



Taber Public Library Policy Manual

Finance Policy: Material Selection

PURPOSE:

Finance Policy and Procedures for the Taber Public Library.

POLICY:

The Library Manager shall be authorized to spend up to the allocated budget amount when purchasing library materials.

GUIDELINES:

1. Selection – Selection is left to the discretion of the Library Manager, but should consist of those library resources as outlined in the Library Regulation, 1998.
2. Acquisition – All materials shall be ordered and processed through the Chinook Arch Regional Library System.
3. Disposition – Weeding – The Library Manager shall weed materials from collection following “General Weeding Guidelines” (see attached).
4. Donated and/or weeded materials shall be set aside by the Library Manager for book sale.

Date of Approval: February 1, 2000

Date Reviewed/Revised: November 9, 2004
June 10, 2008
May 11, 2010
May 14, 2013
October 13, 2015