

## **602.1 - Collection Development Policy**

Date Policy Approved: February 6, 2011 by DeSoto Parish Library Board of Control

### **Purpose of the Library:**

This collection development statement seeks to clarify goals and objectives that professional staff will pursue through the acquisition and withdrawal of materials for the DeSoto Parish Library.

The DeSoto Parish Library will strive to:

- Serve DeSoto residents of all ages and abilities and keep pace with changing community.
- Provide reliable information to all members of the community.
- Enrich lives by providing recreational reading and non-profit media.
- Expand an individual's knowledge beyond his/her own life experiences.
- Provide free access to ideas which encourage enlightened citizenship.
- Promote increased reading in order to further this essential skill.
- Offer competent representation of significant local, national and international concerns. Support the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement.

### **Mission:**

The DeSoto Parish Library is a service institution which seeks to inform, educate, entertain and culturally enrich the lives of all people, from early childhood to senior citizens, through the use of books and other materials, technological innovations, facilities and professional services.

### **Vision:**

We aspire to be a dynamic library, essential to thoughtful, productive community life and always meeting our community's evolving needs.

### **Goals:**

The library collection contains materials which provide citizens of DeSoto Parish with equitable access to information and materials for lifelong learning, enrichment and enjoyment.

The DeSoto Parish Library strives to collect materials representing different viewpoints. The library recognizes some materials may be considered controversial and may offend some users. Inclusion of questionable language and attitudes in materials is not in itself a reason to exclude them from our collection. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Materials which represent only one point of view may be selected to provide necessary alternatives to other material. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the library's adherence to the principles of intellectual freedom.

The DeSoto Parish Library Board of Control adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections.

### **Responsibility:**

Responsibility for the selection of library materials rests with the Library Director, who is accountable to the Library Board. Actual selection will be delegated by the Director to the professional librarians.

### **Criteria:**

Material considered for purchase will be selected on the basis of:

#### *Quality*

The literary and educational merit, decency of information, accuracy, and effectiveness of presentation and comparison with other published materials of the same subject is considered, as seen in review media or by examination by a librarian. Judgment will be based on the material as a whole, and not on the presence of individual words, phrases or episodes alone.

#### *Balance*

All sides of an issue will be represented, within budget limitations and availability of materials. No material will be excluded because of race, gender, nationality, political or social views or the personal benefits of the author.

#### *Demand*

We consider expressed interest by the community while remaining consistent with budget restrictions and collection balance.

### *Suitability for Age Level*

Selection criteria for children, young adult and adult materials differ; however, any patron (valid card holder), may access and/or borrow age appropriate material from the library's collection. The library will not act in the role of censor for any age level, material type or subject matter. Parents and legal guardians are responsible for children's reading and viewing, not library staff. Selection of materials for the adult collection is not restricted by the possibility that children may obtain, read or view such materials. The library believes in the intellectual freedom of the individual and the rights of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

### *Durability and Cost*

The quality of technical production and cost will be considered. The library will provide a wide variety of formats to meet differing needs of individual patrons and will consider patron requests within the overarching principles of selection.

### **Gifts:**

The DeSoto Parish Library actively encourages donations and memorial gifts from the community; however, the same criteria used in the purchase of material applies also to gifts. The library reserves the right to dispose of, or refuse, gifts in accordance with established procedures. No conditions may be imposed relating to any book or other item after its acceptance.

### **Weeding:**

To maintain the quality and usefulness of library materials, the professional staff will systematically re-evaluate the existing collection, discarding outdated and worn-out items. The material will be disposed of in accordance with established library procedures.

### **Patron Comments Regarding Library Materials:**

Though the library purposely selects books and non-book materials for diversified readership, the patron does have the right to address his/her concerns to the Library Board in accordance with the established library procedures.

### **Non-Print Selection Policy:**

The DeSoto Parish Library's non-print collection contains the following formats: books on CDs and cassettes, VHS cassettes, DVDs, computer and databases. Other new formats will be added as technology and budget permits.

Our aim is to provide materials for all age levels and interests which will educate, entertain, enlighten and enrich library users. Every effort will be made to provide materials which are notable in content, style, or of a unique nature and have been found of redeeming value for all public non-print collections.

In the case of the internet, the DeSoto Parish Library staff has no control over content, but the library does have a filter in place intended to prevent the access of pornographic material. The accuracy of information found through this medium cannot be guaranteed. The library staff does not monitor its use, but does request parents take responsibility for their children's use.

### **Privacy Policy:**

The DeSoto Parish Library is committed to protecting the privacy of patrons and visitors to the library, including visitors to our website, and in library publications, advertisements and news releases.

### **Confidentiality of Library Records:**

The library system recognizes that its circulation records and other records identifying the names of library users with specific materials are confidential. However, circulation records will be made available when necessary for the reasonable operation of the library; upon consent of the user, or the parent/guardian of a minor child; or pursuant to a subpoena, court order or where otherwise required by law.