

TOWN OF MCLENNAN MUNICIPAL LIBRARY BOARD
SELECTION, ACQUISITION, PURCHASE AND DISPOSITION OF LIBRARY RESOURCES POLICY

Purpose of the Collection Management Policy

The purpose of the McLennan Municipal Library's Materials Selection Policy has as its basis the Canadian Federation of Library Associations' *Statement on Intellectual Freedom and Libraries* which the McLennan Municipal Library accepts as policy.

Statement on Intellectual Freedom and Libraries

(Approval history: June 27, 1974; Amended November 17, 1983; November 18, 1985; and September 2, 2015)

The Canadian Federation of Library Associations recognizes and values the 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 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 opinions, 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 service 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 when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedure 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.

As a community supported institution the McLennan Municipal Library recognizes its role in serving the cultural, educational, informational and recreational needs of persons with diverse backgrounds and interests.

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

The presence of any item in the Library does not indicate an endorsement of its content by the Library.

The Library recognizes an immediate duty to make available a wide diversity of materials including those which may be viewed as unorthodox or unpopular.

Responsibility for Collection Management

The Library Manager is responsible for the selection and de-selection of all materials operating within the budget and the framework of policies set by the Board.

Use of Library Materials

The McLennan Municipal Library recognizes that some materials may be controversial and may offend some patrons. The ultimate responsibility for their choice of materials rests with the patron.

Responsibility for the use of library materials by children rests with their parent and/or legal guardians. Selection of the adult material will not be restricted by the possibility that children may obtain materials that their parents/legal guardians may consider inappropriate.

Criteria for the Selection of Materials

Collection selection will include but not be limited to the following:

- Relevance to community needs and interests based on community awareness and the Library's Plan of Service
- Relationship to existing collection
- Current reading trends
- Popular demand
- Local, Alberta or Canadian content
- Accuracy of information
- Quality of writing, production and illustration
- Balance of viewpoints in the collection
- Importance of subject matter
- Suitability of physical format for library use
- Budgetary and space priorities

The selection of local or self-published materials will be subject to the above criteria.

Library Materials Vendors

Materials for the McLennan Municipal Library will be acquired through the The Regional Automation Consortium (TRAC) as well as independent and local vendors. The McLennan Municipal Library encourages suggestions from the public for the addition of specific items to the collection. The receipt of suggestions does not imply automatic acceptance of the item for the collection.

Disposition and Weeding

The purpose of discarding materials is to maintain an appealing and up-to date collection. The following criteria will be used when considering material for removal from the collection:

- physical condition and appearance
- currency and accuracy of subject matter
- usage (not checked out for five years)
- outdated materials (e.g. travel, medical, legal)
- relevance to the interests of the community
- availability elsewhere (e.g. other libraries)

Materials of local interest (i.e. local histories, local authors etc) will generally be kept in the collection as long as possible as long as they maintain good physical condition and accuracy of information.

Weeded materials will be disposed of at the discretion of the Library Manager through such means as book sales, donations or recycling.

Intellectual Freedom and Challenged Materials

The Town of McLennan Library Board subscribes to the *Statement on Intellectual Freedom and Libraries* of the Canadian Federation of Associations as found in this policy.

If an individual strongly objects to an item they may complete a *Request for Reconsideration of Material* form and submit this form to the Library Manager for review by the Board. Only requests for consideration submitted on this form will be considered by the Board.

The procedure for receiving requests for reconsideration of library materials is as follows:

- Discussion of complaint with patron by the Library Manager
- Review Selection, Acquisition, Purchase and Disposition of Resources Policy
- Inform Board Chair
- Formation of material review committee consisting of two Board members and the Library Manager
- Decision by the Board reflecting the principles of this policy
- Written explanation for the decision sent to complainant

Approved: November 2000

Revised: May 2015

Reviewed: December 2018

Revised: February 2019

Next review: January 2021

Board Chair:

Town of McLennan 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, which parts? _____

2. To what in the item do you object (Please be specific, site 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 review of this item by literary critics/reviewers? What did they think of this item?

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

7. Have you read the McLennan Public Library Selection, Acquisition, Purchase and Disposition of Resources Policy?

Yes___ No_____

Requester's Signature _____ Library Manager's Signature _____