

**Town of Manning Municipal Library Board  
Selection, Acquisition, Purchase, and Disposition of Resources Policy  
Required under Libraries Regulation 7(2)(b).**

Collection development and assessment is an ongoing concern of public libraries, including the Manning Municipal Library (hereafter referred to as the Library). It arises from the formal and informal assessment of educational, informational, and recreational needs of the community. The Town of Manning Library Board (hereafter referred to as the Board) recognizes that a collection development policy must meet the changing interests and concerns of the community.

**Selection**

1. The Library Manager is responsible for the selection 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. Materials will be evaluated and selected according to the following criteria:
  - a) Currency of information
  - b) Popular demand
  - c) Relevance to community needs and interests
  - d) Popularity of format (e.g. DVD over VHS)
  - 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 resources or similar material elsewhere (e.g. other libraries, online resources)
  - m) Quality of construction (e.g. durable binding and paper)

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

**Gifts and Donations**

5. Donations are accepted at the discretion of the library manager. Accepted donations should be in new or pristine condition or of historical significance.

6. All material donations become the exclusive property of the Library and will not be returned.
7. The same principles of selection are applied to gifts as purchased materials.
8. Generally material donations should be less than three (3) years old and in good condition, (i.e. not musty, moldy, damp, worn, smelly, cracked, etc.) except when historically relevant.
9. Restrictions placed on library donations will only be followed at the mutual agreement of the donor and the library board.
10. Material donations may or may not become part of the Library's collection.
11. 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. Unwanted material donations are generally sold to patrons at the library's regular book sale, donated to another library or organization (e.g. schools, seniors' centers), or recycled.
12. Receipts will not be issued for donated materials.

### **Weeding**

13. Materials that no longer fit the stated mission and service priorities of the library will be withdrawn from the collection.
14. The materials will be examined to determine suitability for the collection on the following criteria:
  - a) physical condition and appearance (e.g. markings in the book, broken spine, yellow pages, outdated cover art)
  - b) currency and accuracy of subject matter
  - c) usage (i.e. not checked out in 3 years)
  - d) relevance to the needs and interests of the community
  - e) availability elsewhere (e.g. other libraries, online licensed databases)
15. When necessary, local experts will be consulted to determine the continued relevance and reliability of materials.
16. Materials of local interest (i.e. local histories, local authors, etc.) 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.
17. 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.
18. Weeded materials will be disposed of at the discretion of the Library Manager, generally by donation to another library or organization (e.g. schools, seniors' centers), sale to the public, or recycling.

19. Dangerously outdated materials (i.e. medical or legal materials more than five years old) will not be sold to the public or donated and will instead 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.

### **Intellectual Freedom and Challenged Materials**

20. The Town of Manning Municipal Library Board subscribes to the Statement on Intellectual Freedom and Libraries of the Canadian Federation of Library Associations which affirms its belief in the following:

*“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."*

*-Adopted June 27, 1974 -Amended November 17, 1983; November 18, 1985; and September 27, 2015*

21. The 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.

22. If an individual strongly objects to an item, he/she may complete a "Request for Reconsideration of Library Material" form, and submit this form to the Library Manager for review by the Board. Only requests for reconsideration submitted on this form will be considered by the Board.

23. The Board will review the written request, usually at its next regular board meeting.

24. 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 Selection, Acquisition, Purchase, and Disposition of Resources Policy.
- iii. Provision of "Request for Reconsideration of Library Material" (attached) form to complainant.
- iv. Informing Board chair.
- v. Forming material review committee (2 members of the Board and the Library Manager).
- vi. Committee review of material, which shall include:
  - o Reading and/or viewing the challenged item.
  - o Seeking out and reading reviews and other evaluations of the challenged item.
  - o Determining if challenged item meets the Selection, Acquisition, Purchase, and Disposition of Resources Policy.
  - o Providing written report of committee recommendation to the Board.
- vii. Communicating Board decision to complainant in writing.

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Date Approved

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Board Chair Signature



**Town of Manning Library Board  
Request for Reconsideration of Library Materials Form**

Author/Artist \_\_\_\_\_

Title \_\_\_\_\_

Book \_\_\_\_\_ Periodical \_\_\_\_\_ Other \_\_\_\_\_ Publisher/Date \_\_\_\_\_

Please state the reason for your request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read/viewed/listened to this work/exhibition in its entirety?

\_\_\_\_\_

What are the positive points of this material?

\_\_\_\_\_  
\_\_\_\_\_

What would you like the library to do about this work?

\_\_\_\_\_  
\_\_\_\_\_

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject?

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Have you read the Manning Municipal Library Resource Collection Policy?

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Request initiated by \_\_\_\_\_

Mailing Address \_\_\_\_\_

Province \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Do you represent:

\_\_\_\_\_ Yourself \_\_\_\_\_ Organization (name) \_\_\_\_\_

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Date

Date

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Patron Signature

Library Manager Signature