

### 3.1 Selection, Acquisition and Disposition of Library Resources

Collection development and assessment is an ongoing process taking into consideration the educational, informational, and recreational needs of the community.

Library resources will meet the goals of the Library's Plan of Service and Mission Statement.

#### Selection of Resources

1. The Head Librarian is responsible for the selection of Library resources.
2. Resources will be evaluated and selected according to one or more of the following criteria:
  - currency of information
  - popular demand
  - relevance to community needs and interests and the Library's Plan of Service
  - popularity of format
  - 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
  - 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).

#### Donation of Resources

3. Donations of resources to the Library are encouraged and appreciated.
4. All donated resources become the property of the Library and may or may not become part of the Library's collection.
5. The Head Librarian will decide if donated resources become part of the Library's collection or if they are sold, donated or destroyed.
6. The Library will not accept restrictions on donated resources.
7. Receipts will not be issued for donated resources.

#### Disposition of Resources

8. Resources will be examined to determine suitability for the collection on the following criteria:
  - meeting the Mission Statement
  - physical condition and appearance
  - currency and accuracy of subject matter (medical and legal materials more than five years old will be recycled or destroyed)
  - usage
  - availability elsewhere (e.g. other libraries, online licensed databases).
9. Material of local interest (i.e. local histories, local authors, and other materials specifically relating to Coaldale and area) will be retained for as long as the material is in good physical condition.
10. Resources removed from the collection will be disposed of (sold, donated or destroyed) at the discretion of the Head Librarian.