



SELECTION, ACQUISITION, PURCHASE AND DISPOSITION OF RESOURCES POLICY

Policy Number: 2022-005

Date Reviewed: June 2022

To be reviewed: May 2025

Purpose or intent:

The Town of Trochu Library Board recognizes its obligations to satisfy the cultural, educational and artistic needs of a large group of people with varied backgrounds, tastes and interests. The Board believes that the Library's collection should be extensive, comprehensive and relevant to the community's interests. A collection development policy must meet the changing interests and concerns of the community.

Authority

The Town of Trochu Library Board is required to establish policies with respect to:

“selection, acquisition, purchase and disposition of library resources, including a policy respecting gifts and donations.”

Libraries Regulations 7(2)(b)

Policy Statement:

Selection is made primarily by the evaluation of the item's content, authenticity of material, honesty of presentation and quality of production. The *Selection, Acquisition, Purchase and Disposition of Resources Policy* sets out guidance for the Library Manager for the Selection and Purchase, Weeding and Disposition of the library's resource materials.

Selection and Purchase

1. The Library Manager is responsible for the selection, acquisition, and purchase of library materials.
2. Materials are selected to meet the information and entertainment needs of the residents of the library's service area, and to meet the goals of the library's Plan of Service.
3. The Library Manager will use sources such as trade publications, reviews, requests by users, and other resources to develop the library collection.
4. The Board encourages librarians, Board members and patrons to make suggestions as to material to be purchased.
5. Materials will be evaluated and selected according to the following criteria:
 - Currency of information



- Popular demand
- Relevance to community needs and interests, as based on community awareness and the library's Plan of Service.
- Popularity of format (e.g. DVD over VHS)
- Authority of the writer, editor and/or publisher
- Accuracy or artistic quality of the content
- Price and availability
- Space considerations
- Relationship to existing collection
- Canadian content, especially where such is critical, such as law, government or finance
- Enduring value
- Availability of resource or similar material elsewhere (e.g. other libraries, online licensed databases)
- Quality of construction (e.g. durable binding and paper)

An item need not meet all the above criteria to be acceptable. Multiple copies may be purchased to meet the need for high-demand titles.

6. Materials will be purchased directly from vendors (including local vendors) or in cooperation with the local library system.

Gifts and Donations of Resource Materials

7. The Board encourages donations of books and materials such as DVDs or audiobooks to the Town of Trochu Library. Such gifts are greatly appreciated.
 - Magazines are not accepted.
 - Generally material donations should be less than five years old and in good condition, (i.e. not musty, moldy, damp, worn, smelly, cracked, etc).
 - Canadian history books older than 5 years are also acceptable.
8. If you are uncertain about an item, please call the Library and discuss the donation with the Library Manager.
9. The same principles of selection are applied to gifts as to purchased materials.
10. All material donations become the exclusive property of the library and may or may not become part of the The Town of Trochu Library's collection. Items will not be returned to the donor.



11. Gifts are accepted with “no strings attached.” Restrictions placed on library donations will only be adhered to if there is a mutual agreement between the donor and the Board.
12. Material donations are accepted with the understanding that if the library cannot use them, it may at any time dispose of them in any way it sees fit. Material donations not suitable for library shelving are generally sold to patrons at the library’s next book sale, added to the on-going sale rack, donated to another library or organization (e.g. school, seniors’ center), or recycled.
13. Receipts will not be issued for donated materials.

Weeding

14. Materials that no longer fit the stated mission and service priorities of the library will be withdrawn from the collection.
15. The materials will be examined to determine suitability for the collection on the following criteria:
 - physical condition and appearance (e.g. markings in the book, broken spine, yellow pages, outdated cover art)
 - currency and accuracy of subject matter
 - usage (i.e. not checked out in 3 years)
 - relevance to the needs and interests of the community
 - availability elsewhere (e.g. other libraries, online licensed databases)
16. When necessary, local experts will be consulted to determine the continued relevance and reliability of materials.
17. Materials of local interest (i.e. local histories, local authors, and other materials specifically relating to Trochu and area) will generally be kept in the collection as long as possible, so long as the materials are still in good physical condition and the information in them is still accurate.
18. Replacement copies will be considered when a title is withdrawn from the collection due to loss, damage, or wear, but is still considered relevant to the needs of the community.
19. Weeded materials will be disposed of at the discretion of the Library Manager, generally by donation to another library or organization (e.g. school, seniors’ center), sale to the public, or recycling.
20. Dangerously outdated materials (i.e. medical or legal materials more than five years old) will not be sold to the public or donated but will be recycled or destroyed. Following outdated



medical or legal information in a used book could cause physical harm or legal problems for members of the public.

21. Weeding of the entire collection should be completed every 3 years. Weeding can be on-going or episodic.

Controversial Materials

22. The Town of Trochu Library Board subscribes to the *Statement on Intellectual Freedom and Libraries* of the Canadian Federation of Library Associations, as found attached to this policy. The Library will provide, as far as is possible, materials on various aspects of a controversial issue including unorthodox or unpopular points of view without censorship or bias providing the materials give evidence of a sincere desire to be factual.
23. The Town of Trochu Library Board does not believe its role, or that of its staff, is to censor materials or act in any way as the supervisor of public morals. Unless an item has been officially prohibited from entering the province, it should not be withdrawn from the library shelves.
24. If an individual strongly objects to an item, he/she may complete a "Request for Reconsideration of Library Material" form to be filled out and submitted to the Library Manager for review by the Board. Only requests for reconsideration submitted on this form will be considered by the Board.
25. The following will not be considered as a legitimate objection:
 - A random passage taken out of context;
 - An objection from someone who is not a member in good standing of the The Town of Trochu Library; or,
 - A petition signed by a number of persons unless each signature complies with the procedure for entering a complaint.
26. The Board will review the written request for reconsideration, usually at its next regular board meeting.
27. The procedure for receiving requests for reconsideration of library materials is as follows:
 - i. Discussion of complaint with patron by the Library Manager.
 - ii. Review the Selection, Acquisition, Purchase, and Disposition of Resources Policy.
 - iii. Provision of "Request for Reconsideration of Library Material" (attached) form to complainant.
 - iv. Informing the Board chairperson that a written request for reconsideration has been received.



- v. Forming a material review committee (2 members of the Board and the Library Manager).
- vi. Committee will review the material including:
 - Reading and/or viewing the challenged item;
 - Seeking out and reading reviews and other evaluations of the challenged item;
 - Determining if challenged item meets the *Selection, Acquisition, Purchase, and Disposition of Resources Policy*;
 - Reviewing the *CANADIAN FEDERATION OF LIBRARY ASSOCIATIONS STATEMENT ON INTELLECTUAL FREEDOM AND LIBRARIES (attached)*; and,
 - Providing written report of committee recommendation to the Board.
- vii. The Board decision will be communicated to the complainant in writing.

Pam Bezanson, Chair

Date



Attachment #1

The Town of Trochu Library Board Request for Reconsideration of Library Materials Form

Date issued: _____ Date returned: _____

Author/Creator of the item: _____

Title of the item: _____

Request initiated by: _____

Name: _____

Address: _____

Telephone: _____

Requester represents:

Self ____ OR name of group/organization _____

1. Did you read/listen to/view the entire item? _____

If not, what parts? _____

2. To what in the item do you object? (Please be specific, cite pages or scenes)

3. What do you feel might be the result of reading/viewing/listening to this item?

4. Is there anything positive about this item?

5. Have you read any reviews of this item by literary critics/reviewers? Please state name and date of the review. What did they think of this item?



6. What would you like your Library to do about this item?

7. Have you read the Town of Trochu Library's "*Selection, Acquisition, Purchase, and Disposition of Resources Policy*"? Yes No

Requester's Signature _____

Library Manager Signature _____



CANADIAN FEDERATION OF LIBRARY ASSOCIATIONS STATEMENT ON INTELLECTUAL FREEDOM AND LIBRARIES

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approved by Executive Council June 27, 1974

Amended November 17, 1983; November 18, 1985; and September 27, 2015