



*Your Community. Your Library.*

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## READERS' ADVISORY POLICY

Board motion & date: 22:13 (26 March 2013) Chair's signature: \_\_\_\_\_

The Bonnechere Union Public Library will ensure the operation of a readers' advisory service.

### Goals

Readers' advisory is the process of matching readers and viewers to materials. Readers' advisory answers questions that have more to do with the patron's leisure reading than their informational needs. Readers' advisory deals with both fiction and non-fiction titles and a specific request may require both kinds of materials to meet a need.

Just as in reference service, all staff must remember that readers' advisory work involves ethical decisions. Every request must be handled with equal respect and diligence.

Any requests which fit into a readers' advisory category will carry just as much weight as an informational or reference request.

### Procedures

All staff, board members, and some volunteers may act as a readers' advisor. The job of a readers' advisor is to **suggest** books without personal bias.

Staff of the Bonnechere Union Public Library must be prepared, under the supervision of CEO, to provide a readers' advisory service to the best of their ability.

Library staff, board members, and any volunteer acting as a readers' advisor must be familiar with the contents of the library collection. Library staff will examine new books as they come in. Without actually reading the book, some decisions can be made about the patron who might enjoy reading the book. The book can be placed in a genre or category, if possible.

1. Library staff will find out about other books that are not in the collection. Sources such as reviews, publisher's catalogues and booklists can help staff to become familiar with the existing materials and new titles.
2. Library staff will assist in readers' advisory by searching for series, sequels, name of detective, locale, etc. Searches may be conducted using on-line catalogues.

3. Library staff should be aware of what the community uses as a source for information about reading material. Patrons may request material that they have heard about on a radio or television talk show, or which was the basis for a movie or television mini-series.
4. When working with young adults and children, the library staff should understand the stages of reading development in general, and have some idea of reading interests. The library staff should be aware of the material in the library's collection for young adults, for children, and pre-readers.
5. Passive readers' advisory techniques will also be employed (Attachment ).

## Attachment to Readers' Advisory Policy

### Passive Readers' Advisory

The best way to help a reader find the right book is through personal contact. There are a number of other techniques for calling people's attention to particular types of books. These techniques have been grouped together under the heading "**passive readers' advisory**" and include:

*Best Seller Lists:* Booklists can be posted on the library bulletin board under a heading such as 'Best seller list'.

*Booklists:* Booklists are one way to highlight the collection and appeal to certain patrons. Prepared booklists can be found in a number of sources including professional library journals such as *Booklist* or *Unabashed Librarian*. Often these lists can be reproduced with permission or purchased in a reprint form.

*Bookmarks:* A good way to present short booklists is through bookmarks . One of the simplest techniques for calling a person's attention to books is to suggest another title which is similar to the title they requested.

#### *Computer networks*

*Displays:* Topical displays work very well in public libraries. An effective display of materials is another way to help people to find books, especially those who prefer to find books by browsing rather than asking the staff.

*Genre labels:* A way of helping patrons find books which they might enjoy is to label the spines. The labels are used to designate the genre or category of the book, for. example, mystery, science fiction, biography.

*Shelf arrangement* Shelves will be maintained according to the cataloguing number for nonfiction, alphabetically for fiction. They must be kept attractive, neat, and clean.