ST. MARY PARISH LIBRARY

LIBRARY SERVICES POLICY AND PROCEDURE MANUAL
APPROVED: 3/14/2023
REVISED: 9/12/2023, 6/18/24, 10/13/26

COLLECTION DEVELOPMENT POLICY

Purpose: This policy guides the selection of materials and informs the public about the principles on which selections are made. This statement was approved and adopted by the St. Mary Parish Library Board of Control, which assumes full responsibility for all legal actions, which may result from the implementation of any policies stated herein.

The Collection Development Policy also serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing patron concerns.

Responsibility for Selection

The St. Mary Parish Library Board of Control delegates the development of the collection to the Library Director. The Director delegates selection responsibilities to the library's professional staff, which consists of a variety of development specialists, librarians, and branch managers. Library staff members and the public are welcome to make recommendations for materials to be added to the collection. The ultimate responsibility for selecting Library materials rests with the Library Director, who operates within the framework of policies established by the Library Board of Control.

Among the selection tools used by library staff members are professional journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Individual subject expertise of the staff, requests from library patrons, coverage in local bookstores and newspapers, publishers' catalogs, bestseller lists, and reviews all influence selectors' decisions.

Selection Criteria

These general criteria are considered for all materials selected for the St. Mary Parish Library. An item does not need to meet all criteria to be acquired.

- Present and potential relevance to community needs and interest
- Extent of publicity, critical review, and current or anticipated demand
- Importance of subject matter to the collection and/or scarcity of materials on the subject
- Representation of a significant genre or national culture
- Representation of opposing views on subjects of interest to patrons and contribution to diversity of collections
- Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use

- Price and availability relative to Library materials budget
- Support of the Library's mission and roles

Suggestions from the public regarding the selection and retention of materials shall be reviewed for consideration by appropriate professional staff. Decisions based thereon shall be in accordance with all necessary guidelines and mandates.

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 St. Mary 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.

Selection and retention of library materials shall not be responsive or contingent on approval of or pressure from 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.

Choice of reading, viewing, or listening materials is a highly individualized action. Everyone is free to choose material for personal use, and to reject that material of which he/she does not approve. However, in so doing, he/she may not seek to censor or restrict access to that material for others' free use. Freedom of access for minors is the responsibility of parents or legal guardians, not the Board of Control, nor anyone on the staff of the library.

1. Each type of material must be considered in terms of its own value and the audience for whom it is intended. No single standard can be applied in all cases when making an acquisition decision. Some materials may be judged on artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

2. New types of materials are acquired and made available, as they are judged suitable, meaningful, and relevant to the community. Expanding areas of knowledge, changing social values, technological advances and cultural differences require flexibility, open-mindedness and responsiveness in the evaluation and re-evaluation of all library materials, old and new. Artificial intelligence (AI) generated materials, whether partially or fully generated, may not be accepted into the collection.

3. The children's and young adult collections provide materials that anticipate and meet the diversified needs, interests, tastes and backgrounds of boys and girls from infancy into the high school years. These materials should provide enjoyment and inspire and cultivate in children a love of books and reading, stimulate the development of creative powers and appreciation of beauty. Materials in these collections should assist the child in the development of mental capacities, meet personal informational needs, provide a recognition

of the value of other people, and promote a respect for and awareness of the beliefs of other peoples.

4. A small proportion of the material evaluated is subject to widespread or substantial local demand. Items having such demand may or may not meet the general or specific criteria set forth elsewhere if such material is to be considered for addition to the collection.

5. Material should be re-evaluated on a continuing basis. Materials in poor condition and outdated materials discourage use of the library. Materials once rejected may have current use and interest.

6. Works that present an aspect of life honestly will not necessarily be excluded because of frankness of expression. Materials will be judged as a whole rather than on isolated passages.

7. Materials will not be added to the collection solely to meet the demand for specific school assignments. The libraries will not seek to duplicate school library collections. Textbooks are purchased or accepted as gifts only when no other material in a given field is available. The library does not buy textbooks used in local classrooms. Student demands for textbooks must be satisfied by the schools.

8. Legal and medical books will be acquired only when that material serves the interest of the general public. The public library cannot be a professional resource library for a special interest group.

9. All materials added to the collection, whether purchases or gifts, shall meet the same criteria.

The Board of Control reaffirms the principles of the "Freedom to Read" statement. The Board of Control has adopted and reaffirms the "Library Bill of Rights".

Acquisition Limits

The St. Mary Parish Library is funded by a dedicated parish-wide property tax millage, which is used for the operation and maintenance of the library system. The annual materials budget is set by the Library Director at budget time and submitted for approval by the St. Mary Parish Library Board of Control.

Although the Library attempts to provide material on every subject and grade level, no attempt is made to purchase resources whose sole function is to support a school curriculum or any other course of study by individual organizations or institutions.

Description of the Collection

1. Adult Fiction: a circulating collection of fiction titles that shall be shelved alphabetically. Specialized areas may be temporarily classed by genre or into other groupings and displays. The collection reflects the recreational interests among adult patrons.

2. Adult Non-Fiction: a circulating collection of non-fiction titles classed according to the Dewey Decimal Classification System. This collection represents the wide spectrum of life-long learning, informational, and recreational interests among adult patrons.

3. Large Print: a circulating collection of fiction and non-fiction materials printed in a larger font for use by individuals with visual enhancement needs. Specialized areas may be temporarily classed by genre or into other groupings and displays.

4. Test Books: a circulating collection of materials with study information for various tests, such as ACT, SAT, ASVAB, etc.

5. Young Adult Books: a circulating collection of fiction and non-fiction titles grouped alphabetically by author or Dewey Decimal Classification System. Specialized topics/areas of interest may be temporarily classed into other groupings, such as by genre and school assignment, and displays. This collection contains materials for youth in about seven through twelve. Formats parallel those of the adult collections, with added emphasis on popular culture and interests, youth health and wellbeing, and homework and school projects support.

6. Children's Books: a circulating collection of fiction and non-fiction titles grouped alphabetically by the author or Dewey Decimal Classification System. Specialized topics/areas of interest may be temporarily classed into other groupings, such as by genre and school assignment, and displays. This collection contains materials in various formats for children from infancy through sixth grade. These items should reflect the wide range of interests, and cognitive and reading abilities, within this age group, and instill a love of reading and learning. Materials also support homework and school projects.

7. Reference: (Adult, Juvenile, and YA) a non-circulating collection of materials classed according to the Dewey Decimal Classification System.

8. Louisiana Circulating: a circulating collection of books and other materials related to the history, geography, political and social life of the state of Louisiana and St. Mary Parish in particular, arranged according to Dewey Decimal Classification System.

9. Louisiana Reference: a non-circulating collection of materials related to the history, geography, political and social life of Louisiana and St. Mary Parish, arranged according to the Dewey Decimal Classification System.

10. Vertical File: a non-circulating collection of newspaper clippings and pamphlets for topical and special interest information.

11. Audio-Visual: a circulating collection of Audio-Visual materials that may include DVDs, Books on CD, PlayAway devices, etc.

12. Archival Material: a non-circulating collection of personal papers, photographs, and other related paper documents about the history of St. Mary Parish.

13. Genealogy: a non-circulating collection of civil, religious, and family records and specialized publications for research into the history and lineage of families.

14. Realia: a circulating collection of real-world objects divided, but not limited to, art, culinary, language, music, and STEM kits.

15. Digital: a circulating collection of electronic audio books (e-Audio), electronic books (ebooks), electronic magazines (e-magazines) and streaming audio and visual materials that may include movies and music.

Collection Maintenance, Replacement and Weeding

The goal of the St. Mary Parish Library is to provide up to date and current library materials and resources in good condition for users. Professional library staff, under the direction and discretion of the Library Director, regularly review items in the collection to ensure that they continue to meet patron needs.

Weeding the collection should have as its goals the following considerations:

1. To utilize the space available in the library in the best and most economical way.
2. To provide collections which are up-to-date, and which contain reliable information.
3. To locate those books that need to be repaired, rebound, or replaced.
4. To save the expense of housing materials unnecessarily.
5. To give the library a fresh and inviting appearance that will attract the patrons to browse or spend time studying.
6. To discard outdated or dilapidated materials, unsafe or unusable equipment, and unusable furnishings.

The library's goal is to evaluate every item in the collection for retention, replacement, or withdrawal at least every five years. In general, the library follows the weeding guidelines established by the CREW (Continuous Review, Evaluation and Weeding) method. When evaluating items for replacement and/or discard, the following factors will be considered:

- misleading, obsolete, inaccurate, or superseded information
- poor physical condition
- irrelevant or trivial information
- unused or unnecessarily duplicated

- in-print status of title
- current circulation statistics.

It is the responsibility of professional staff to assess the need to replace materials that are damaged, destroyed, lost, or discarded. Items are not automatically replaced. Decisions are based on need, demand, and budget.