



Purpose: The Banff Public Library views its information and leisure collections as a valuable community resource. The Library endeavours to meet the diverse needs of the community by creating a balanced and representative collection of materials. The Library's role is to afford all citizens the means through which they may have access to thinking and opinions on all sides of all ideas. This policy provides the philosophy and key objectives respecting the management of the Library's information and leisure collections.

1. Definitions

- 1.1. Board: The Banff Public Library Board
- 1.2. Library Director: The Library Director or any person who holds the position of Library Director in an acting capacity.
- 1.3. Collection: grouping of library materials.
- 1.4. Library Materials: the collection the Library makes available to the public including, but not limited to: books in all formats, music and videos in all formats, video games, magazines, newspapers, eResources and subscription electronic databases, excepting the Internet.

2. Responsibility for Collection Management

- 2.1. Responsibility for the selection of materials rests with the Library Director, who is accountable to the Library Board and the public for the Library's collection. The Library Director operates within the framework of policies determined by the Library Board. This authority may be delegated to Library staff at the discretion of the Library Director.

3. General Principles

- 3.1. Banff Public Library has endorsed the Canadian Library Association (CLA) Statement on Intellectual Freedom.
- 3.2. The Banff Public Library Board maintains that parents or caregivers are responsible for their children's reading, viewing and access to materials.



Town of Banff
Public Library

Policy: LC.3 – Library Collection
Title: Collection Management Policy
Motion No. 02/01/19-03
Reviewed: January 2, 2019

References: Reviewed 1987,1994, 2002,2014 (2014/02/19-09)

ATTACHMENT 1 – SAMPLE REQUEST FOR RECONSIDERATION

Banff Public Library Request for Reconsideration of Library Material

Completion of this form assists the Library in understanding your concern. The steps of resolution will be in accordance with the Resources Management Policy of the Banff Public Library Board.

Name of Requestor:
Address:
Phone number and/or email:

TITLE:

AUTHOR/CREATOR:

PUBLISHER/PRODUCER:

TYPE OF MATERIAL: (Book, DVD, CD, Audiobook, eResource, etc.)

ACTION REQUESTED: (Removal, Relocation, etc.)

Have you experienced (Read, viewed, listened) to this material in its entirety?

Yes No

If not, what was your reason for not completing it?

To what aspect of the material do you object, and why? (Please, be specific)



To what aspect of the material do you object, and why? (Please, be specific) cont...

What do you think is the theme or purpose of this material?

Please comment/describe the positive features of this material:

Additional comments:

Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Location of Material (Adult, Juvenile, Youth, etc.):

Requestor contacted: Yes No Method: Date:

Outcome: