



## ***Collection Development Policy***

### **A. Purpose of Policy**

The purpose of this policy on collection development for Jefferson Davis Parish Library is to guide in the selection, retention, and removal of materials and to inform the public about the principles upon which selections are made, based on the Jefferson Davis Parish Library Mission Statement:

Enriching lives by bringing our community together through literacy, information, and opportunities for growth.

### **B. Library Goal**

The goal of the Jefferson Davis Parish Library is to be of service to all people in the community. The community is represented by individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. The purpose of library service includes providing for the educational, informational, and recreational needs of the community. Materials and technology are provided for the community to become more informed, become better members of the community, become politically aware, become capable for career purposes, develop creative abilities and spiritual capacities, appreciate and enjoy literature and art, and stimulate personal and social well-being. All print and non-print materials are selected by the library in accordance with these goals.

### **C. Responsibility for Materials Selection**

The Jefferson Davis Parish Library Board of Control adopts as part of its policy the LIBRARY BILL OF RIGHTS. Final responsibility for the selection of books and library materials is and shall be vested in the Director. However, the Director may delegate to qualified staff members the authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the Director for resolution. Any books and library materials so selected shall be held to be selected by the Library Board of Control.

### **D. Criteria for Selection**

Certain factors that influence the selection of library materials include:

1. Current interest
2. Literary merit
3. Authoritativeness: Authors' reputation and significance as writers, or their knowledge of the subject
4. Importance of subject matter to the collection
5. Timeliness or permanence of the title.
6. Appearance of title in special bibliographies or indexes
7. Existing subject matter in the collection
8. Absence of subject matter in the collection
9. Cost of the item and available shelf space



## 10. Community standards

Priorities are set forth by the Director with consideration given to collection needs and weaknesses, patron requests, updated information and contemporary book titles.

### ***Scope of the Collection***

The library recognizes its obligations to provide reference and research material for the direct answering of specific questions and for continuing research. It also recognizes the purpose and resources of other libraries in the community and shall not needlessly duplicate functions and materials. It is especially important to note the availability of sources that are accessible via the world-wide-web and to maintain a balance in purchasing with this consideration in mind.

The library acknowledges the public's interest in local and state history. Consideration will be given to acquire general works relating to the State of Louisiana and works written by and about Louisiana authors. The library is not under any obligation to add to its collection everything about Louisiana or produced by authors, printers, or publishers with Louisiana connections if it does not seem to be in the interest of the community and its patrons.

### ***Gifts***

Unconditional gifts, donations, and contributions to the library may be accepted by the Director on behalf of the Library Board of Control.

Generally, collections of books will not be accepted which necessitate special shelving or which prevent integration of the gift into the general library collection.

The same standards of selection will govern the acceptance of gifts as those that govern purchases by the library. If material is useful but not needed, it may be disposed of at the discretion of the Director.

### ***Maintaining the Collection***

Systematic examination of materials in terms of usefulness to the public as defined in this policy is necessary in order to maintain relevant resources. Adjustments are based on level of public demand; physical condition of the item; other titles available on the same subject; use of the materials; currency of information; and availability of space.

### ***Censorship***

The selection of library books and materials is predicted on the library patron's right to read and similarly his/her freedom from censorship by others. Many books are controversial, and any given item may offend some patrons. Selections for the library are not made on the basis of anticipated approval or disapproval, but solely on the merits of the materials in relation to the building of the collection and to serving the interest of the readers. The library holds censorship to be a purely individual matter and declares that—while anyone is free to reject for



himself/herself books and other materials of which he/she does not approve—he/she cannot exercise his/her right of censorship to restrict the freedom of others.

With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of his/her parent or guardian. The Jefferson Davis Parish Library Board of Control adopts as part of its policy the following:

- LIBRARY BILL OF RIGHTS
- RESOLUTION ON CHALLENGED MATERIAL

This policy is dedicated to a selection of those materials of the highest quality in order to assure an objective collection appropriate for the residents of Jefferson Davis Parish. The selection of materials is to be based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.

### ***Patron Reconsideration of Library Materials***

The selection of library books and materials is predicated on the library customers' right to read, and similarly, their freedom from censorship by others. Many titles are controversial, and any given item may offend some persons. Selections for this Library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers.

This library holds censorship to be a purely individual matter and declares that--while all are free to reject for themselves books and other materials of which they do not approve--they cannot exercise this right of censorship to restrict the freedom of others.

#### ***A. General Requests for Reconsideration***

1. All requests for reconsideration shall be submitted in writing to the library on the Jefferson Davis Parish Library Request for Reconsideration of Library Material Form
2. Requests for reconsideration may be made by any library patron. Library patron is defined as "a person residing in the parish in which the parish or municipal library is located who has reached the age of majority and who holds a library card from the library." [R.S. 25:225 B (2)].
3. The library shall make a written determination and notify the library patron.
4. Appeal(s) of these determinations can be made to the library board of control within thirty (30) days of the notification of the determination.

#### ***B. Requests for Reconsideration Related to R.S. 25:225: Minors' Access to Sexually Explicit Materials***



1. All requests for reconsideration shall be submitted in writing to the library on the Jefferson Davis Parish Library Request for Reconsideration of Library Material Form.
2. Requests for reconsideration may be made by any library patron. Library patron is defined in Article VIII(A)(2) in the preceding section.
3. Pursuant to LA R.S. 25:225, all requests for reconsideration on the basis of the material being sexually explicit as defined in the statute shall be reviewed by the Library Board of Control in an open meeting.
4. The Library Board of Control shall determine whether the library material meets the definition of sexually explicit material by majority vote in an open meeting pursuant to the requirements of LA R.S. 42:11 et seq.
5. The Library Board shall make a written determination and notify the library patron.
6. The decision of the Library Board is final.



## Request for Reconsideration of Library Materials

**All fields below are required and must be completed.**

Date of Submission:

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Jefferson Davis Parish Library  
Card Number:

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Card Holder Name:

First

Last

Card Holder Address:

Mailing Address

City

State

Zip

Telephone Number:

\*E-mail  
address:

Complainant Represents:

- Self  
 Organization or Group  
(Identify)  
 School (Identify)

How would you prefer to correspond in reference to this request for reconsideration of library resources?

Email

Mailing Address

Is this complaint related to LA R.S. 25:225 (Access of Materials to Minors)?  Yes  No

1. Type of resource on which you are commenting:

- Book  Audiobook  Video  
 Magazine  Newspaper  Electronic Resource  
 Other:

2. Title of Work:

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Author/Producer of Work:

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3. At which branch library or in which electronic resource did you encounter this resource?

4. What brought this item to your attention?

5. Did you review/read the entire item? If not, what sections did you review/read?

6. What course of action do you recommend in regard to this resource?

7. Please state your reasons for making this recommendation. To what in the resource do you object? Please be specific: cite pages, scenes, or sections. Consider commenting on the resource as a whole, as well as being specific on the matters which concern you.

8. In its place what materials would you recommend on this topic?

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Signature of Patron Submitting Completed Form

NOTE: This statement will be referred for review. Information submitted to a public body, such as this form, are subject to public records requests pursuant to the provisions of the Louisiana Public Records Law, Located at LA. Rev. Stat. 44:1, ET SEQ.