

# Collection Development Policy

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## **Purpose**

This policy is established by the Library Board of Control to further public understanding of the purpose and nature of the library's collection and to provide guidance and direction to the library staff for the development and maintenance of the Library's collection. Because of the volume of publishing as well as the limitations of budget and space, the library must have a collection development policy with which to support the library's mission and community needs.

## **Calcasieu Parish Public Library**

The Calcasieu Parish Public Library is supported by a parish-wide millage. The Calcasieu Parish Public Library provides parish wide service. The library collection is available online to all registered library patrons regardless of branch or parish library system where the patron originally registered. The Calcasieu Parish Public Library serves people in a variety of communities of differing interests and concerns.

## **Collection Development Principles**

Collection Development Policy supports the library mission, the community strategic plan, and state standards for public libraries. The mission of the Calcasieu Parish Public Library:

The Calcasieu Parish Public Library serves all the people who live in the parish with materials, information, and services through a network of branches that are conveniently located and easy to use. The library strives to help people make informed decisions, enjoy their free time, and continue learning all their lives. The Library Board and Staff are committed to providing high quality, cost effective, equitable service that meets the needs of all parish residents.

The community that the Calcasieu Parish Public Library services consists of people who live, work, attend school, or own property in Calcasieu Parish. Calcasieu Parish has a population of 183,577 people with an average per capita income of \$17,710 and a median household income of \$35,372. There is a large petrochemical and gaming industry. Farming and fishing are the primary occupation of many. McNeese State University is located in Lake Charles. Throughout the parish are public, parochial, and private schools. Lake Charles, Sulphur, Dequincy, Iowa and Westlake are the main urban/business areas. The remainder of the parish is primarily rural.

A primary goal of the collection is to be accessible to all users parish wide. The library allows patrons to place holds for any circulating materials at any of the 14 library branches, in the library, from home, school, or place of business. The library provides a 5 day a week courier service to move materials between branches as requested.

In 2003 the CPPL Strategic Plan for 2004-2006 was developed using the Planning for Results method. The Community Committee recommended 4 broad goals for the library to be applied across the parish. These goals are that the library will provide: educational resources, equal access to information about the community, cultural resources and local history, and convenient access to information.

The library collection is evaluated annually using State Standards for Public Libraries and staff experience in how our patrons use our library collection. The State Standards evaluate a collection based on Materials per Capita, Age of the Collection and Turnover of Materials. Staff uses collection comparison to standards, evaluation of the collection based on use, space available and collection objectives which are reviewed and revised annually.

### **Responsibilities for Collection Development Responsibility for Selection**

Ultimate responsibility for material selection rests with the Director who operates within the framework of policies determined by the Board of Library Trustees. Because the Library Director must be able to answer to the Library Board and the general public for actual selections made by staff, he/she has the authority to reject or select any item contrary to the recommendations of the staff. The Collection Development Librarian oversees the selection process and provides professional support for other material selectors as well as tracks the material budget to insure a flow of new materials throughout the year according to budget allocations.

### **Community Participation**

Involvement by the community in the selection process is encouraged. Several mechanisms are provided for this purpose including: analysis of pending hold and interlibrary loan requests, reference questions, and purchase suggestions submitted by library users. User suggestions for purchase will be evaluated in accordance with the Collection Development Policy.

### **Accessibility of Materials**

All materials are shelved on open shelves, freely and easily accessible to the public. The library assures free access to its holdings for all patrons, who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Children are not limited to the children's collection, although these collections are kept separate from other library collections to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library.

Library staff and Board believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and has adopted the American Library Association's Library Bill of Rights and Freedom To Read statement as official library policy.

All materials selected under the guidelines of this policy will be available to the public in circulating or noncirculating collections, within the rules governing the use of such materials.

Requirements for responsible use may be applied to the use of certain materials and/or equipment. Library materials representing a wide range of interests and reading levels are selected to meet the needs of the patrons. The responsibility of choosing from this range of materials rests with the user. Parent/Guardians are responsible for supervising their children's use of library materials.

### **Placement of Material**

Placement of materials within each library is generally based upon assigned classification and appropriate age groupings. The library uses Dewey Decimal Classification. This classification scheme divides material by subject. Professional catalogers using Dewey Decimal Classification and Library of

Congress subject headings place materials ordered in the proper subject area and assign them to Adult, Childrens, Young Adult, Reference, etc. areas of the library. Reviews by professionals in the field recommending age appropriateness of material aid librarians in choosing and locating material. Although the library facilities are divided into sections such as Children, Reference, Fiction, Nonfiction, etc. for the convenience of the public, patrons of any age may use all parts of the library. The classification scheme, reviews by professionals and the librarians' expertise contribute to the proper placement of material. It is the responsibility of the parents, not the library staff, to monitor library use by children.

Various material formats other than print materials are purchased by Calcasieu Parish Public Library. To offer ease of use to our patrons, these formats are usually shelved in separate areas from print materials. These collections may include audiobooks, videocassettes/DVDs, multimedia kits, music CDs, maps, vertical files, and magazines and newspapers.

### **Maintenance of Library Materials**

Most library materials are processed in such a way as to insure their maximum use under normal circumstances.

All materials returned to the library are inspected for damage.

Damaged but still usable materials may be mended.

Patrons are charged a replacement cost for materials they check out that are lost or damaged beyond repair.

## **SELECTION**

### **Selection Overview**

Calcasieu Parish Public Library acquires and makes available materials that inform, educate, entertain and enrich individuals within the parish. Since no library can possibly acquire all print and non-print materials, every library must employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge.

Included are works of enduring value and timely materials on current issues.

Other community resources and area library resources are taken into consideration when developing collections. Through interlibrary loan, librarians may obtain materials from other sources. Additional information may be obtained through electronic access and the Internet. Information sources made available to the public through the Internet will be selected using the same principles that are applied to books and other formats. New formats will be considered for the collection when a significant portion of the community population has the necessary technology to make use of the format.

Impartiality and judicious selection will be exercised in all materials acquisitions practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item and objectives for development of the collection based on annual evaluation of the collection by the Collection Development Coordinator in cooperation with library staff.

Calcasieu Parish Public Library supports the individual's right to access ideas and information representing all points of view. To this end, the library welcomes and solicits patron suggestions, comments and ideas about the collection and its development.

The Collection Development Coordinator and staff of the Library in making selections should do so in a manner based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.

To build collections of merit and significance, materials must be measured by a number of criteria. The basic test for selection of any item is whether it is of proven or potential interest to the people served. Other considerations include the quality of the material, the attention of critics, reviewers and the public, the amount of similar materials already in the collection, and the extent to which the material may be available elsewhere in the community. In addition, the cost and physical makeup of the material are considered. These decisions are all professional in nature.

Materials should be selected both to satisfy the prevalent tastes, needs and reading abilities in the community and to provide diversity in recognition of changing and minority interests. In choosing materials to suit a variety of tastes, differing viewpoints on controversial issues will be included. The library does not serve as censor of the reading of any member of the community. It should be clearly understood and emphasized that the library does not endorse all opinions expressed in the materials which are stocked.

Indeed, since materials often hold diametrically opposite views, this would be impossible. It should also be recognized that some materials chosen may be offensive, shocking or boring to some readers but may be meaningful and significant to others. Works being considered should be viewed as a whole, not in isolated parts.

Responsibility for the reading of minors rests with their parents or local guardians. Selection of adult material will not be restricted by the possibility that these materials may come into the possession of minors. The library should not be expected to act in loco parentis.

The library's goal is to provide an information/reference center rather than to establish a scholarly research center.

No attempt is made to collect the complete works of any author/performer/creator.

Multiple copies of works will be obtained in order to fulfill requests within a reasonable time period.

## **General Selection Tools & Selection Criteria**

### **Selection Tools**

Among the selection tools used by library staff are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Library staff should also be aware of materials reviewed in national newspapers and magazines, local publications, the broadcast media, and from reputable sources available via the Internet.

Selection tools include, but are not limited to:

- selection lists compiled from reviews in professional library journals or periodicals
- individual subject expertise of staff
- requests from Calcasieu Parish Public Library patrons
- coverage in local bookstores and newspapers
- publishers catalogs
- standard bibliographies

Using the selection tools described above, staff and the Collection Development Coordinator evaluate each title according to the following criteria:

- vitality and originality of thought
- contemporary utility
- permanent significance
- artistic excellence
- suitability of physical form to library use
- reputation of author
- technical quality (for non-print)
- relative importance compared to other materials on subject
- appropriateness to interests and skills of intended audience
- comprehensiveness

The Collection Development Coordinator and library staff further consider a title in terms of its relevance to Calcasieu Parish Public Library collection priorities, level of community interest, ability to provide diversity or balance to the collection, availability through interlibrary loan, collection priorities of other libraries in the service area, and funding and spatial constraints. In addition to collection-wide selection and collection criteria, the development of some subject collections, such as Genealogy, requires the application of more specific selection criteria and collection parameters.

### **Assessment of Collection**

In order to maintain a collection of current, relevant library materials that meets the needs of our diverse, changing constituents, Calcasieu Parish Public Library engages in an ongoing process of continual assessment. Calcasieu Parish Public Library has established a set of criteria, to determine when an item should be transferred from one location to another, or removed from the collection entirely.

### **General Collection Priorities**

Collection emphasis is on up-to-date information. Older materials which remain accurate will be retained and replaced according to patron demand.

General treatments over those which are specialized, scholarly, or primarily for professional use.

Breadth over depth.

Single-volume overviews for smaller collections where space is a consideration and multi-volume works at larger library branches.

Works of broad popular appeal which meet the needs of the independent learner over textbooks or other materials which meet curriculum requirements of the formal student.

Materials written in English language, although some Spanish and French language materials are available both in hardcopy and online.

Unabridged editions over abridgments.

General criteria.

The selection of library materials involves the following factors and considerations:

- The experience and knowledge of staff selectors
- Familiarity with the community, its needs and interests
- Holdings and availability of other area library resources
- Library's existing collection and its materials budget

## Specific Selection Criteria

**Nonfiction Criteria:** The library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the parish community. Each item is evaluated in its entirety and not on the basis of a particular section.

While a single standard cannot be applied to each work, the following general criteria are to be considered when selecting materials for purchase: authoritativeness of the writer and reputation of the publisher; accuracy of information; impartiality of opinion, or clearly stated bias; timeliness of data; adequate breadth and depth of coverage; appropriateness and relevancy of subject to the library's users; popular demand; historical value; availability of similar material within the community and other area libraries; organization and style appropriate to the material and to the library's users; good quality illustrations; special features, such as bibliography and index; durable binding and paper; and cost.

**Fiction Criteria:** Works of contemporary fiction, graphic novels, and classic works of enduring value are included in the collection. Fiction is selected according to the following criteria: popular demand; bestsellers; genre; local author; reputation of the author and publisher; appropriateness to the library's users; importance as a document of the times; relationship to the existing collection and to other titles and authors dealing with the same subject; interest and originality of the plot; interest and development of the characters; style of writing; literary merit; inclusion in standard library bibliographies; availability of similar material within the community and other area libraries; the physical qualities of the book; cost; and whether a title is part of an existing series.

**Periodicals:** Periodicals are publications issued and received on a regular basis in print, microfilm, or electronic format. The library provides representative periodicals in a wide range of subjects of reference value and recreational interest. Selection is based on cost; requests by library users or library employees; whether the periodical has local or regional interest; and whether a subject area needs to be expanded to help balance the collection.

**Reference:** Reference materials, whether in print or computer-based formats, are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively. They can provide quick, concise, and current information or they may serve as an index to other materials in the collection. Since they are typically used daily by the public and Library staff to answer specific questions, books in the reference collection are designated for use within the Library.

According to their primary use, these materials may be located in Adult Reference, Children's Reference or Young Adult Reference sections.

In selecting for the reference collections, the primary criteria are the Library's users' information needs and the format in which it is available. Computer-based reference resources may be preferred over print publications in some instances. These decisions will be based upon cost, content, currency, and ease of use.

In addition to the general selection criteria mentioned above, the following must be considered in acquiring materials for the reference collections: favorable reviews or inclusion in basic reference

collection guides; reputation of the author or publisher; currency of information; cost; and the expense of ongoing maintenance, especially in the case of serial publications that will require frequent updating. Duplicate copies of reference materials may be purchased for the circulating collection if the price is not prohibitive. To a very limited extent, items not falling strictly within the reference format, but in high demand by library users may be included in the reference collection to allow maximum use, for example, civil service examination review texts, business plans, resumes, etc. in order to insure their availability in the library at all times.

**Computer-Based Resources:** This category includes computer-based information resources available via the Internet or as locally installed application software. Information resources available via the Internet include free resources, resources paid for by the library and those paid for by the State Library of Louisiana. Some of this material may be available to registered library users at remote locations via the Library's Web page.

The following criteria should be considered when evaluating computer-based resources for the collection: compatibility with available equipment and/or existing operating systems; ease of use by library users, including enhanced searching capabilities; price of print format versus electronic; authority; accuracy; frequency of updating; anticipated demand by library users; impact upon staff for ongoing maintenance and updating of database; training requirements for staff and the public; remote access capability; and licensing fees and usage restrictions.

**DVDs:** The Library's goal is to provide a collection containing a mix of entertaining, instructional, educational, and literature-based DVDs.

The following selection criteria will be considered for DVDs: popular demand; favorable reviews in standard library reviewing sources; appropriateness of the subject to the collection; appropriateness to the interests and skills of the intended users; technical quality, i.e. clarity of picture and sound quality; authority and competency of the producer; artistic merit and reputation of the performers; availability of public performance rights; the need for non-fiction and documentaries to present accurate and current information; and cost.

**Recorded Books:** The Library's goal is to provide a collection of recorded popular materials, as well as instructional, educational, and quality literature that parallels most areas of the general collection. The use of compact disc players at home and in automobiles has led to a demand for books in CD formats that can be listened to by many people, not only the visually impaired. Recorded books may be available in the library collection in either audiocassette or compact disc format. Currently only books on CD are being purchased as the collection transitions from the older format of audiocassettes. Budget is being channeled to build the recorded books collection in the newer format. Efforts are made to select on a variety of topics and to appeal to a range of interests. Unabridged selections receive purchase preference over abridged selections.

In addition to the general criteria for selection, the following criteria must be taken into account when selecting recorded books: authority and competency of producer; artistic merit and reputation of the reader; quality of interpretation and ease of understanding by library user; technical quality, i.e. sound quality; packaging; and cost.

**Recorded Music:** The Library's goal is to provide a collection of music on compact disc that is a mix of current popular, older popular and classic works. There is special labeling for music recordings as follows: Red = Children; Green = Holiday; Blue = Jazz; Yellow = Religious; Orange = Soundtrack.

Recordings of local interest may be added as demand and funds allow.

The following criteria will be taken into account when selecting compact discs: popular demand; authority and competency of producer; artistic merit; technical quality; availability from vendors; and cost.

### **Materials for Specific Audiences Materials for Children**

In selecting materials for children, the library's goal is to make available a collection which satisfies their informational and recreational needs. Materials are selected which meet the general needs of the majority of children. Materials whose qualities make them valuable to children with special needs, talents, problems, or interests are also considered.

### **Easy Books**

The Easy collection is comprised of picture books of interest to all ages and beginning readers intended for kindergarten through early third-grade readers.. The illustrations are the predominant feature of picture books which are generally designed for adults to read to children. Books for beginning readers are characterized by a controlled vocabulary, large print, heavy use of illustrations, and a limited number of pages.

### **Children's Fiction**

This collection serves students from late third-grade through sixth-grade. The books feature ageappropriate vocabulary and subject matter, a limited number of pages and very few illustrations.

### **Children's Non-fiction**

The Juvenile non-fiction collection includes materials to serve the information needs of preschoolers, elementary-age, and middle school students. The subject matter, vocabulary, organization and scope must be age-appropriate. **Children's Media Collections**

**Video/DVD Collection:** This collection includes films in video or digital video disc (DVD) formats. It is intended to serve the educational and recreational needs of children. The collection includes both fiction and non-fiction selections.

**Recorded Books:** This collection contains recorded books in audio-cassette and compact disc formats. Emphasis is placed upon beginning reader materials, however, age appropriate fiction and non-fiction titles are also selected for older children.

**Recorded Music:** This collection includes popular music, educational songs, and games recorded in compact disc format.

**Computer-Based Resources:** The library provides a subsection of the library webpage designed specifically for children. Online resources listed provide entertainment, information resources, and assistance in learning basic math, language, and reading skills.



Criteria for children's materials selection are the same as for adult and young adult materials with the addition of vocabulary suitable to the age of the intended audience and quality of the illustrations in children's fiction.

### **Materials for Young Adults**

**Fiction:** Young Adult fiction is selected based on the following criteria: age of the main character, school setting or grade level, use of language, theme or subject matter, consideration of relevant social issues, and the location of the majority of the author's other works.

**Nonfiction:** The Young Adult nonfiction collection is comprised of books in which the theme or subject matter is of interest to and intended for young adults.

**Materials for Visually Impaired:** Materials and equipment for the visually impaired, such as large-print books and magnifiers, are acquired according to patron demand. The library also encourages patrons with special needs to use the State Library of Louisiana Services for the Blind and Physically Handicapped.

### **MATERIAL FORMATS**

Materials are purchased in the most appropriate format for library use. New formats will be considered for the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. The following factors must be taken into consideration when deciding whether to add a new format to the collection: availability of items in the format; cost per item; and the Library's ability to acquire, process, and circulate the items in the specific format.

Textbooks may be purchased in areas where there is little or no material in any other format or where they add substantially to the collection. CPPL does not necessarily buy the textbooks used by the local schools regarding it as the responsibility of the school, community college or university library to provide copies of these course materials for their students.

Non-book materials are selected and deselected according to the same criteria as book materials.

### **Hardcover Books**

Books are generally purchased in hardcover editions because of their durability.

### **Trade Paperbacks**

This format includes paperback books which are comparable in size to hardcover editions but which are typically lower in cost. They are preferred in those cases where the hardcover edition is extremely expensive and the title would be either used infrequently or would be removed from the collection in a few years.

### **Mass Market Paperbacks**

This format includes paperback books that are smaller in size than the typical hardcover or trade paperback book. **Serials**

Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. This format includes periodicals, newspapers and annuals or continuations retained in the reference collections. They may include the following physical formats: print, microform, and computer-based. Decisions as to retention of back issue periodicals and reference annuals or continuations are made on a title-by-title case.

The following factors must be considered in any retention decision: cost; usage rates; shelf space required or computer system compatibility; and availability of the title in electronic format.

The Library generally retains periodicals in print format for three years. Any periodical or newspaper that the Library determines should be retained for historic value may be retained in print format indefinitely.

### **Microforms**

Microforms are used primarily for long-term storage and preservation of periodicals and newspapers. The term "microforms" in this library system refers to microfilm and microfiche. Currently, the library subscribes to one newspaper on microfilm. Microforms are added to the collection for one or more of the following reasons: to acquire materials not available in print; to preserve materials in the process of degenerating; lack of storage space; and availability of equipment for reading and printing.

### **DVDs**

All appropriate films are purchased in DVD format as they become available.

### **Books on CD**

Recorded books are purchased in CD format. Unabridged titles are preferred in the Library's collection. This format also includes instructional recordings such as foreign language instruction. Technical quality is an important criterion.

### **Compact Discs**

Musical recordings are most readily available on compact disc. The Library will collect recorded music in a broad range of styles including popular music, classical music, gospel, jazz, soundtracks, and children's music.

### **Large Type Books**

Books printed in larger than 16-point type are in demand by those persons in the community with visual impairments. The library attempts to provide a variety of titles in this format, particularly in fiction.

### **Computer-Based Resources**

This format includes application software loaded on public PCs, on-line databases and webpages available via the Internet.

### **Maps**

A small collection focusing on local history and geography is available at the Southwest Louisiana Genealogical and Historical library.

## **SPECIAL COLLECTIONS**

### **Rental Books**

The rental book collection is comprised of high demand fiction and non-fiction titles. It is shelved in the Collection Services department. Materials are available through the patron holds process.

### **Thielen Room**

This collection contains older materials of local historical interest such as local publications, and studies, as well as general published works typically predating the mid twentieth century. It is shelved in the Thielen room on the second floor of Central Library. These materials are available on site upon request.

### **Southwest Louisiana Genealogical and Historical Library**

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 Carnegie building in downtown Lake Charles.

### **Gifts of Library Materials**

Calcasieu Parish Public Library accepts unrestricted, irrevocable gifts of books and other library materials. Gifts are accepted with the understanding that they will be considered for addition to the collection in accordance with the Material Selection Plan. The library reserves the right to sell or otherwise dispose of gifts and donated materials through branch book sales, the Friends of the Library book sales, recycling or disposal services.

Calcasieu Parish Public 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, boxes of books, books-on-tapes, etc., which can be used for tax purposes.

### **Memorials/In Honor Of**

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 by the Collection Development Coordinator. 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.

### **Monetary Donations**

Gifts of money are always welcome and appreciated. Specific recommendations from the donor are honored as far as the suggestions enhance subject areas of need within the collection and are in accordance with the Collection Development Policy selection guidelines.

### **Weeding (Deselection)**

Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn. This task takes skill, care, time, and

knowledge of the materials to do a competent job. The purpose of a withdrawal policy is to insure that the collection remains vital and useful by:

- discarding and/or replacing items in poor physical condition
- eliminating items with obsolete, misleading or superseded information
- reducing the number of copies of titles whose relevance to the community has lessened.

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.

### **Replacement**

While the Library attempts to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. In making a decision as to whether or not an item will be replaced, staff will consider the following factors: whether the item is still available and can be replaced; whether another item or format might better serve the same purpose; whether there remains sufficient demand to replace the item; whether updated, newer, or revised materials might better replace a given item; whether the item has historic value; whether another networking agency could better provide that or a comparable item; the number of copies held in the collection; the existing coverage of the subject within the collection; and the cost of mending versus the cost of replacement.

## **Reconsideration of Library Material**

A singular obligation of the public library is to reflect within its collection differing points of view. CPPL does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author. Library material will not be marked or identified to show approval or disapproval of the contents.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interest or needs that may not be adequately met by the collection. 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.

The Calcasieu Parish Board of Control subscribed to the American Library Association Library Bill of Rights (see below). However, any patron can ask the library to reconsider an item in the collection. The patron who requests the reconsideration of library material will be asked to return the item and put their requests in writing by completing and signing a form entitled "[Request for Reconsideration of Library Materials Form](#)". The item with the form will be sent to the Collection Development Coordinator. Upon receipt of a formal written request, the Collection Development Coordinator will search for reviews of the material in question. The Coordinator will write a Request for Reconsideration of Library Material form to the Director.

The Director, will, at the earliest possible date, study the information provided by the Collection Development Coordinator and respond, in writing, to the person who initiated the request for reconsideration.

In the event that the person(s) who initiated the request is not satisfied with the decision of the Director, he/she may request a meeting before the Board of Library Trustees by making a written request to the Chair of the Board. Upon receipt of the request, the Board may make the request an agenda item and the person(s) will be notified of the time and place of the Board meeting. The Board of Library Trustees reserves the right to limit the length of presentation and number of speakers at the meeting.

After hearing from the person(s) making the reconsideration request, the Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of CPPL, will review the background information provided by the Collection Development Coordinator, will review the position of the patron and will also review the decision of the Director. Based on the information presented, the Board may vote to uphold or override the decision of the Director.

Approved May 26, 2006 by the Calcasieu Parish Public Library Board of Control.

## **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.