

# **Natchitoches Parish Library**

## **Collection Development Policy**

### **Materials Selection Statement**

The Natchitoches Parish Library is dedicated to the concept of service to everyone in its taxing district. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these people is the Natchitoches Parish Library's broad purpose.

### **Library Roles**

The three main roles that the library plays in the community are:

1. Popular Reading Center
2. Formal Educational Support
3. Early Childhood Door to Reading

To the greatest extent possible, emphasis will be placed in these three areas when selecting books. Requests from the public will be placed in top priority in all areas.

### **Description of the Collection**

1. Fiction: three distinct circulating collections of fiction titles for juveniles, young adults, and adults arranged by author's last name.
2. Non-Fiction: three distinct circulating collections of non-fiction titles for juveniles, young adults, and adults classed according to the Dewey Decimal classification system.
3. Reference: two distinct non-circulating collections of materials for juveniles and adults classed according to the Dewey Decimal classification system.
4. Louisiana Collection: a circulating collection of books and other materials related to the history, geography, political and social life of the state of Louisiana and Natchitoches Parish in particular, arranged according to the Dewey Decimal classification system.
5. Louisiana Reference: a non-circulating collection of materials related to the history, geography, political and social life of the State of Louisiana and Natchitoches Parish in particular, arranged according to the Dewey Decimal classification system.

6. Vertical File: a non-circulating collection of newspaper clippings and pamphlets for topical and special interest information.
7. Videos: a circulating collection of video materials for adult and juvenile patrons released on DVD, Blu-Ray, and electronic format.
8. Audios: a circulating collection of audio fiction and non-fiction materials released on CD, media players, and electronic format.
9. Digital Formats: a collection of digitally accessible data including reference and research databases, electronic books, audiobooks, music, movies, and magazines.

## **Materials Selection**

It is the responsibility of the Board and Staff of the Library to provide the best possible collection of material within the restrictions of budget and space that can be provided to the citizens of the Parish. To meet that responsibility, this policy provides guidelines to be used in the selection of material to be placed in the library.

1. Selection of books and other library materials is delegated to the Administrative Librarian and through his/her direction to the professional librarians of the staff, as he/she feels appropriate.
2. Selection and retention of books and other materials shall be made according to the value that material has to the interest, information, recreation and enlightenment for all the people of Natchitoches Parish. No book or other material shall be excluded or removed because of the race, nationality, sex, or political, social or religious views of the author.
3. Selection and retention of library materials shall not be responsive to pressure from, nor contingent on approval of, any single individual or group of individuals. The collection is a resource for all the people of the parish, and as such cannot respond to the wishes, beliefs, or tenants of any one individual or group of individuals.
4. Choice of reading, viewing, or listening to materials is a highly individualized action. Everyone is free to choose material for personal use, and to reject that material in which they are not interested. However, in so doing, they may not seek to censor or restrict the access to that material for the free use of others. Freedom of access for minors is the responsibility of the parents, and not the Board of Control, nor the staff of the library.
5. The Board of Control reaffirms the principles of the American Library Association's "Freedom to Read" statement. (*see appendix*)
6. Suggestions from the public regarding the selection and retention of materials shall be reviewed by appropriate professional staff.

7. The Board of Control has adopted and reaffirms the American Library Association's "Library Bill of Rights." (*see appendix*)

## **General Selection Criteria**

To build collections of merit and significance, materials will be considered according to objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards:

1. The importance of subject matter to the collection
2. Timeliness or permanence of the work
3. Authoritativeness
4. Objectivity
5. Availability of material
6. Popular appeal
7. Skill, competence and purpose of the author
8. Representation of opposing views on subjects of interest
9. Price
10. Historical Value
11. Relevance of material to special collections
12. Attention of critics, reviewers and public

## **Weeding**

Systematic weeding of the collection is not a totally wanton and irresponsible act or the careless disposal of useful public property. Rather, it is a carefully thought-out program of maintenance of the collection. Decisions to weed are made within the context of the Continuous Review, Evaluation, and Weeding (CREW) method which considers both objective and subjective criteria in the evaluation process. There are two primary objective factors which are considered when evaluating the collection based on the CREW method: the age of the material and circulation or use. Weeding the collection should have as its goals the following considerations:

1. To utilize the space available.
2. To promote a current collection.
3. To locate books in need of repair.
4. To save the expense of housing books unnecessarily.
5. To give the library a fresh and inviting appearance.
6. To discard outdated or worn out materials.
7. To remove duplicate copies of titles. (>1-year-old)

Weeding is the responsibility of the professional library staff at the direction of the administrative librarian.

## **Patron Complaints/Challenged Material**

1. It is understood that it will be impossible to please every patron of the library. It is also recognized that every patron has a right to express his or her concerns about the library.
2. Request for Reconsideration of Library Materials (*see appendix*) shall be given to patrons wishing to register a complaint about any material in the library.
3. No patron complaint will be ignored.
4. Complaints should be referred to the Administrative Librarian.
5. The Board of Control shall be notified of challenges to material in the collection.
6. A file shall be maintained of all complaint forms turned in to the staff.

## **Donations, Gifts, and Endowments**

1. The Director is authorized to accept gifts, donations, and endowments to the library.
2. No determination of the value of any item donated will be made by any staff member. The donor cannot be furnished with value or price information or estimates.
3. Once a book, magazine, cash, set of books or any other item or group of items is given over to the library it may not be returned. It becomes the unconditional property of the library.
4. The librarian may not accept any gift for the library that has any condition attached to it.
5. Endowments may be established for a particular purpose.
6. When a gift is made to the library, a receipt may be issued at the donor's request.
7. The Administrative Librarian may accept memorial gifts to purchase books in memory of a deceased person. Appropriate cards should be sent to concerned persons. Memorial gifts should be made in cash to the library. The librarian will then select the books based upon donor recommendations.

## **Multiple Copies of Books in High Demand**

Additional copies of best-sellers, popular books, or other items in high demand should be ordered when the hold level reaches five (5) or more per copy. For example: Two copies at ten (10) holds per title, three copies at fifteen (15) holds per title, etc.