

Policy Title:	Collection Management	Policy Number:	RES-03
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Policy Statement

The Library'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; this is supported by the Board policy FND-03 Intellectual Freedom.

The Library encourages its staff, volunteers, Board members and patrons to make suggestions as to materials to be purchased.

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

Selection

Selection decisions are based upon many criteria, including but not limited to:

- 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.
- e) Popular appeal and/or patron requests.
- f) Accuracy of information of subject matter.
- g) Relative importance of subject matter.
- h) Reputation and/or significance of author, illustrator, or publisher.
- i) Suitability of physical format for library use.
- j) Budgetary and space priorities.
- k) Language – materials in languages other than English will be acquired at the discretion of the Head Librarian.
- l) Timeliness – material most up-to-date available.
- m) Broad representation of literary classics.
- n) Quality of writing and physical production.
- o) Textbooks and curriculum-related materials will not normally be included in the collection, unless they have general appeal beyond the classroom.

Donated Resources

The Board encourages donations of books and materials to the permanent collection of the MCMPL. 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.

- The Head Librarian reserves the right to reject donations.
- The Head Librarian reserves the right to remove donated items when they become obsolete. Every effort will be made to resell or donate items to another organization.

City of Lacombe Library Board – Policy Manual

Disposition and Weeding

Disposition and weeding is performed by Library staff on a ongoing basis as per staff procedures.

Regulations

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Related Documents

- City of Lacombe Library Board Policy FND-03 Intellectual Freedom

Signature of Board Chair		Name of Board Chair	
Date Approved		Review Frequency:	3 years
DOCUMENT HISTORY			
Rev.	Date Approved	Description of Changes	
1		Amalgamation of previous policy statements; minor edits for clarity and readability; reformatting content into new policy template	