

**POL-ADM.2018.84 Title: *Community Feedback***



**Type:** Administrative  
**Authority:** CEO  
**Approval Date:** 5-22-18

**Associated Documents:**

**ADM.2018.84.01 Donation of Books and Materials**

1. The Library accepts the donation of books and other materials on a limited basis. Once donated, the books and other materials become the Library's property and the Library reserves the right to use and dispose of them in the manner most useful to the Library. This could include:
  - 1.1. Adding them to the collection,
  - 1.2. Sending them to other libraries or schools,
  - 1.3. Placing them on the Library's book sales rack,
  - 1.4. Selling them to bulk book dealers, or
  - 1.5. Disposing of them in responsible manners.
2. In the case of rare books and archival materials, the donor may be noted publicly within the MARC Record with an acknowledgement, or, where appropriate to the item, include a book plate.
3. Large donations may be designated within the catalogue as a collection in the name of the donor. This is at the discretion of the CEO.

**ADM.2018.84.02 Suggestions from the Public**

1. Patrons can make notice of requests and suggestions for books or other materials in via the online catalogue. The list shall be reviewed on an on-going basis and be considered in future in light of the terms of the Library's selection policy, available funds, and acquisition plan for that fiscal year.
2. Those who request an addition to the collection do not necessarily have first access to the materials once added. Hold lists order will dictate access to all content.

**ADM.2018.84.03 Complaints About the Collection**

1. The Board recognizes the right of an individual or group to make a complaint to the Library administration concerning the collection.
2. Requests by individuals or groups to have an item or items removed from the Library's collection shall be referred to make notice in writing to the CEO stating the reason for the request.
3. Upon receiving the written complaint, the CEO shall review the request keeping in mind the Intellectual Freedom and other collection policies.
4. If the inclusion of the item in the Library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by policy, the policy shall be explained in writing to the complainant and no further action need be taken.
5. If the inclusion of the item in the Library collection is found by the CEO to be questionable based on the guidelines set out by policy, the CEO will determine if the item is to be restricted or permanently removed.

Original Approval: 5-22-18  
Amended On: \_\_\_\_\_