organizations will be given preference to those originating elsewhere, whether in Canada or beyond, when the quantity of books available is limited.
- f) The System shall not be responsible for the content of materials selected by an individual, a requesting organization, or by members of an ad hoc committee.

- g) Withdrawn System materials should be disposed of at frequent intervals so that they do not accumulate beyond a reasonable quantity.
- h) Undistributed materials should be disposed of in an economical manner.