

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

A. 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.

Assistant Director for Supports Services under the direction of the Library Director is responsible for preparing revenue projections, an operating budget and a capital development budget for review by the Library Director.

B. Expenditure Policy

The Library Administrative Team 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.

Assistant Director for Support Services under the direction of the Library Director monitors and authorizes all payments for goods and services for the library and its branches.

C. 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.

The Assistant Director for Support Services under the direction of the Library Director is responsible for the execution of the bookkeeping, record keeping and reporting procedures.

Library Funds are managed in accordance with applicable laws, regulations, and policies.

D. Procurement Policy

Procurement applies to the contracting, leasing and purchasing of land, equipment, furniture, furnishings, supplies, services, works of art, or other property on behalf of the Library. It does not apply to the acquisitions of books, materials, electronic information resources, permanent works of art, or other items for the Library's collections.

Procurement activities are based on standards of purchasing ethics and practices of the City of McAllen and the State of Texas.

E. Insufficient Appropriations

There shall be no purchases for items where there is no appropriation.

F. Unpacking Procedures

The shipment is checked against the packing slip to verify receipt of ordered items and is initialed and dated by Acquisitions staff for inclusion in the Purchase Order process.

G. Claims

All invoices shall be paid in accordance with guidelines established by the City of McAllen.

H. Purchase Orders

A Purchase Order is required for all purchases except the following:

- Small Purchase Orders

- Credit card
- Utilities
- Telephone Service

Purchase orders are authorized for payment through the City of McAllen's Purchasing / Contracting and Finance Department by the Assistant Director for Support Services under the direction of the Library Director.

3.2 Purchasing and Contracting

The Acquisitions Department will comply with all City of McAllen, County, State, and Federal law requirements when purchasing library materials using procurement cards or requisitions/purchase orders. The department will ensure fair and open competition among bidders and vendors in order to experience the most value for each dollar spent and to purchase quality materials and services in proper quantities.

3.3 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.

3.4 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.

3.5 Equipment Repair Calls

The acquisitions department administers all requests for equipment repair, installation and removal of equipment and all equipment billing. This includes but is not limited to copy machines, microform reader printers, and telephones.

3.6 Collection Development

A. The Acquisitions Department supports the following collection development objectives: (1) to provide the open exchange of ideas through free access to information; (2) connect a culturally diverse population with the global community; (3) to provide for the research and information needs of McAllen and surrounding areas by assembling, preserving and administering a collection in a variety of formats; (4) Support the "Library Bill of Rights and "Freedom to Read" statements; and (5) encourage continuing education by promoting the use of all library resources.

B. 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.

C. 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.

D. Special Collections: McAllen Public Library maintains special collections that include but are not limited to the genealogy/local history and reference collections.

E. Gifts and Memorials: McAllen Public Library encourages and welcomes donations of used or new books and AV as well as funds for the purchase of library materials. Used books in good condition may be added to the Library collection and will be governed by the same principles and criteria used to select materials purchased for the library. The library retains unconditional ownership of gifted material and conditions cannot be imposed on any gift after it has been accepted by the library. The library reserves the right to decide how to use and/or dispose of the gift.

The library accepts monetary donations for the purchase of library materials to honor the memory of individuals or celebrate a special occasion. Bookplates are placed in the materials acknowledging the honoree and the donor. Notification is sent to the memorial family or the honoree when the item has been received and processed for library use. Memorials will be weeded using the same criteria as all other library materials.

F. 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.

G. 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. 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 office of 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 the committee recommendation, and present to the Library Board for 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/hear the entire work? If no, what parts?
2. To what in the work do you object? Please be specific.
3. What do you feel might be the result of reading, viewing, or hearing 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 that would convey as valuable a picture and perspective on the subject treated?
9. Other comments:

Signature: _____

Date: _____