

Topic: Collection Development and Management – Policy and Planning

3.15 Responsibility for the Collection

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

Signature of Board Chairperson (and Date):

Policies

The responsibilities for the development and management of the collection of the North Kawartha Public Library must be specified.

Procedures

1. It is the responsibility of the Library Board to establish all policies for the operation and management of the Library including collection development and management policies.
2. The CEO/Librarian is responsible for the selection and acquisition of materials for the Library collection in conformity with Board policy.
3. The CEO/Librarian must ensure that the collection is properly maintained and organized.
4. Under the direction of the CEO/Librarian, another member of the Library staff may be assigned these duties.

Staff members may recommend materials for the collection based on their training and experience and in accordance with the guidelines set forth in the collection development policy.