

ST. MARTIN PARISH LIBRARY

BOARD OF CONTROL

NOTICE OF SPECIAL MEETING

A Special Meeting will be held as follows:

DATE: Monday, December 18, 2023

TIME: 5:00 PM

PLACE: St. Martinville Branch Library

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Attendance

Special Business:

Act 436 Policy

Adjournment

Charlar P. Brew, Director
St. Martin Parish Library
201 Porter Street
St. Martinville, LA 70582
337-394-2207

In accordance with the Americans with Disabilities Act. If you need special assistance, please contact Charlar Brew at 337-394-2207 describing the assistance that is necessary.





A Special Meeting of the St. Martin Parish Library Board of Control was held on Monday, December 18, 2023 at St. Martinville Branch Library. President Tommy Romero called the meeting to order at 5:05 pm. Georgie Blanchard led invocation. Henry Derouselle led the Pledge of Allegiance.

Members in attendance were Georgie Blanchard, Charlene Leblanc, Henry Derouselle, Mike Formeller and Tommy Romero. Absent were Freda Harrison and Chenita Broussard. Parish President Chester Cedars attended.

Mr. Cedars discussed Act 436, Louisiana Statue R.S.25255: Minors' Access to Sexually Explicit Materials and the Policy for St. Martin Parish Library.

The Policy will include The Collection Policy and Acquisition of Library Materials, Library Card Policy, Library Registration and Reconsideration of Library Materials Request.

St. Martin Parish Library COLLECTION DEVELOPMENT POLICY

I. PURPOSE

The purpose of this policy on collection development for St. Martin 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 St. Martin Parish Library Mission Statement:

The mission of St. Martin Parish Library is to provide all patrons of the parish with equal access to high quality informational and technological resources to meet the diverse needs of the community for information, life-long learning and enjoyment.

II. OBJECTIVES OF SELECTION

The St. Martin Parish Library strives to ensure a free and equal opportunity to all residents of St. Martin Parish, both children and adults, to secure reliable materials, information, and professional guidance, which will enable them to enhance and broaden their cultural, educational, vocational, and recreational lives, and thereby to contribute to the development and enrichment of the community.

The Library supports the principles of the Freedom to Read Statement and Library Bill of Rights (see appendices) and provides, within financial and spatial limitations, a large, responsive and stimulating collection of material to assist in the personal and social development of citizens irrespective of age, race, religion, national background, or economic, social, or professional status. All materials are selected by this Library in accordance with these basic objectives.

The Library also recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions and materials. For items that the Library opts not to acquire, we will try to obtain them through interlibrary loan.

III. RESPONSIBILITY FOR MATERIALS SELECTION





This Library Board adopts as part of its policy the following paragraphs from the Library Bill of Rights:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Final responsibility for collection development is and shall be vested in the Director. However, the Director may delegate to such members of the staff as are qualified by reason of training, 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.

IV. PRINCIPLES OF SELECTION

The following standard criteria are considered in recommending titles for purchase and establishing the overall value of a title.

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

The Library develops collections aimed at the special needs and interests of children (preschool through age 12) and teens (ages 13-17). The Library does not act "in loco parentis (in the place of a parent)." The reading and viewing activities of youth under 18 are the responsibility of parents or guardians. Materials selected primarily for children and adolescents are marked accordingly and located in designated areas of the Library.

The Library believes that individuals should have access to more than one point of view and that the individuals' personal taste will dictate what they choose to read. It follows that free access to different points of view must be offered. The Library recognizes that many materials are controversial and that any given item may offend some people. Serious works which present an honest picture of some problem or aspect of life will at times be controversial, but they will not be excluded because of visual format, coarse language, or frankness.

V. SPECIAL COLLECTIONS

A. Louisiana and Local History

The Library has the responsibility of collecting, organizing, and making available extensive information about St. Martin Parish, the parish's various communities, and Louisiana.





The Library acknowledges a particular interest in local and state history. Therefore, it will seek to acquire state and municipal public documents, and it will take a broad view of works by Louisiana authors as well as works relating to the State of Louisiana, whether or not such materials meet the standards of selection in other respects.

However, the Library is not under any obligation to add to its collections anything about Louisiana or produced by authors, printers, or publishers with Louisiana connections if it does not seem to be in the public interest to do so.

B. Genealogy

This collection includes books, microforms, online resources, CD-ROM databases, and desktop software. Special locations for printed materials include Census materials, Acadian materials, and Families. This is a non-circulating collection located in the Genealogy section.

VI. GIFTS AND DONATIONS

Unrestricted, irrevocable gifts, donations, and contributions to the Library may be accepted by the Director on behalf of the Library Board of Control. No gifts or donations conditionally made shall be accepted without the approval of the Director.

The same standards of selection will govern the acceptance of gifts as govern purchases by the Library. If material is useful but not needed in this Library's collection, it may be disposed of at the discretion of the Director.

The Library will not assign a value to donated gift materials. However, the library will stamp or sign the patron's list of items for X number of books, books-on-tapes, etc., which can be used for tax purposes.

Patrons may donate funds to purchase library materials in memory of someone or in honor of someone. They may make general purchase suggestions regarding the subject matter. Materials are selected and purchased. A book plate is placed in the material and when it is sent to the library branch the donor and the honoree's family are notified. Direct donation of actual materials is discouraged as these are often not in compliance with collection selection rules regarding currency, authority, etc.

Gifts of money are welcome and appreciated. Specific recommendations from the donor are given priority but funds will be used at the discretion of the library in accordance with the Collection Development Policy guidelines.

VII. MAINTENANCE OF 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.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal. This





process (Continuous Review, Evaluation and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn and beyond mending or rebinding)
- S = Superseded by a truly new edition or by a much better book on the subject
- T = Trivial (of no discernible literary or scientific merit)
- Y = Your collection has no use for this book (i.e. irrelevant to the needs and interests of the community)

Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors. Items are discarded from the collection if they are surplus to the needs of the library, their information has become obsolete, or they are physically so worn as to be unusable.

Aids used in discarding: Low circulation lists produced using the library's automated system, Books in Print, Public Library Catalog, Fiction Catalog, Children's Catalog, Junior and Senior High School Catalogs.

State Standard for Weeding the Collection:

Withdrawing items from the collection is an ongoing part of management of the collection. This process assures currency of the items, adequate space for newer and more popular materials, and a more attractive, more heavily used collection.

- At least 4% of the circulating collection should be reviewed and weeded annually.
- The weeding rotation should be planned to complete a review and weeding of the circulating collection within each five-year period.
- The reference collection should be reviewed, updated, and weeded annually.

VIII. RECONSIDERATION OF 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.

The library welcomes expression of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or deleting items from the collection.

A. General Requests for Reconsideration

1. All requests for reconsideration shall be submitted in writing to the library on the St. Martin Parish Library Request for Reconsideration of Library Material Form (provided online and available by request)
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 St. Martin Parish Library Request for Reconsideration of Library Material Form (provided online and available by request)
 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.

Approved by St. Martin Parish Library Board of Control February 2023; Revision approved as of the 18th day of December, 2023, and shall be implemented no later than June 1, 2024.

APPENDIX A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.



VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

St. Martin Parish Library

Library Card Policy

1. St. Martin Parish Library issues three types of library cards: Adult, Juvenile, and Digital.
2. Adult cards are issued to those 18 years of age and older.
3. Juvenile cards are issued beginning at age 4. Registration for Juvenile cards requires the signature of a registered parent, grandparent, or legal guardian. The adult linked to a juvenile account is responsible for any fees or fines incurred on the juvenile account. The library does not censor material selection; the adult is responsible for the choice of materials used or borrowed by juveniles. When registering a juvenile for a library card, the adult is required to specify if the juvenile is allowed to check out material in the collection that identified as sexually explicit as defined by Louisiana statute R.S. 25:225: Minors' Access to Sexually Explicit Materials.
4. Digital library cards provide access to digital content and materials only. Applications for digital cards are accepted via our website using a dedicated web form or by phone.
5. Electronic access provides access to digital resources and is included as part of all adult patron registrations. Our Electronic Resources Policy is posted on our web site and in each branch library and must be agreed to at time of each computer session. Electronic access to digital resources includes public computers with internet access, library databases* and OverDrive, our eMedia catalog. Content found in digital resources is everchanging and may or may not include material which could be identified as sexually explicit as defined by Louisiana statute R.S. 25:225: Minors' Access to Sexually Explicit Materials. When registering a juvenile for a library card, the adult is required to specify whether or not the juvenile will have electronic access and the ability to check out or access digital resources.
6. Replacements for lost cards cost \$1.00.
7. Loan periods for circulating print items are one (1) month. Items with hold requests, as well as DVDs, can only be checked out for two (2) weeks. One renewal by phone is allowed for any item that does not have a hold request on it. Items borrowed from other library systems through Interlibrary Loan (ILL) are not eligible for renewal; however, a new request for the item may be submitted.
8. First check out is limited to 10 items. Thereafter, Adult accounts are limited to 25 items, 10 of which may be DVDs. Juvenile accounts are limited to 10 items.
9. Residents of parishes outside of the Bayouland Library System (Acadia Parish, Allen Parish, Iberia Parish, Lafayette Public, Opelousas-Eunice Public, St. Mary Parish, and Vermilion Parish), as well as out of state residents, are subject to a \$25 deposit and an initial check out limit of 2 items.





10. Circulating materials accrue daily fines, with a maximum of \$10.00 per item. Hotspots accrue daily fines of \$1.00 per day. All other circulating materials accrue daily fines of 10 cents per day per item.

11. Patrons are responsible to reimburse the library for the cost of lost or damaged items, plus a handling fee. Neglect to do so may result in the loss of borrowing privileges.

12. Borrowing privileges are suspended when an account reaches three (3) months past due or \$5.00, whichever comes first.

*Library databases: Ancestry Library Edition, Flipster, HeritageQuest Online, World Book Online Encyclopedia, Biography Reference Center, Book Index with Reviews, Britannica eBooks, Business Searching Interface, Consumer Health Complete, DigitalLearn.org, EBSCOhost, Explora Quick Search,

Gale Legal Forms: Louisiana, Gale Virtual Reference Library, History Reference Center, Hobbies & Crafts Reference Center, Home Improvement Reference Center, HomeworkLouisiana, Learning Express Library, Legal Information Reference Center, Literary Reference Center Plus, Louisiana Digital Library, Louisiana Public Documents Digital Archive, Louisiana Public Library Ebook Collection, Newspapers, Pronunciator, Salud En Espanol, Science Reference Center, Small Business Reference Center, TeenBookCloud, TumbleBook Library)

Approved by St. Martin Parish Library Board of Control in 2015; Revisions approved November 2017, August 2020, September 2020; Latest Revisions approved as of the 18th day of December, 2023, and shall be implemented no later than June 1, 2024.





St. Martin Parish Library Registration Form

Please print

Today's Date _____ / _____ / _____

Library Card number _____

Patron Name

Last _____ First _____ Middle _____

Date of Birth _____ / _____ / _____ Gender _____ male _____ female

Mailing address _____ Zip _____

Physical address _____ Zip _____

Phone # (____) _____ Email address _____

If under 18: Parent/Grandparent/Guardian's name _____

Relationship to minor _____

Parent/Grandparent/Guardian's library card number _____
(Link in Relationships tab of TLC)

Permissions for minor child's access to material identified as sexually explicit as defined by Louisiana statue R.S. 25:225: Minors' Access to Sexually Explicit Materials:

☐ YES ☐ NO Minor child may access digital content. Digital content means a book, audiobook, video book, essay, newspaper, magazine, film, or other library material provided in a digital format, and includes computer access to the internet, library databases, and the OverDrive digital collection.

☐ YES ☐ NO Minor child may check out material in the physical collection that has been identified as sexually explicit as defined by Louisiana statue R.S. 25:225: Minors' Access to Sexually Explicit Materials.

Out of Parish / State (if applicable)

Patrons of ~~Bayouland~~ Library System libraries (Acadia Parish, Allen Parish, Iberia Parish, Lafayette Public, Opelousas-Eunice Public, St. Mary Parish, and Vermilion Parish):

Home parish: _____ Home parish library card # _____

Residents of parishes not in the ~~Bayouland~~ Library System and/or Out of State Residents:
A \$25.00 deposit is required and first check out is limited to 2 items.

Check Out Limits: First check out is limited to 10 items. Thereafter, Adult accounts are limited to 25 items, 10 of which may be DVDs. Juvenile accounts are limited to 10 items. Digital cards access digital content only (no physical material check out allowed).





St. Martin Parish Library Registration Form

Please print

Computer Use: Electronic access is included with registration and must be agreed to at time of each computer session. Electronic Resources Policy is posted on our web site and in each branch. Computer use for minor children can be restricted if designated as such by the responsible adult on file.

Patron Signature (Adult may sign for Juvenile) _____

Parent/Grandparent/Guardian signature (if applicable) _____

Staff signature _____

STAFF
USE
ONLY

- A) Is this application to update an existing account? Yes ____ NO ____
If yes, prior account will be used and updated.
- B) Enter current date in the field labelled "Date of Most Current Signed Registration Form on File". This field is located in the Extra Info tab of patron TLC account.
- C) Card Type assigned: ____ Adult / ____ Juvenile / ____ Digital

Approved by St. Martin Parish Library Board of Control in 2015; Revised June 2016, November 2017, September 2020, November 2020; Latest revisions approved on the 18th day of December, 2023, and shall be implemented no later than June 1, 2024.





St. Martin Parish Library

Request for Reconsideration of Library Material

All fields below are required and must be completed.

Date of Submission: _____ Library Card Number: _____

Card Holder Name: First _____ Last _____

Card Holder Address: _____

City _____ LA Zip _____

Mailing Address (if different) _____

City _____ LA 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 material?
☐ Email ☐ Mail (indicate which 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: _____

Author/Producer of Work: _____

3. At which library location or in which electronic resource did you encounter this material? _____

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 material? _____

7. Please state your reasons for making this recommendation. To what in the item 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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NOTE: This statement will be referred for review. You will be advised in writing of the decision after review. Thank you for your concern and input. Information submitted to a public body, such as this form, may be subject to public records requests pursuant to the provisions of the Louisiana Public Records Law, La. R.S. 44:1, et seq.

The policy will be adopted and shall be implemented no later than June 1, 2024.

President Tommy Romero requested approval of the policy. It was motioned and approved by Georgie Blanchard, seconded by Henry Derouselle, and approved unanimously to adopt the policy.

Mr. Cedars authorized that Charlar Brew, Executive Director that the policy be effective immediately.

The Library Board recognized and thanked Mr. Cedars for his contributions to St. Martin Parish Libraries.

Being no further business, motion for adjournment by Charlene Leblanc and seconded by Mike Foremeller, and approved unanimously.

Respectfully submitted by,

Charlar P. Brew, Secretary

