

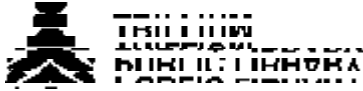
Policy and planning

Samples

1. Request for reconsideration of library materials
2. Statement of gifts policy and release form
3. Collection development plan
4. Trillium Public Library Board collection policy

SAMPLE 1

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS



Request for reconsideration of library materials

Author _____

Title _____

Publisher (if known) _____

Type of material (book, magazine, audiocassette, etc.) _____

Person making request _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____

Complainant represents:

himself/herself _____

or name of organization _____

or identify other group _____

If objection is to material other than a book, change the wording of the following questions so they apply:

1. To what in the book do you object? (please be specific, cite pages)

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book?

4. Is there anything good about the book?

5. Did you read the entire book? If not, what parts did you read?

6. Are you aware of any reviews of this book?

7. What do you believe is the theme of the book?

8. What would you suggest that your library do about this book?

Signature of complainant _____ Date _____

SAMPLE 2

STATEMENT OF GIFTS POLICY AND RELEASE FORM



Statement of gifts policy and release form

The Trillium Public Library welcomes donations of materials; however, the Library reserves the right to use the gift in whatever manner deemed fitting. While suggestions for the use of the gift are welcome, the Trillium Public Library is under no obligation to adhere to the suggestion nor is the Library responsible for informing the donor of the disposition of the gift. Moreover, unless the complete costs of supplies and staff time are also provided by the donor, the Library will not bear the responsibility for special designation of those gift materials that are integrated into the collection.

Before accepting the donated materials, the Trillium Public Library would like some assurance that prospective donors understand the Library's policy regarding the acceptance and disposition of gifts.

Please read carefully the statement below and fill in the appropriate areas.

I, the undersigned, do hereby release all claims and rights to the materials I wish to give to the Trillium Public Library. I understand that the library may use or dispose of the material in any way deemed fitting and I do not expect to be informed of their disposition.

Signed, _____

Name:

Address:

Description of the proposed gift:

Special treatment required by gift (for maintenance purposes):

SAMPLE 3

COLLECTION DEVELOPMENT PLAN

Sample 5-year collection development plan

Refer to the suggested minimum standards which appear below. For a sample community of 2,000 population, for example, a minimum collection of 10,000 volumes is recommended.

Suggested minimum standards

The minimum number of books required to provide an adequate service is suggested as:

<u>Population</u>	<u>Bookstock</u>
under 1,000	3,000 - 5,000
1,000-2,499	5,000 + 5 volumes per capita over 1,000 population
2,500-4,999	12,500 + 4 volumes per capita over 2,499 population
5,000-9,999	22,500 + 3 volumes per capita over 4,999 population
10,000-19,999	37,500 + 2 volumes per capita over 10,000 population

In a balanced collection, the various categories of books should be represented as follows:

Reference	8 %
Adult non-fiction	30 %
Adult fiction	20 %
Juvenile non-fiction	24 %
Juvenile fiction	18 %

Source: *Librarian's Handbook*, second edition,
edited by Frank Obljubek and John Slater.
[Ontario Library Service - North], 1986.

SAMPLE 3

COLLECTION DEVELOPMENT PLAN (continued)

The present collection of our sample library, as indicated below, is 6,000 volumes. This number falls far short of the suggested minimum requirement and priority will be given during the next five years to upgrading the collection to achieve the suggested size and balance. The improvements to be made are shown in the table below.

Comparison between current and planned size and proportions of book collection

Collection	Current holdings		Planned holdings at end of year 5		Difference between current and planned holdings	Required annual net addition over 5 years
	volumes	percentage	volumes	percentage		
Reference	180	3%	800	8%	- 620	124
Adult non-fiction	1,500	25%	3,000	30%	-1,500	300
Adult fiction	1,800	30%	2,000	20%	- 200	40
Juvenile non-fiction	1,020	17%	2,400	24%	-1,380	276
Juvenile fiction	<u>1,500</u>	<u>25%</u>	<u>1,800</u>	<u>18%</u>	<u>- 300</u>	<u>60</u>
Total	6,000	100%	10,000	100%	-4,000	800

SAMPLE 3

COLLECTION DEVELOPMENT PLAN (continued)

In accordance with the 5-year collection development plan for the library's collection, the book purchase guidelines shown below are to be followed during the first year. This is a sample one-year purchase plan

Net and replacement additions to the collection for Year 1							
Collection	Current size (volumes)	Items removed during year 1	Sub-total	Replacement at 5%	Sub-total	New volumes to meet standards	Total at the end of year 1
Reference	180	(-9)	171	9	180	124	304
Adult non-fiction	1,500	(-75)	1,425	75	1,500	300	1,800
Adult fiction	1,800	(-90)	1,710	90	1,800	40	1,840
Juvenile non-fiction	1,020	(-51)	969	51	1,020	276	1,296
Juvenile fiction	<u>1,500</u>	<u>(-75)</u>	<u>1,425</u>	<u>75</u>	<u>1,500</u>	<u>60</u>	<u>1,560</u>
Total	6,000	(-300)	5,700	300	6,000	800	6,800