



WASHINGTON PARISH LIBRARY

Collection Development Policy

The Washington Parish Library supports and follows the American Library Association's Bill of Rights and its Freedom to Read and Freedom to View statements, which recognize the right of persons to free and convenient access to information and ideas.

It is the responsibility of the Washington Parish Library to develop a collection that strives, within the limitations of budget and space, to provide a wide range of materials which meet the diverse educational, informational, cultural, and recreational needs of the community. To meet that responsibility, this policy provides guidelines to be used in the selection and retention of material in the Library.

Selection Policy

A public library attempts to provide an accessible setting for a variety of materials. Since no individual can buy and store all of the material one may need or want, the community pools its resources to create a public collection for the community's benefit. The Washington Parish Library uses various tools, such as Reciprocal Borrowing Agreements and InterLibrary Loan (ILL), to enhance the Library collection and ensure access to items the community might not otherwise acquire.

1. Selecting Library materials is the responsibility of the Library Director and, through their direction, the Branch Managers with input from their staff as 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 Washington 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 or contingent upon 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 tenets of any one individual or group of individuals.

4. Because we serve the entire community of Washington Parish Library, and because diversity in materials has proven to lead children and adults to appreciate their own culture as well as those of others, the Library shall curate a diverse and inclusive collection to reflect the viewpoints of our community and the world at large.
5. Choice of reading, viewing, or listening material is a highly individualized action. Everyone is free to choose material for personal use and to reject that which they find offensive. However, no one may 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 or legal guardians, not the Library Director, the Library Staff, nor the Library Board of Control.
6. The Library Board reaffirms the principles of the “Freedom to Read” statement.
7. The Library Board has adopted and reaffirms the “Library Bill of Rights.”
8. Suggestions from the public regarding the selection and retention of materials shall be seriously considered and be reviewed by appropriate Library Staff for inclusion in the collection.
9. The Library staff is constantly gathering information concerning the needs of Library users by means of circulation statistics, interlibrary loan requests, and patron input.
10. Works that present an aspect of life honestly will not necessarily be excluded because of visual format, coarse language or frankness of expression. While these materials may, at times, be controversial, they will not be excluded.
11. Materials will be judged as a whole rather than on isolated passages.
12. Materials may not be added to the collection solely to meet the demand for specific school assignments.
13. All materials added to the collection, whether purchases or gifts, shall meet the same criteria.

General Principles Of Selection

The following basic standard criteria are considered in recommending titles for purchase and establishing the overall value of a title.

1. Customer interest.

2. Literary merit, determined by reviews in professional journals or popular periodicals, by their inclusion in Best Seller lists, and/or by their status as a winner or nominee for one or more local, state, national, or international awards.
3. Authoritativeness: Authors' reputation and significance as writers, or their knowledge of the subject.
4. Accuracy of information for non-fiction materials.
5. Importance of subject matter to the collection.
6. Timeliness or permanence of the title.
7. Appearance of title in special bibliographies or indexes.
8. Existing subject matter in the collection.
9. Absence of subject matter in the collection.
10. Cost of the item and available shelf space.

Self-Published Books

While self-published materials have historically been excluded from Library collections, the changing nature of publishing calls for Libraries to adapt. Self-published fiction titles shall also be considered for inclusion to the Library Collection, particularly those by local authors or those reviewed positively in a major review journal, depending on the Library's collection criteria and needs. Self-published non-fiction titles may be considered with extensive research into the accuracy of the publication. Paid reviews or customer reviews, from such stores as Amazon, shall never be used as a consideration for inclusion in the Library Collection.

Periodicals

1. Periodicals are often the most current source of information that has not yet been published or may not appear in book form. An important consideration is the availability of the contents through indexes, abstracts and bibliographies.
2. Because of the expense involved in subscribing to periodicals, titles may be canceled or replaced based on usage or lack thereof.
3. Newspapers are a valuable material and source of local and regional information. The number of papers must be limited by the amount of storage

available.

Children and Teen Materials

The Library develops collections aimed at the special interests, tastes, and backgrounds of all children (infancy through age 12) and teens (ages 13-17). Materials in this collection should assist the child or teen in the development of mental capacities and social skills.

The parents or guardians, not the Library, are responsible for supervising the use of Library materials by their children. Library Staff are available to provide suggestions for caregivers and their children with the guidance of professional journals and websites.

Gifts, Donations, and Memorials

Gift materials are received routinely by the Library with the provision that they may be used in the best interest of the Library. They are accepted without conditions or restrictions. Donated materials may or may not be added to the collection. Materials not added to the collection may be included in book sales or donated to other community programs. All proceeds from these book sales are used in support of the Library's mission, programs, and collections.

Monetary donations allocated for materials purchase are also accepted by the Library.

Memorials and honorariums are a meaningful and lasting way to pay homage to someone; however, these materials must also meet the selection criteria in this policy. Patrons are invited to discuss their wishes with Library Administration and Branch Managers before purchasing an item, or preferably, allowing selection staff to choose the item being purchased. Involving staff will ensure that the selected item fits collection needs and criteria.

Gifts, memorials, honorariums, and donations are all subject to the same selection criteria and withdrawal policy as items purchased by the Library. The Library reserves the right to determine the disposition of all gifts, donations, and memorials received, in keeping with the policy herein.

Withdrawal of Materials

The Library Board recognizes that withdrawing materials from the collection is an important part of maintaining the Library Collection with relevant and up-to-date information. Withdrawal of materials is a responsibility vested in the Library Director

and, through their direction, the Branch Managers. The withdrawal of materials policy is based on the same factors as the selection policy with an emphasis on usage and accuracy. This ensures the collection stays current, relevant, and in good condition. Withdrawn materials in good condition are included in Library book sales or donated to other community programs.