

### **3.00 Policies & Procedures--Acquisitions**

#### *Mission Statement*

The mission of the Acquisitions Department is to determine the criteria for the expenditure and management of funds allocated by the City of McAllen for all library materials and services necessary for the operations of McAllen Public Library.

### **3.1 Budget Policies**

#### Budget Development Policy

The Library must submit a budget to the McAllen City Commissioners each year. The City Commissioners set the Library expenditures through a review system by the City Manager and Finance Committee recommendation.

#### Expenditure Policy

Library Administration establishes spending priorities and budgets for Library operations and capital development each year. Upon adoption of the budgets, the City Commissioners authorize expenditures from the Library's operational and capital funds.

#### Library Financial Management Policy

The Library is a component unit of the McAllen City government. The Library accounts are maintained in accordance with accounting principles for municipal entities and are presented in the City's Annual Financial Report. Library Funds are managed in accordance with applicable laws, regulations, and policies.

### **3.2 Cash Handling**

The Acquisitions Department will maintain strong internal controls for cash collection in order to prevent mishandling of city funds and to safeguard and protect employees. The responsibilities of employees involved in cash handling are defined by the department.

### **3.3 Materials Management**

Acquisitions staff will manage the receipt and distribution of all items purchased and maintain accurate and timely inventory of items in the department in the following categories: photocopier supplies, office supplies, janitorial supplies, and operating supplies.

### **3.6 Collection Development**

Criteria for Selection: The process of selection, acquisition, and organization of library materials is a cooperative venture. Library staff rely on a variety of sources for selection including reviews in professionally recognized literature, book lists by recognized authorities, popular reviews and bestseller lists, and recommendations of staff and patrons. Other criteria to be considered are cost, balance, value, demand, format, regional interest, authority of the author and reputation of the publisher, relevancy of subject, organization and style, good quality illustrations, durable binding and paper, and language. Library staff select for the circulating and special collections that include but are not limited to the genealogy/local history and reference collections.

Instructions for ordering materials: Librarians will be designated as selectors for the different collections of the library. These selectors are responsible for choosing materials for their areas of assignment and for inputting those orders into the library acquisitions system.

Collection Maintenance (Weeding): The library's holdings are periodically evaluated using the CREW method to identify inappropriate or outdated materials. A practical, useful collection will be maintained through a continual process of discard and addition. Materials are withdrawn if they are outdated, no longer of interest or in demand, unnecessary duplicates or multiple copies, or worn or mutilated. Weeding is done with the

same care, thought, criteria, and judgment as selection. Items removed from the collection are discarded, recycled, or designated for sale in the used bookstore or at a used book sale.

**Challenged Materials:** The library believes in freedom of information for all and does not practice censorship. The library declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others. The library also recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration.

Reconsideration forms are available from Public Services Staff and online. When a patron wishes the library to discard or reclassify a book or item of non-book material, he or she fills out the "Request for Reconsideration of Library Materials" form [below]. The form is sent to the Library Director who assigns a committee of librarians to review the item. The committee will evaluate the request form, any available reviews, and the item to determine if it meets the library selection criteria and collection development guidelines. The committee will make a recommendation to the Library Director, who will review the material, related items, and make a final decision regarding the disposition of the challenged item.

Request for Reconsideration of Library Material  
McAllen Public Library

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Format:  Book  Video  Audio  Magazine

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Do you represent:  Yourself  
 An Organization (name) \_\_\_\_\_

1. Did you read/view/listen to the entire work? If no, what parts?
2. Please describe your specific objections.
3. What do you feel might be the result of reading, viewing, or listening to this work?
4. For what age group would you recommend this work?
5. What is good about the work?
6. What reviews have you read or heard on the work?
7. What do you believe is the theme of the work?
8. In its place, what work would you recommend as a reasonable substitute that offers a valuable perspective on the overall subject?
9. Other comments:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_