



Collection Development Policy

The Director of the library is chiefly responsible for the development of Anderson-Lee library's collection development. The Director works under the authority of the Board of Trustees.

Materials Selection Process

When it comes to selecting materials for the collection, choosing which titles and quantities, the Director will exercise professional judgement based on the following considerations:

- Apparent demand
- Relevant to our community's interest
- Addressing areas that are lacking in the current collection
- Consideration of other library's collections
- Budgetary considerations

In regards to the content of the materials:

- Long-lasting materials (both in physical quality and community interest)
- In-depth or comprehensive materials
- Quality items

Additional criteria include:

- Comparison of cost versus community value
- Professional and consumer review

Collection Maintenance

In line with the procedures that guide material collections, the Director will abide by these guidelines when maintaining the collection:

- See if the item is already in the collection in another format
- Learn how often the item is utilized and when the last use was.
- Establish the historical relevance of the item
- Judge the physical condition of the item
- Some material may be dated and no longer as useful or relevant to our community

Donations of Materials

The Anderson-Lee library will gladly accept donations on the following conditions:

- That we are free to do with the item as we deem suitable
- That the item is in good condition, free of mold or damage.

Donations may be utilized in the following ways:

- Placed in our collection for circulation



- Placed in the book sale room
- Discarded

Those in our community that would like to donate a memorial item may do so if they wish. Library staff will assist in this effort, should that assistance be requested.