

## **Topic: Collection Development and Management – Collection Maintenance**

### **3.24 Ordering and Receiving Collection Materials**

Board Motion Number:	<b>24.054</b>
Date of Original Board Motion Number:	<b>March 10, 2008</b>
Date of Current Issue:	<b>May 28, 2024</b>
Date of Next Review:	<b>2028</b>
Attachments:	

Signature of Board Chairperson (and Date):

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The North Kawartha Public Library Board's procedures and ordering sources will be consistent with other collection policies.

#### **Procedures**

1. All items selected for purchase must be checked against the current collection and on-order files to ensure that the material is not already held or on order.
2. In choosing sources of material, preference will be given to suppliers who are Canadian, provide cataloguing and processing services, offer the best discounts and provide the fastest, most efficient and most cost effective service.
3. Ordering of collection materials will be carried out by the CEO/Librarian.
4. A purchasing record must be maintained to ensure that the budget is not overspent.
5. Multiple copies of single titles will not be purchased due to budget and space limitations, unless circulation requests demand multiple copies.

As materials are received, library staff: check the packing slip against the material received, keep the packing slip to check against the invoice, check material received against on-order files or lists to verify that the item was actually ordered and that it is the correct item, and claim for damaged or substandard material (missing pages, books bound upside down, etc.)