

## **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 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.

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**

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; Revision approved as of the 5th day of August 2024.