

Evangeline Parish Library Collection Development Policy

**Reviewed in Policy Committee, June 21, 2004
Approved by Library Board of Control, July 28, 2004**

Purpose of the Collection:

The Evangeline Parish Library collects and provides access to information resources that support the public service programs and missions of the Library. The primary patrons are the residents of Evangeline Parish, although the Library also plays a role in a state network of libraries.

The Library strives to provide the tools and skills necessary to offer library patrons the greatest possible access, within budget constraints, to information resources within the Evangeline Parish Library System and from outside sources.

Purpose of the Collection Development Policy

This formal policy guides staff in making decisions about the selection, management, and preservation of library materials, and in allocating collection budgets. It also informs the public of the general principles that govern collection development at Evangeline and shows the Library's commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

General Principles

The following are guiding principles of collection development for the Library:

Diversity: The Library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills.

Intellectual Freedom: The Library supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen. Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage of the collection. The Library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections in the item itself. Materials are not marked, labeled, or sequestered to show approval, disapproval, or judgment as to suitability of content for particular audiences. Materials are not excluded, removed, proscribed, or suppressed because of their creators' origin, background, or views, or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.

Inclusion of an item does not constitute endorsement of its content by the Library Board. Selection of materials for adults is not constrained by possible exposure to children or young adults. Responsibility for children's use of library collections rests with their parents, guardians, or caregivers.

Access: The Library makes its collections available to all. Some library materials, however, may be subject to use limitations due to considerations of rarity, exceptional levels of demand, cost, physical condition, and permanent value of their information content.

Responsibility and Parameters for Collection Development

Ultimate responsibility for the materials selection policy lies with the Board of Control. The Board of Control delegates to the Director the selection of materials and the development of the collection. The Director may further delegate this role to the Assistant Director and/or on occasion to other professional Library staff. Reputable library subscription services may also be used to develop portions of the collection.

The Director and Assistant Director will give appropriate consideration to the needs and interests of patrons of the Library. Consideration should always be given to the subject appropriateness and potential demand for materials within that area, as well as to whether other resources covering the same subject matter are already available within the Evangeline Parish Library system.

Because the Library Director must be able to answer to the Library Board and to the general public for actual selections made, he/she has the authority to reject or select any item contrary to the recommendations of the Assistant Director or any other member of the Library staff.

The Library recognizes that it is impossible for a relatively small and rural public library system to provide a balanced comprehensive collection that is strong enough to fully meet all community needs. Thus, the Library supplements its resources with materials borrowed from other libraries through LoanShark. While the Library strives to serve its patrons' needs both individually and expeditiously, this is not always possible with limited budgets.

In responding to individual requests, the Director must decide whether the requested item fits the Library's mission and selection criteria, which are designed to make the Library's collection of use to a sizable number of library users, rather than to just one or two patrons. It is a question of getting the most use of the Library's limited funds and collection space. The Library, constrained by budgets and guided by professional training and citizen boards, will use its limited funds to serve the most people in the best way possible.

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If Interlibrary Loan is chosen as the method of providing requested materials, the Library will pass along to the patron any photocopying costs or costs of materials obtained through Interlibrary Loan on the patron's behalf and either not returned or returned damaged. The Library reserves the right to refuse Interlibrary Loan support on behalf of patrons who have previously failed to return Interlibrary Loan items or returned them in a damaged state.

The Library will operate within the provisions of United States copyright law. The Library will refuse to grant any patron request for an item that would cause the Library to operate outside the provisions of United States copyright law.

Audience and Roles

The Library must serve all ages and needs. Its collections will emphasize early literacy and other initiatives for young children, lifelong learning for adults on a wide variety of subjects such as consumer health, and recreational reading, listening, and viewing for all ages. Additionally, the Library will strive to enhance its Louisiana and Genealogy Collection. The Library will strive to present divergent points of view within the Collection, and to bring new patron groups into the Library as well.

The Library will not attempt to duplicate school libraries or maintain textbook collections, nor will it be required or expected to maintain multiple copies of books required for school assignments. Inclusion of any item in a special Library section such as "Accelerated Reader" is for the convenience of students only and does not in any way imply endorsement of the item's content or any judgment/endorsement of the item's suitability for any age or grade level of students. All grade levels indicated on items in "Accelerated Reader" sections are taken directly from lists submitted by school personnel. Any questions about these grade levels should be directed to appropriate school personnel, rather than to Library staff.

Context and Scope of Collection Development—Main Library and Branch Libraries

The Main Library in Ville Platte provides collections and services to both the Ville Platte area and to branch libraries throughout Evangeline Parish. Thus, the Main Library's collection will be more comprehensive than that of the branch libraries served.

Branch library collections are developed primarily to serve users in the town or village where the specific branch is located, although these materials are available to users throughout the parish and to users outside the parish through Interlibrary Loan as well.

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Generally, branch collections will be far less extensive than the Main Library collection. Items will be rotated between collections as needed. The Library will buy additional copies of specific items for the branches only when greater access is deemed necessary and sufficient funding is available. Since buying multiple copies of an item reduces the funding available to buy other items, any request for additional copies must always be carefully weighed against other needs of the overall system. All requests for items for branch libraries will be evaluated according to the same selection criteria as items for the Main Library.

Collection Management—Selection Sources

Selection sources include, among others, user requests or recommendations, recommendations of other library professionals, publisher or vendor catalogs, advertisements, and published reviews.

Formats Collected

The Library may choose to provide some materials in one format (book, audio, video, electronic, etc.) but not in others due to space, budget, or other constraints.

Books will be generally purchased in hardcover editions because of their durability. Trade paperbacks (large size paperbacks made with quality materials) are preferred in cases where the hardcover edition is expensive and the title would be either used infrequently or would be removed from the collection in a few years. Mass market paperbacks (smaller formats with cheaper materials) will be primarily limited to those titles published only in mass market paperback or else needed for multiple copies at a limited cost. Mass market paperback purchases will be limited to no more than five percent of each month's book budget since these items are not long term collection items. Where possible, mass market paperbacks will be obtained through donations or borrowed through Interlibrary Loan rather than purchased.

The Library will consider any format as it becomes available, weighing new media against the same considerations applied to traditional resources (i.e., demand, ease of use, accuracy, authority, support of Library programs--see selection criteria listed below). Consideration will also be given to the ramifications new resources may have on space, cost, workflow, and other limiting factors.

Selection Criteria

The Evangeline Parish Library does not sanction particular views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint or work. Items are evaluated according to the following criteria. Note that an item need not meet all criteria to be selected, and that no single criterion can be applied to all materials. The

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Library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

- 1) Level of material funding
- 2) Library's mission and service roles
- 3) Informational and recreational needs of users, including patron requests which fall within the parameters of the current Collection Development Policy.
- 4) Demand
- 5) Current usefulness or interest
- 6) Community needs surveys and assessments
- 7) Authority, and accuracy
- 8) Importance as a record of the times
- 9) Relevance to the existing collection
- 10) Space required relative to the value the item contributes to the collection
- 11) The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- 12) Local significance of the author or creator of the work
- 13) High standards of quality in content and format
- 14) Price and availability
- 15) Format, durability, and ease of use
- 16) Suitability of format for subject and user's needs
- 17) Comprehensiveness of treatment, including breadth and depth
- 18) Evaluation of the currency of the information contained, to the extent that is possible
- 19) Representation of diverse points of view
- 20) Representation of important movements, subjects, genres, or trends of local, regional, or national significance
- 21) Recommendation through a professionally reputable subscription program of a quality publisher or through reputable reviews
- 22) Support of library programs
- 23) Electronic format criteria: ease of use of the product, accessibility to multiple users, access to needed equipment, reduction of space requirements over print products, reduction in number of copies of a print source when purchased for multiple locations.

In addition to the criteria above, the Library in general will give collection priority to 1) print over non-print materials, 2) general treatments over those which are specialized, scholarly, or primarily for professional use, 3) breadth over depth—in general purchasing single copies of a wide range of titles rather than multiple copies of the same title, although multiple copies may be purchased when they are warranted by public demand or other special factors, 4) single volume overviews over multi-volume works, 5) works of broad popular appeal which meet the needs of the independent learner over textbooks or

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other materials which meet curriculum requirements of the formal student, 6) materials written in English over other languages, and 7) unabridged editions over abridgments.

Gifts

Gift materials that enhance the collection according to the Selection Criteria above may be added to the collection. Not all gifts will be recommended for retention. If a gift is integrated into the collection, the Library reserves the right to decide the conditions of display, housing, access, and withdrawal of the material.

Evangeline Parish Library will not appraise gift materials for tax purposes. The Library will, upon request of the donor, provide a written receipt of the gifts indicating only the number of items and a general description of the materials.

Gift materials not added to the collection are not returned to the donor. Gifts not added to the collection may be given to the Friends of the Evangeline Parish Library for public sale, discarded, or disposed of in some other way.

Nothing will be sold, given away, or circulated that violates United States copyright law.

No proof copies of print materials, advance review copies of print or video materials, or privately videotaped copies of commercial programs will be sold, given away, or added to the collection.

The Library will not accept any conditional donations without express approval of the Library Board and the Police Jury. Collections of books will not be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the general Library collection.

Collection Development for Children and Young Adults

The Library maintains separate Easy Reader (XF) collections consisting of picture books and of popular reading for very young readers. The collection for young children is designed to entertain, stimulate the imagination, develop reading ability, and enable children to learn about the world around them. Videos and audiotapes are also purchased.

In its juvenile (x sections) the Library maintains chapter books for children of school age. In the juvenile non-fiction section, although textbooks are not collected, an effort is made to assemble materials that complement the general curriculum and homework needs of students through elementary, junior, and senior high school.

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While many larger libraries have separate young adult collections for sixth through ninth grade and/or ninth through twelfth grade, due to space limitations the Evangeline Parish Library currently does not. Since the Library is unable to maintain a separate young adult collection to serve as a bridge to the adult collection, books in the juvenile section (x Fic and x non-fiction) cover a wide variety of ages, from elementary into and even through high school. Therefore, the Library stresses that not all juvenile (x) materials will be appropriate for all young readers because of the wide range of age groups and developmental stages covered by the juvenile collection. Some materials in the juvenile collection may be inappropriate in language or subject matter for younger children and for some teens. Parents are urged to discuss their children's and teenagers' selections with them. Responsibility for children's and teenagers' use of library collections rests with their parents, guardians, or caregivers. At no time will library staff act *in loco parentis*.

Collection Maintenance

Materials are withdrawn when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise no longer appropriate. As demand declines, the Library selectively removes multiple copies, making exceptions for areas of special importance to the Library collection.

Withdrawn material is given to the Friends of the Evangeline Parish Library, except in special circumstances where the material is discarded (for example, out of date medical information) or where the material can be still used by another library, educational institution, or non-profit institution. Outdated materials with no remaining value are discarded.

An item that is damaged or lost is replaced if it is deemed still useful and is still available for purchase and if it has not been superseded by more recent work or by other items or formats that might better serve the same purpose.

Request for Reconsideration

Library users occasionally object to titles that have been selected for the collection. Persons seeking the reconsideration of an item must be registered Library patrons with Evangeline Parish Library cards in good standing. They will be asked to complete a "Request for Reconsideration of Library Resources" (Appendix), which will be available at the circulation desk of the Main Library and every branch. The Library Director and Assistant Director, upon receipt of a completed form submitted by a registered patron, will review the item for inclusion in the collection in light of the Library's overall objectives, its Collection Development Policy, the Library Bill of Rights, and American Library Association guidelines on intellectual freedom. The item may be placed in "Held" status during the evaluation in order to allow evaluators to have access to the

item. No item under reconsideration will be withdrawn from the collection pending a decision.

The Library Director will notify the requestor in writing of the decision made. The requestor has the right to request that the decision be reevaluated at the next regular Library Board meeting. If the requestor requests Board reconsideration of the Library's decision, the matter will be placed on the agenda for the next Library Board meeting. At this meeting, the Library Board will have the option of upholding the Library's decision, reversing it, or referring the matter to a Reconsideration Committee consisting of three Library Board members, the Library Director, and the Library Assistant Director or another professional member of the Library staff. If a Reconsideration Committee is chosen, the Reconsideration Committee members will then each evaluate the item, check reviews of the item, and together make a committee recommendation to the full Library Board.

Decision of the Library Board will be final.

Revisions of the Policy

This statement of policy will be revised as times and circumstances require.

Approved, Evangeline Parish Library Board of Control, July 28, 2004

Appendix: Evangeline Parish Library Request for Reconsideration of Library Resources

Approved, Evangeline Parish Library Board of Control, July 28, 2004

**Evangeline Parish Library
Request for Reconsideration of Library Resources**

Date: _____

Name: _____

Address: _____

City _____ **State** _____ **Zip Code** _____

Daytime Phone _____

Night Phone _____

Library Card Number _____

Do you represent self? _____ **Organization? (Name)** _____

Resource on which you are commenting

Book _____ **Video** _____ **Audio** _____ **Magazine** _____

Newspaper _____ **Electronic Information** _____

Content of Library Program _____ **Other** _____

Title _____

Author/Producer/Publisher/Presenter _____

What brought this resource to your attention? _____

Have you examined the entire resource?

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If you have not read or viewed or heard the entire work, what parts did you read or view or hear?

What concerns you about this resource? (Use additional page if needed. Please be specific; cite pages, sections, etc.) If you are using this form to recommend the inclusion of an item, please explain why you are recommending it, being as specific as you can.

What do you believe is the theme of this work?

In your opinion, is there anything good about the work?

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What would you like the Evangeline Parish Library to do about this material?

_____ **Do not allow my child to check the material out.**

_____ **Withdraw it from the collection.**

_____ **Transfer the item into the adult collection.**

_____ **Other (explain)**

Which title would you suggest as a substitute?

Additional comments:

Signature _____ **Date** _____

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To be completed by Library Staff: List actions taken and date of each action. List evaluators, correspondence relevant to this Reconsideration Request, and any committee reviews and decisions.