

Guidelines for Patron Requests

We welcome suggestions for purchases from patrons as they help inform us about publications and interests that we might otherwise miss.

However, due to budget constraints and the high volume of requests, we must place reasonable limits on purchases made to fill requests. Patrons are limited to 5 requests per month for items we don't own, including both interlibrary loans and purchases. Due to the high cost of postage and staff time, items costing less than \$25 may not be obtained through interlibrary loan.

Requests will be seriously considered, but we may decide not to purchase some items, as follows:

- Titles reviewed as being of poor quality
- Items in formats inappropriate for public circulation, or that are not durable enough to survive high volume circulation, e.g. loose-leaf binding, mass market paperbacks, fragile or easily lost attachments, etc.
- Items costing more than \$100 (e.g. reference books, multi-volume sets) that would not normally circulate
- Textbooks
- Titles containing information that is outdated or superseded by more recent editions.
- Materials that are easily accessible at low or no cost elsewhere (e.g. television series on DVD)
- Materials only available through memberships or donations that would be inappropriate for the library as a public agency
- Items in a language, format, or subject area that the library has made a decision not to collect at this time

Unfilled requests may be evaluated for later consideration, in case funds are sufficient to purchase at a later date.