

Section of Manual Gravenhurst Public Library	Effective Date
Subject Book (Materials) Selection and Objectives	Policy No. 29

POLICY

The Library shall reflect a range and variety of views on all topics, printed materials, and any and all types of educational and cultural material.

PURPOSE

To ensure that present day-community needs and a high standard in both content and format of material is available to the patrons.

PROCEDURE

- The Chief Librarian is responsible for selection of library materials.
- The library collection should reflect a range and variety of views on all topics to meet present-day community needs. It requires, in addition to printed materials, consideration of any and all types of educational and cultural material possible to obtain within the budget and the capacity for safekeeping.
- Materials selected should meet high standards in both content and format. The needs of the Library, the type of material and its availability and potential safekeeping, are all factors affecting the composition of the collection.
- The Library should be concerned with the acquisition and preservation of local historical materials.
- An organized system of Interlibrary loans should be utilized to extend the Library's own collection.
- Book and material selection must reflect a variety of opinions. The books and materials selected should not reflect the political, religious or moral biases of either the Librarian or the Directors.
- Constant weeding and updating of the Library collection shall be completed.
- An analysis of the community's needs will be carried out on a regular basis.