

St. Charles Parish Library
Board of Control Meeting
March 28, 2023
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – January 17, 2023
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
 - A. Hahnville Branch Library Project
 - B. Hurricane Ida Recovery Update
- VIII. New Business
 - A. Proposed Revision to the Problem Patron Procedures / Patron Behavior Policy
 - B. Proposed Revisions to the Collection Development Policy
- IX. Public Comment (three [3] minutes)
- X. Adjournment

Persons wishing to speak before the board must notify the board secretary (Library Director) at LibraryBoard.Secretary@myscpl.org, or 985-764-9643 at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of five (5) minutes for requested Public Comment, Agenda Item IV. Public Comment at the end of the meeting is limited to three (3) minutes per speaker. Groups wishing to present to the board are asked to designate one person to make the presentation. Please contact the board secretary for additional information.

Patron Behavior Policy

Library Code of Conduct

The library is free and open to everyone. As a unique place that offers space, materials, and experiences for all people, we have established basic rules of courtesy and conduct to help make our facilities safe, clean, and pleasant places to visit.

We require that patrons:

- Are respectful of staff and other patrons.
- Keep conversations at a low volume and use headphones or earbuds for audio devices.
- Are fully clothed, including a shirt and shoes.

The following are prohibited:

- Any activity prohibited by federal, state, or local laws
- Any activity that may prevent patrons from using the library or staff from conducting their work
- Consuming or being under the influence of alcohol or illegal drugs on library property
- Using tobacco products, smoking, vaping, or using e-cigarettes within 50 feet of an exterior door
- Harassing or annoying others, through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly, or by behaving in a manner that can be reasonably expected to disturb others
- Engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, making inappropriate personal comments, sexual advances, or physically or verbally harassing staff
- Rude gestures or language that is loud, abusive, or threatening to other patrons or library staff
- Possession of a weapon on library property unless allowed by law
- Animals, except for service animals
- Bringing motor vehicles, bicycles, or any other kind of transportation into the library, except for individual devices needed by patrons with physical disabilities, baby carriages, and strollers
- Leaving personal items unattended
- Defacing or marring library materials, equipment, or property
- Eating, except for light snacks. Covered drinks are OK.

Violations of Code of Conduct

In most cases, patrons not abiding by these, or other rules and regulations of the library will be given a verbal warning and will be required to cease the offending activity or behavior. If the behavior or activity does not stop, the patron may be asked to leave the library premises. Library employees may contact the St. Charles Parish Sheriff's Office if the patron refuses to leave. A patron who has been asked to leave may appeal that decision to the Library Director.

Adapted from the Morristown & Morris Township Library, Chicopee Public Library, and Kokomo-Howard County Public Library.

Adopted Month #, #####

Incident Report

(problem incident involving with a patron or other occurrence)

Branch:

Date and time of incident:

Description of incident:

Name of patron(s) involved (include library card number, address and phone number):

Comments:

Staff Name (please print) **Signature**

Date

Send original to Director and a copy to each Assistant Director. Keep one copy at Branch

NOTE – Upon review by the librarians, it was determined that these procedural items found below do not belong in the Policy Manual but rather belong in an internal Procedure Manual for staff. Proposed to replace this is the **Patron Behavior Policy** found above

Problem Patron Procedures

Introduction

~~Every staff member has the responsibility of keeping the library as pleasant as possible. This includes discouraging disruptive behavior on the library premises.~~

~~This information is meant to provide guidelines for staff in deciding when a patron is creating a problem and in dealing with problem patrons.~~

General Guidelines:

- ~~Assess each situation: Problem patrons will generally provide clues about their likely course of behavior. Take time to evaluate a situation before reacting, so that you don't over react. In all cases, it is important to assess the seriousness of the situation as quickly as possible. The course you pursue will depend on the accuracy of your assessment.~~
- ~~Take immediate action when you understand the problem. Ignoring a problem will not make it go away. On the contrary, it will become greater.~~
- ~~Maintain a calm, nonjudgmental manner: Remember that the problem behavior is not directed at you personally. Staying calm will often help defuse an unpleasant situation and will allow you to exercise better judgment. Avoid a loud tone of voice or phrases that might be considered demoralizing or condescending.~~
- ~~Explain your position in clear, firm language. It is important that problem causers see you taking charge. Don't argue or bargain with them: it may lead to confrontation. Don't be hesitant or appear unsure of yourself. Don't allow yourself to be sidetracked. Simply repeat your position firmly, if necessary.~~
- ~~Present suitable alternatives, if possible.~~
- ~~Give directives: Let the problem patron know clearly what will happen if the behavior persists. Example: "You will have to leave the library." **Never touch a problem patron**, such as taking his arm to escort him from the library.~~
- ~~Use teamwork: No one should feel alone on the frontline. Call on another staff member when necessary. Often two staff members will be enough to convince a problem patron to change or leave. Support is especially important if you have any suspicion that the person may become violent.~~
- ~~Call outside help if necessary: If you have warned a problem patron with no result, call your supervisor and relate the situation to him or her. Generally, the supervisor will be the one to call the sheriff's office or other agency when necessary. In the case of an obvious emergency, you should call the sheriff's office.~~
- ~~Fill out the Incident Report: Whenever you have a problem, fill out an Incident Report and give it to your supervisor.~~

Chatty Patrons

~~We sometimes have lonely people or those whose need for attention is great. We should be patient with these people, but at the same time should not allow them to take up large amounts of our time. Politely but firmly~~

discourage long, irrelevant conversations. If a patron persists, remind him politely that you have to return to work or help another patron.

Disruptive Conduct

Disruptive conduct is any behavior that disrupts the normal functioning of the library. This would include, but not be limited to, loud talking and laughing, fighting, throwing objects, and boisterous behavior.

Loud Talking and Laughing: Since it is difficult to maintain a consistent noise or quiet level, and sensitivity to noise varies from one person or group to another, the focus will be on whether one person or group is heard above the general noise level in the library at that particular time. People conversing in louder tones than the general noise level should be requested to lower their voices. **Two warnings and out**

Fighting: whether real or “pretend”. **Out**

Throwing objects: This would include wadded up papers, paper airplanes, and other objects. **Out**

Boisterous Behavior: This would include running in the library, running in and out, wandering from group to group making noise, horseplay, and annoying other patrons. **Out**

Obscene language: For purposes of these procedures, obscenity may be defined as language or gestures which convey a sexually explicit message or describe intimate body functions in a coarse manner. **Out**

No staff member should be subjected to verbal abuse, whether obscenity is involved or not. Interrupt the patron and say, “Your language and behavior are inappropriate. You must either stop or come back when you are calmer.” If the patron persists, notify the supervisor in charge, who will ask the patron to leave the library.

Solicitation

This includes selling anything, such as raffle tickets or candy, for personal gain or for a charitable cause, or begging, panhandling or circulating petitions. **Sorry, not allowed**

Eating and Drinking

Patrons may bring drinks or light snacks into the library as long as the drink is in a container with a cap or a lid and as long as trash is deposited into trash cans. If a patron is observed making a mess in the library, they should be asked to clean up the mess and to refrain from the activity causing the mess. If a patron brings in an inappropriate food/drink, a drink that is not in a container with a lid or any food/drink item that disturbs other patrons they should be asked to remove the item(s) from the library. Alcoholic beverages may not be consumed on library property. **One warning and out**

Smoking

Smoking is prohibited in the library. If you see anyone smoking, ask him/her to extinguish the item.

Sleeping

Sleeping is not allowed in the library. However, a patron may become drowsy and doze off momentarily while studying. This regulation pertains to the habitual sleeper or those who are noisy, sprawled out on furniture, or generally disturbing other patrons. Awaken them by speaking to them; do not touch or shake them. They should be told to “stay awake” or leave and return some other time.

Loitering

Loitering is defined as remaining or wandering in a public place without any apparent legitimate reason. Anyone who mills about or sits doing nothing for 10 or 15 minutes should be considered loitering. **One warning and out**

Running and playing

Small children are apt to be running and playing; they need to be guided into more appropriate use of the library. Children who seem to view the library as a playground should be reminded that running and playing are not allowed. If the parent is available, ask the parent to correct their child's behavior, rather than speaking to the child. **One warning and out**

Adolescents and teenagers, particularly in groups, pose a special problem. Their "running and playing" generally consists of moving from group to group, joking and laughing. If it is obvious that no attempt is being made to use library materials, they should be asked to do so or leave. **One warning and out**

Pets

Animals of any kind are not allowed in the library. The only exception is a seeing eye/hearing dog. Anyone entering the library with a pet should be asked to leave. **Sorry, pets are not allowed inside**

Leaving Pre-school Children Unattended

This creates a special problem for staff who may then have to function as babysitters. It can also be a serious situation, as a child may be injured or become ill. Any unattended child should be taken to the supervisor. If the parent cannot be located in the building or by telephone the supervisor should call the sheriff's office. A staff member should remain with the child (after closing time, two staff members should stay with the child) until authorities arrive. Under no circumstances should a staff member drive the child home.

Feet on Tables and Chairs

Placing feet, whether bare or shod, on tables and chairs, is prohibited. A staff member should remind the patron of the rule.

***Guns or Weapons**

If a staff member observes or is notified that a patron is in possession of a gun or other weapon on library property, they should contact the St. Charles Parish Sheriff's Department and allow the Sheriff's Department to determine whether the patron is licensed to carry the weapon. Staff should never approach the patron carrying a weapon themselves.

***Assault**

Intentionally or by reckless conduct cause injury to another person.

***Criminal Mischief**

Intentionally damages the property of another (includes vandalism and mutilating library materials)

***Drunk and/or Disorderly Conduct**

Causes public inconvenience by fighting, unreasonable noises, abusive or obscene language/gesture, threatening behavior, hazardous or physically offensive condition.

***Harassment**

Threatens or annoys another person by physical contact or abusive or obscene language, or follows a person in or about a public place.

***Public Lewdness**

~~Intentionally exposes the private or intimate parts of the body in a lewd manner in a public place.~~

***Theft (Larceny)**

~~Wrongfully takes, obtains, or withholds the property of another.~~

***Trespass**

~~Knowingly enters or remains unlawfully in or upon a premise.~~

***Notify the police immediately.**

~~Adapted from the Kokomo County Public Library, and the Ascension Parish Library.~~

~~Note: Security Guard will have list of "Procedures". He will work in cooperation with staff and director, as well as independently, and with local deputies when necessary.~~

Adopted August 17, 1999
Amended January 17, 2012
Amended March 20, 2012

Section 2: Collection Development Policy

Purpose

~~This policy is intended to provide guidance for the selection and evaluation of materials for the St. Charles Parish Library. It should be used by staff fulfilling these responsibilities and may also be used to further public understanding of the purpose and nature of the library's collection.~~

~~As the library community changes, this policy may be evaluated and revised to provide guidance for implementing changes in the collection.~~

The purpose of this policy is to establish the guidelines by which the library develops and manages its collections, within budgetary and space limitations.

The primary objective of the library is to provide accessible materials for people of all ages, making available carefully selected materials of purpose and quality that will meet the needs and interests of the community, defined as people who live, work, go to school, or own property in St. Charles Parish. Consideration of all interests, timely responses to user needs, and a wide range of viewpoints are hallmarks of a valuable and successful collection.

Service Policy

The *Service Policy* is already included in the Policy Manual on page 1-6. Including it here is redundant

~~The goal of the St. Charles Parish Library is to provide courteous service of excellent quality patterned to satisfy the needs and interests of the citizens of St. Charles Parish as assessed by the Board and/or library administration, and to reflect the expressed desires and comments of the community.~~

The Community

The community may change over time. A description of it is not necessary here as the Purpose statement already notes that the purpose is to serve the St. Charles Parish community

~~The community served by the St. Charles Parish Library consists of people who live, work, go to school, or own property in St. Charles Parish. The parish has a population of approximately 52,780 and is primarily rural. It is divided by the Mississippi River resulting in what is commonly referred to as the West Bank and East Bank of the parish. There are public, parochial and private schools throughout the parish.~~

Philosophy of Selection

The St. Charles Parish Library endorses the principles documented by the American Library Association in the Library Bill of Rights and the Freedom to Read Statement. The library provides a broad choice of materials to meet the informational, educational, cultural, and recreational needs of its community; while seeking to bring awareness of cultures, traditions, and ideas not represented in the local community.

St. Charles Parish Library is committed to the principles of equity, diversity, and inclusion. The library acknowledges and embraces the strength of our differences and celebrates the different experiences and viewpoints that make up our community. To ensure a collection that reflects these ideals, the library is flexible and conscientious in the selection and evaluation of materials. The library affirms this work is a continuous process and a crucial part to our overall mission.

Books and non-book materials will be added to the collection with the purpose of fulfilling the goal of the service policy **and mission**, with the imposition of no restrictions other than those intrinsic in this policy. Recognizing the dangers of censorship to the acquisition of knowledge and the freedom of the individual, none will be condoned either by library authority or outside pressure. This also applies to labeling which is an attempt to prejudice and a censor's tool. With the intention of making selection inclusive rather than exclusive, the selection staff will strive to select materials necessary to satisfy the interests, needs, and demands of the community.

~~The library system has two regional libraries, four branches, a bookmobile and a planetarium. Materials at all libraries are a shared resource, and access to these materials is made possible through the library's automated library system. The library provides a 5 day a week courier service to move materials between branches as needed.~~

A broad selection of circulating print and non-print materials are available to accommodate the diversity of tastes, reading levels, and interests of patrons of all ages. The library cannot possibly acquire all print and non-print materials but employs a policy of selectivity in acquisitions. New formats to be considered for the collection will be evaluated **by the Library Director and administrative team of professional librarians** before decisions are made to acquire and add them to the library's collection.

The library upholds the rights of all individuals to secure information representing all points of view, even though the content may be controversial or unacceptable to others. **Selection of materials for both print and electronic collections is done by professional librarians who hold a Master's Degree in the field of Library and Information Sciences from an ALA-accredited university.** Selection of materials is based upon selection criteria and principle rather than personal opinion.

The Library Bill of Rights and Freedom to Read Statement can be found in Appendix A and Appendix B of this policy.

Selection Criteria

All materials added to the collection, whether purchased or donated, are considered using the criteria listed below. An item does not need to meet every criteria listed, but it should meet several to be added to the collection.

- Appropriateness to library's service policy **and mission**

- Popular interest
- Contemporary significance
- Permanent value
- Accuracy
- Timeliness or currency of information
- Local emphasis
- Readability or ability to sustain interest
- Treatment of subject, appropriate to age of intended audience, **as determined by professional resources and literature**
- Reputation of author, publisher, producer, or illustrator
- Creative, literary, or technical quality
- Critical assessments/reviews in a variety of professional journals
- Format and ease of use
- Circulation as monitored through the automated system
- Cost and availability
- Value of resource in relation to its cost
- Relationship to existing materials in collection
- Proper binding to withstand library usage
- Requests by patrons
- Community interests and needs
- Anticipated use
- Availability elsewhere
- **Professional judgment of selecting librarian**

Selection Tools

Professional librarians responsible for the selection of library materials use a variety of tools to make decisions regarding their selections. Selection tools include, but are not limited to:

- Reviews from various professional library journals or periodicals such as:
 - Publishers Weekly
 - Booklist
 - Library Journal
 - School Library Journal
 - ~~Horn Book~~
 - ~~VOYA~~
 - Video Librarian
- Books in Print information

- Online bookstore information
- Individual expertise of staff
- Recommendations from other libraries and/or librarians
- Recommendations from staff
- Publisher information (websites, catalogs, pamphlets, etc.)
- Standard bibliographies (ex. Core Collection series)
- Professional conferences and exhibits
- Preview of AV materials by selector at trade shows and conferences
- Blogs
- User/patron requests
- Reference logs

Responsibility for Collection

~~The authority and responsibility for the selection of library materials rests ultimately with the library director.~~ Selection of materials for the collection is delegated to the professional library staff under the ~~direction of the library director's~~ direction. All selectors hold a master's degree in library and information science and are highly trained in the selection process for their designated areas.

Requests / Suggestions for Purchase

The library encourages requests and suggestions from the St. Charles Parish Library community in regards to the collection. A request or suggestion allows a patron to request that a particular item or subject be considered for purchase by the library. ~~Request cards are available at all libraries and staff will assist patrons in submitting their requests.~~ All requests and suggestions are subject to the same selection criteria as other materials and are not automatically purchased or added to the collection. This process enables the library to develop a collection which will serve the interests and needs of the community. Requests may be made at any branch or through the online request form on the library website.

~~The current Request Card can be found in Appendix C of this policy.~~

Duplication of Material

Multiple copies of materials are purchased in response to user demand as determined by number of requests/holds per item, anticipated popularity and monitoring of the collection. For popular fiction and non-fiction titles the St. Charles Parish Library attempts to maintain a ratio of one copy for every five patron holds placed through the automated library system.

Replacements

Replacement of withdrawn materials is not automatic, and the decision to replace an item is based on the selection criteria as well as the following:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Cost and availability

Donations

The St. Charles Parish Library accepts donations of certain books and AV materials. The items donated must be appropriate, timely, and in good condition. Donations must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The library does not accept materials with restrictions.
- The library retains unconditional ownership of the gift.
- The library makes the final decision on the use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing, and access to the materials.

Donations must not represent unnecessary duplication.

The following are examples of items not likely to be put into the collection: Readers Digest condensed books, textbooks, outdated encyclopedias or other reference materials, items that are worn out or in poor condition, and formats or collections no longer being purchased by the library.

Any circulation staff member at any of the branches may physically accept donated items, but only the Technical Services Librarian has the authority to decide whether the items will be included in the collection.

At present, some items not added to the collection are donated to the Friends of the St. Charles Library or other non-profit organizations. Items which these organizations will not accept and which cannot be included in the library collection must be discarded.

Gifts are acknowledged only by receipt of a St. Charles Parish Library Donation Acknowledgement Form at the time of donation.

The current St. Charles Parish Library Donation Acknowledgement Form can be found in Appendix D of this policy.

Memorials

Monetary gifts to the collection are welcome and may be designated as memorials. Donors of the funds may suggest subjects or titles to be acquired with their donation, as well as suggesting home locations for the materials, but the library reserves the right of final decision.

All memorial items are designated as such with a memorial plate being placed in each item. Notes and subjects are added to the catalogued record of each item so that these items are searchable in the library's online catalog. Memorials are acknowledged by a letter from the director to the donor and the family of the person in whose memory items are donated.

The current St. Charles Parish Library Memorial Book Program brochure can be found in Appendix E of this policy.

Request for Reconsideration Patron's Statement of Concern

The library welcomes comments, suggestions, or opinions by patrons regarding appropriateness of materials in the collection. These suggestions will be considered and governed by the Collection Development Policy in making additions or deleting items from the collection. If a patron takes issue with a certain item in the collection, the staff is available to ~~discuss~~ **hear** concerns and identify alternate materials if possible. If the staff cannot satisfy the patron's concern, then the patron can choose to complete a Patron's Statement of Concern form ~~Request for Reconsideration of Library Materials Form~~ to be submitted to the library director. In order to submit a Patron's Statement of Concern form, the patron must be eligible for a valid in-parish card (i.e. lives, works, goes to school, or owns property in St. Charles Parish). ~~Complaints~~ Submitting this form ~~do~~ **will** not result in the immediate ~~withdrawal~~ **removal** of the item from public use. To do so would constitute *de facto* censorship. ~~Items will remain available to the public during the review process.~~

Once the ~~complaint form~~ has been fully completed by the patron and submitted, the director will ~~consult with the librarian responsible for selection of the collection the item is in and, if necessary, form a committee.~~ The committee will consider the ~~complaint request~~ and examine the item ~~in its entirety if necessary~~ before recommending appropriate action to the director. The director or a committee member will ~~notify the patron in writing of the committee's decision. explain the committee's decision to the patron.~~ Once an item has been reviewed, the committee's decision on that item will stand for a period of three years, unless there are significant changes made to the Collection Development Policy that would warrant the item being reviewed again.

*The current **Request for Reconsideration of Library Materials Statement of Concern Form** can be found in Appendix F of this policy.*

Collection Maintenance

All library materials are initially processed to ensure their maximum use under normal circumstances. Materials that are checked out by patrons are inspected for damages upon their return to the library. Items that are damaged but still usable are mended and returned to the collection. Patrons are charged damaged fees in accordance with the Fines & Fees Guidelines. Patrons may be charged a set fee for items they check out that are lost and/or damaged beyond repair.

The current St. Charles Parish Library Fines & Fees Guidelines can be found in Appendix G of this policy.

Weeding and Deselection

Deselection is important in making sure the library's collection remains vital and useful and is an important aspect of collection development. This task takes considerable time and knowledge of the library collection to be done correctly. Librarians responsible for the selection of certain materials are also responsible for the deselection of the same materials. The librarians, under the coordination of the ~~Assistant Director of Public Services and~~ Technical Services Librarian, will evaluate the collection periodically for the purpose of discarding and/or replacing items in poor physical condition; eliminating items with obsolete, misleading or superseded information; or reducing the number of copies of titles whose relevance to the community has lessened. Due to space limitations organized weeding projects are necessary and should take place on a regular basis.

Weeding criteria is based on the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation and Weeding), used the following criteria to evaluate a title's current usefulness to the collection:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn and beyond repair)
- S = Superseded by a new edition or by a better book on the subject
- T = Trivial (of no discernible literary or scientific merit)
- Y = Your collection has no use for this book (i.e. irrelevant to the needs and interests of the community)

The date of publication, the last date circulated, and the number of circulations in the recent years are also useful indicators of the above factors and will be taken into consideration when determining what materials should be weeded.

The Collection

The St. Charles Parish Library provides materials and services that reflect the diverse informational, educational, and recreational needs of its users. In so doing, the library provides access to content through print, digital, and multimedia resources. The library recognizes that content and medium should be suitably matched, and that patrons have different learning styles and preferences for how they receive information.

The Library recognizes that some materials in the children and teen collections might not be considered appropriate by all adults for all children or teens. Only each child/teen and their parent or legal guardian can decide what material is suitable for that child/teen to read. Primary responsibility for a minor's reading rests with the parents or legal guardians of that child. The library does not stand *in loco parentis*.

Primary Collections

Fiction and Non-Fiction materials are selected for three primary age groups.

- Children's Collection - offers developmentally appropriate materials that meet the informational and recreational needs of children from birth through middle-school ages. In addition, the Children's collection includes materials on child-rearing for parents and caregivers.
- Teen Collection - offers developmentally appropriate materials that meet the informational and recreational needs of preteens and teenagers from middle school through high school ages. In addition, there may be materials which are considered adult materials that may be added to this collection to provide access for school assignments.
- Adult Collection - contains materials for adults aged eighteen and up. In addition, there may be materials that are used by students such as non-fiction and biography books used to research school assignments and books on school reading lists.

Formats

The St. Charles Parish Library collection includes materials in a variety of formats, including but limited to:

- Print materials – such as hardcovers, paperbacks, reference materials, magazines, and newspapers
- Non-print materials – such as audio and visual formats
- Digital resources – such as digital books, audiobooks, audio and visual media, online databases, and digital historical archives
- Other Formats – other formats may be added to the collection to meet the needs of the community as determined by the library director and selectors.

Special Collections

Louisiana Collection / St. Charles Parish Collection / Parish Archives

Per parish resolution 3921, adopted June 7, 1993, the St. Charles Parish Library is designated as the “official archival repository of all nonlegal records and reports of the parish”. As such, the library maintains a special collection of materials about Louisiana with a primary focus on St. Charles Parish history and genealogy. The genealogy materials are intended to be used as self-service items and are designed for patrons in the initial stages of researching family history and local genealogy. Most of this collection is located at the Hahnville Branch Library, but some materials may be assigned to other branches as determined by library administration. The Louisiana Collection also houses microfilm from the various United States censuses as well as back issues of local newspapers on microfilm.

As the parish archives, the Library also houses the parish council agendas and video archives of the St. Charles Parish Council meetings. These videos may not be checked out but may be viewed at the Hahnville Branch during regular business hours.

The library generally does not collect items such as photographs, maps, or other memorabilia, as it does not have the means to preserve them or the facilities to store them. The library retains all authority to determine what materials will be added to the collection and any donations to the parish archives must be in accordance with the library’s standard donation policy.

Materials for Public Review

In support of area industries, as well as major local and state projects, the library houses a limited number of public review documents. These documents also cover topics under study by various parish task forces or committees and are housed on a temporary basis at various branches throughout the system.

Professional Collection

The Professional Collection is a collection of materials intended for use by library staff only. This collection includes materials of professional nature to enhance the job skills of the staff; materials that may be used in conjunction with planning, promoting and presenting library programs; and materials that address library management topics.

Interlibrary Loans (ILL)

The library’s collection is supplemented using Interlibrary Loans (ILL). This is a resource sharing service hosted by the State Library of Louisiana that allows for the sharing of books, articles, and multimedia materials across Louisiana libraries statewide. The State Library of Louisiana also hosts a Talking Books and Braille collection for visually impaired patrons.

Adult Collection

~~*Adult Fiction:* The collection includes a wide variety of contemporary fiction representing a wide variety of genres, as well as classic works of enduring value.~~

Adult Nonfiction: The library aims at acquiring non-fiction materials for the current needs, interests, and activities of adult patrons. Selection is based not only on the merit of the work but also in relation to the wide variety of needs, interests and demands of the community. Variety and balance of opinion are sought whenever possible.

Juvenile Collection

The juvenile collection's primary goal is to encourage and promote life-long reading habits, while satisfying the informational and recreational needs of children. Materials are selected that meet the general needs of the majority of children in the community.

Primary responsibility for a child's reading rests with the parents or guardians of that child. The library does not stand *in loco parentis*.

Picture Books—Fiction: This collection is comprised of picture books and beginning readers. Illustrations are the predominant feature of picture books which are generally designed to be read to children. Books for beginning readers are characterized by a controlled vocabulary, larger print, heavy use of illustrations, and a limited number of pages. There are designated collections for holiday books, concept books, easy readers (beginning chapter books), and board books, within the picture book collection.

Picture Books—Nonfiction: Books that are picture book format, but nonfiction in nature, are included in this collection.

Juvenile Fiction: Materials in this collection feature subject matter of interest to children with very few illustrations.

Juvenile Nonfiction: The materials in this collection are aimed to serve the information needs of elementary and middle school students. The subject matter, vocabulary, organization and scope are age appropriate.

Teen Collection

The teen collection is designed to be transitional in scope between juvenile and adult reading materials. This collection is comprised of materials pertaining to current needs, whether recreational, informational, or educational. Materials in this collection are selected based on the same criteria as adult materials, with an added emphasis on the special needs of teens. Some materials which are considered adult materials may be added to this collection to provide access for school assignments.

Teen Fiction: Selection for this collection is based on popularity of materials with teens; relevant social issues; age of the main characters, use of language, theme or subject matter. on controversial topics.

Teen Non-Fiction: This collection is comprised of materials in which the theme or subject matter is of interest to and intended for teens.

Graphic Novels

Graphic novels have gained literary acceptance as a new medium through which a combination of text and sequential art are used to tell a story. These books are primarily pictorial, with text and dialog working together to propel the narrative. The library has added graphic novels to the juvenile, teen and adult collections.

Paperbacks

Paperback collections are available in juvenile, teen and adult levels. These are soft cover books that are smaller in size than the typical hardcover or trade paperback book. They are shelved separately from hardcover books and are given minimal cataloging.

Reference Collection

The library maintains a reference collection that is intended to serve the informational needs of library patrons. These sources are designed to be consulted for information rather than to be read consecutively. They are generally used to provide quick, concise, and current information. Reference items are non-circulating and are kept in the library for use by all patrons. Reference materials may include, and are not limited to: bibliographies, indexes, directories, dictionaries, encyclopedias, catalogs, yearbooks and annuals, statistical abstracts, atlases and gazetteers, biographical dictionaries, and almanacs. The materials in the reference collection are selected according to the same general criteria as non-fiction materials.

Large Print Collection

The large print collection provides library materials in a format with larger text size for those who need or prefer it. This collection is comprised primarily of adult popular fiction, along with high interest non-fiction. There are also a limited number of juvenile and teen large print books in the collection.

Magazines & Newspapers

The library's magazine and newspaper collection provides information on a wide range of subjects and recreational interests. Selection for magazines is based on community needs and interests, with cost as a consideration. Whether the magazine has local or regional interest is also considered. Magazines that are highly technical or scholarly are generally not included. Current issues of magazines are non-circulating and are kept in the library for use by all patrons. Back issues of magazines circulate at all branches.

Newspapers published locally are kept at all branches, and some papers from a few major geographical areas are kept at the regional libraries. As with magazines, current newspapers are non-circulating.

Audiobooks

The juvenile, teen and adult audiobook collections are intended to meet the needs and interests of those patrons who prefer to listen to books. Selection criteria are similar to those used for print materials. Duplication of titles is not recommended among branches. Audiobook formats are continually evolving and the library evaluates new formats for

inclusion in the system as needed. The library currently has audiobooks on compact discs and Playaways, which are pre-loaded audiobooks.

Videos / DVDs

The library purchases juvenile, teen and adult DVDs using the same criteria for selection used for other formats. Additional considerations used when purchasing DVDs include:

- Materials should be of educational and documentary nature; movies based on books or plays; classic films or other entertainment films that meet the library's selection criteria
- The library will generally not purchase films with extremely high levels of graphic violence or sexual content. Exceptions may be made for award-winning or classic films based on books.

Playaway Views (preloaded video players) and Launchpads (preloaded tablets) are available in the juvenile collection.

Digital, Electronic & Internet Resources

In addition to the print and non-print resources in our collection, we also provide Internet access through computer workstations at all six branches. Wireless Internet is also available at all six branches of the library. While a vast amount of information is freely available on the Internet, St. Charles Parish Library provides a number of electronic and digital resources that gives users access to:

- Databases, including but not limited to, continuing education courses, auto repair information, genealogy resources, career and health information, encyclopedias, etc.
- Magazines and newspapers
- Electronic books and electronic audiobooks
- Digital Music
- Electronic movies and television shows

These resources may be accessed through a variety of methods including downloading, streaming or Internet access.

Some of these resources have been selected and purchased by the library for the benefit of the citizens of St. Charles Parish, while others are available through cooperative agreements with other parish library systems or through the State Library of Louisiana.

Louisiana Room -- St. Charles Parish Collection / Parish Archives

Per parish resolution 3921, adopted June 7, 1993, the St. Charles Parish Library is designated as the "official archival repository of all nonlegal records and reports of the parish". As such, the library maintains a special collection of materials about Louisiana

~~with a primary focus on St. Charles Parish history and genealogy. The genealogy materials are intended to be used as self-service items and are designed for patrons in the initial stages of researching family history and local genealogy. Most of this collection is located in the Louisiana Room on the second floor of the West Regional Library, but some materials may be assigned to other branches as determined by library administration. The Louisiana Room also houses microfilm from the various United States censuses as well as back issues of local newspapers on microfilm.~~

~~As the parish archives, the Library also houses the parish council agendas and video archives of the St. Charles Parish Council meetings. These videos may not be checked out, but may be viewed at the Hahnville Branch during regular business hours.~~

~~The library generally does not collect items such as photographs, maps, or other memorabilia, as it does not have the means to preserve them or the facilities to store them. The library retains all authority to determine what materials will be added to the collection and any donations to the parish archives must be in accordance with the library's standard donation policy.~~

~~Materials for Public Review~~

~~In support of area industries, as well as major local and state projects, the library houses a limited number of public review documents. These documents also cover topics under study by various parish task forces or committees and are housed on a temporary basis at various branches throughout the system.~~

~~Professional Collection~~

~~The Professional Collection is a collection of materials intended for use by library staff only. This collection includes materials of professional nature to enhance the job skills of the staff; materials that may be used in conjunction with planning, promoting and presenting library programs; and materials that address library management topics.~~

~~ILL (Interlibrary Loan)~~

~~Interlibrary Loan, also known as ILL, or resource sharing, is the sharing of books, articles and other materials among libraries. The State Library of Louisiana hosts a statewide interlibrary loan system called LoanShark, of which the St. Charles Parish Library is a participant.~~

Amended September 17, 2013
Amended September 16, 2014
Amended September 15, 2015

Amended January 17, 2017
Amended July 18, 2017
Amended MONTH ##, #####

This appendix will be removed as paper request cards are no longer used

<i>DO NOT WRITE IN THIS AREA</i>			
<i>AUTHOR</i>		<i>DATE</i>	
<i>TITLE / SUBJECT</i>		<i>FORMAT REQUESTED</i>	
<i>ISBN</i>	<i>ED</i>	<i>MTH/YR</i>	<i>PRICE</i>
<i>PUBLISHER</i>	<i>BOOKS IN PRINT</i>	<i>OTHER</i>	
<i>LIBRARY CATALOG</i>	<i>COLL/CALL #</i>	<i>LOCATION</i>	<i>ON ORDER</i>
<i>NAME</i>		<i>PHONE #</i>	
<i>PATRON BARCODE</i>	23157	<i>BRANCH</i>	

Appendix F: Request for Reconsideration of Library Materials



**REQUEST FOR RECONSIDERATION
OF LIBRARY MATERIALS
Patron's Statement of Concern**

Patron must be eligible for a valid in-parish library card. Please Print Legibly	
Patron First and Last Name:	Library Card Number:
Mailing Address:	Phone Number:
Patron Represents (check one): <input type="radio"/> Themselves <input type="radio"/> Organization or Group (specify):	
Type of Resource (check one): <input type="radio"/> Book <input type="radio"/> Magazine <input type="radio"/> Audiobook <input type="radio"/> Other (specify):	
Title:	
Author:	
To what in the book or material do you object? Please be specific; cite pages:	
What do you feel might be the result of reading this book using this material?	
Did you read (or view/listen to) the entire contents of the item? <input type="radio"/> Yes <input type="radio"/> No	
If not, what parts did you read/view/listen to?	
Is there anything good about this book resource?	
For what age group do you recommend this book resource?	
Are you aware of the judgment of this book resource by literary critics?	
What do you believe is the theme of this book resource?	
In its place, what material would you recommend that you feel would convey a more valid picture or perspective of our civilization this topic?	
Signature of Patron:	Date Submitted:

This form request will be reviewed by the St. Charles Parish Librarian and Staff sent to the Library Director and reviewed per established library policy and procedures

The following pages show the proposed policies as they will read if approved.

Patron Behavior Policy

Library Code of Conduct

The library is free and open to everyone. As a unique place that offers space, materials, and experiences for all people, we have established basic rules of courtesy and conduct to help make our facilities safe, clean, and pleasant places to visit.

We require that patrons:

- Are respectful of staff and other patrons.
- Keep conversations at a low volume and use headphones or earbuds for audio devices.
- Are fully clothed, including a shirt and shoes.

The following are prohibited:

- Any activity prohibited by federal, state, or local laws
- Any activity that may prevent patrons from using the library or staff from conducting their work
- Consuming or being under the influence of alcohol or illegal drugs on library property
- Using tobacco products, smoking, vaping, or using e-cigarettes within 50 feet of an exterior door
- Harassing or annoying others, through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly, or by behaving in a manner that can be reasonably expected to disturb others
- Engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, making inappropriate personal comments, sexual advances, or physically or verbally harassing staff
- Rude gestures or language that is loud, abusive, or threatening to other patrons or library staff
- Possession of a weapon on library property unless allowed by law
- Animals, except for service animals
- Bringing motor vehicles, bicycles, or any other kind of transportation into the library, except for individual devices needed by patrons with physical disabilities, baby carriages, and strollers
- Leaving personal items unattended
- Defacing or marring library materials, equipment, or property
- Eating, except for light snacks. Covered drinks are OK.

Violations of Code of Conduct

In most cases, patrons not abiding by these, or other rules and regulations of the library will be given a verbal warning and will be required to cease the offending activity or behavior. If the behavior or activity does not stop, the patron may be asked to leave the library premises. Library employees may contact the St. Charles Parish Sheriff's Office if the patron refuses to leave. A patron who has been asked to leave may appeal that decision to the Library Director.

Adapted from the Morristown & Morris Township Library, Chicopee Public Library, and Kokomo-Howard County Public Library.

Adopted Month ##, #####

Incident Report
(incident involving a patron or other occurrence)

Branch:

Date and time of incident:

Description of incident:

Name of patron(s) involved (include library card number, address and phone number):

Comments:

Staff Name (please print)

Date

Send original to Director and a copy to each Assistant Director. Keep one copy at Branch

Section 3: Collection Development Policy

Purpose

The purpose of this policy is to establish the guidelines by which the library develops and manages its collections, within budgetary and space limitations.

The primary objective of the library is to provide accessible materials for people of all ages, making available carefully selected materials of purpose and quality that will meet the needs and interests of the community, defined as people who live, work, go to school, or own property in St. Charles Parish. Consideration of all interests, timely responses to user needs, and a wide range of viewpoints are hallmarks of a valuable and successful collection.

Philosophy of Selection

The St. Charles Parish Library endorses the principles documented by the American Library Association in the Library Bill of Rights and the Freedom to Read Statement. The library provides a broad choice of materials to meet the informational, educational, cultural, and recreational needs of its community; while seeking to bring awareness of cultures, traditions, and ideas not represented in the local community.

St. Charles Parish Library is committed to the principles of equity, diversity, and inclusion. The library acknowledges and embraces the strength of our differences and celebrates the different experiences and viewpoints that make up our community. To ensure a collection that reflects these ideals, the library is flexible and conscientious in the selection and evaluation of materials. The library affirms this work is a continuous process and a crucial part to our overall mission.

Books and non-book materials will be added to the collection with the purpose of fulfilling the goal of the service policy and mission, with the imposition of no restrictions other than those intrinsic in this policy. Recognizing the dangers of censorship to the acquisition of knowledge and the freedom of the individual, none will be condoned either by library authority or outside pressure. This also applies to labeling which is an attempt to prejudice and a censor's tool. With the intention of making selection inclusive rather than exclusive, the selection staff will strive to select materials necessary to satisfy the interests, needs, and demands of the community.

A broad selection of circulating print and non-print materials are available to accommodate the diversity of tastes, reading levels, and interests of patrons of all ages. The library cannot possibly acquire all print and non-print materials but employs a policy of selectivity in acquisitions. New formats to be considered for the collection will be evaluated by the Library Director and administrative team of professional librarians before decisions are made to acquire and add them to the library's collection.

The library upholds the rights of all individuals to secure information representing all points of view, even though the content may be controversial or unacceptable to others.

Selection of materials for both print and electronic collections is done by professional librarians who hold a Master's Degree in the field of Library and Information Sciences from an ALA-accredited university. Selection of materials is based upon selection criteria and principle rather than personal opinion.

The Library Bill of Rights and Freedom to Read Statement can be found in Appendix A and Appendix B of this policy.

Selection Criteria

All materials added to the collection, whether purchased or donated, are considered using the criteria listed below. An item does not need to meet every criteria listed, but it should meet several to be added to the collection.

- Appropriateness to library's service policy and mission
- Popular interest
- Contemporary significance
- Permanent value
- Accuracy
- Timeliness or currency of information
- Local emphasis
- Readability or ability to sustain interest
- Treatment of subject, appropriate to age of intended audience, as determined by professional resources and literature
- Reputation of author, publisher, producer, or illustrator
- Creative, literary, or technical quality
- Critical assessments/reviews in a variety of professional journals
- Format and ease of use
- Circulation as monitored through the automated system
- Cost and availability
- Value of resource in relation to its cost
- Relationship to existing materials in collection
- Proper binding to withstand library usage
- Requests by patrons
- Community interests and needs
- Anticipated use
- Availability elsewhere
- Professional judgment of selecting librarian

Selection Tools

Professional librarians responsible for the selection of library materials use a variety of tools to make decisions regarding their selections. Selection tools include, but are not limited to:

- Reviews from various professional library journals or periodicals such as:
 - Publishers Weekly
 - Booklist
 - Library Journal
 - School Library Journal
 - Video Librarian
- Books in Print information
- Online bookstore information
- Individual expertise of staff
- Recommendations from other libraries and/or librarians
- Recommendations from staff
- Publisher information (websites, catalogs, pamphlets, etc.)
- Standard bibliographies (ex. Core Collection series)
- Professional conferences and exhibits
- Preview of AV materials by selector at trade shows and conferences
- Blogs
- User/patron requests
- Reference logs

Responsibility for Collection

Selection of materials for the collection is delegated to professional library staff under the direction of the library director. All selectors hold a master's degree in library and information science and are highly trained in the selection process for their designated areas.

Requests / Suggestions for Purchase

The library encourages requests and suggestions from the St. Charles Parish Library community in regards to the collection. A request or suggestion allows a patron to request that a particular item or subject be considered for purchase by the library. All requests and suggestions are subject to the same selection criteria as other materials and are not automatically purchased or added to the collection. This process enables the library to develop a collection which will serve the interests and needs of the community.

Requests may be made at any branch or through the online request form on the library website.

Duplication of Material

Multiple copies of materials are purchased in response to user demand as determined by number of requests/holds per item, anticipated popularity and monitoring of the collection. For popular fiction and non-fiction titles the St. Charles Parish Library attempts to maintain a ratio of one copy for every five patron holds placed through the automated library system.

Replacements

Replacement of withdrawn materials is not automatic, and the decision to replace an item is based on the selection criteria as well as the following:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Cost and availability

Donations

The St. Charles Parish Library accepts donations of certain books and AV materials. The items donated must be appropriate, timely, and in good condition. Donations must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The library does not accept materials with restrictions.
- The library retains unconditional ownership of the gift.
- The library makes the final decision on the use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing, and access to the materials.

Donations must not represent unnecessary duplication.

The following are examples of items not likely to be put into the collection: Readers Digest condensed books, textbooks, outdated encyclopedias or other reference materials, items that are worn out or in poor condition, and formats or collections no longer being purchased by the library.

Any circulation staff member at any of the branches may physically accept donated items, but only the Technical Services Librarian has the authority to decide whether the items will be included in the collection.

At present, some items not added to the collection are donated to the Friends of the St. Charles Library or other non-profit organizations. Items which these organizations will not accept and which cannot be included in the library collection must be discarded.

Gifts are acknowledged only by receipt of a St. Charles Parish Library Donation Acknowledgement Form at the time of donation.

The current St. Charles Parish Library Donation Acknowledgement Form can be found in Appendix D of this policy.

Memorials

Monetary gifts to the collection are welcome and may be designated as memorials. Donors of the funds may suggest subjects or titles to be acquired with their donation, as well as suggesting home locations for the materials, but the library reserves the right of final decision.

All memorial items are designated as such with a memorial plate being placed in each item. Notes and subjects are added to the catalogued record of each item so that these items are searchable in the library's online catalog. Memorials are acknowledged by a letter from the director to the donor and the family of the person in whose memory items are donated.

The current St. Charles Parish Library Memorial Book Program brochure can be found in Appendix E of this policy.

Patron's Statement of Concern

The library welcomes comments, suggestions, or opinions by patrons regarding appropriateness of materials in the collection. These suggestions will be considered and governed by the Collection Development Policy in making additions or deleting items from the collection. If a patron takes issue with a certain item in the collection, the staff is available to hear concerns and identify alternate materials if possible. If the staff cannot satisfy the patron's concern, then the patron can choose to complete a Patron's Statement of Concern form to be submitted to the library director. In order to submit a Patron's Statement of Concern form, the patron must be eligible for a valid in-parish card (i.e. lives, works, goes to school, or owns property in St. Charles Parish). Submitting this form ~~do~~ will not result in the immediate removal of the item from public use. To do so would constitute *de facto* censorship. Items will remain available to the public during the review process.

Once the form has been fully completed by the patron and submitted, the director will consult with the librarian responsible for selection of the collection the item is in and, if necessary, form a committee. The committee will consider the request and examine the

item in its entirety before recommending appropriate action to the director. The director or a committee member will notify the patron in writing of the committee's decision. Once an item has been reviewed, the committee's decision on that item will stand for a period of three years, unless there are significant changes made to the Collection Development Policy that would warrant the item being reviewed again.

The current Statement of Concern Form can be found in Appendix F of this policy.

Collection Maintenance

All library materials are initially processed to ensure their maximum use under normal circumstances. Materials that are checked out by patrons are inspected for damages upon their return to the library. Items that are damaged but still usable are mended and returned to the collection. Patrons are charged damaged fees in accordance with the Fines & Fees Guidelines. Patrons may be charged a set fee for items they check out that are lost and/or damaged beyond repair.

The current St. Charles Parish Library Fines & Fees Guidelines can be found in Appendix G of this policy.

Weeding and Deselection

Deselection is important in making sure the library's collection remains vital and useful and is an important aspect of collection development. This task takes considerable time and knowledge of the library collection to be done correctly. Librarians responsible for the selection of certain materials are also responsible for the deselection of the same materials. The librarians, under the coordination of the Technical Services Librarian, will evaluate the collection periodically for the purpose of discarding and/or replacing items in poor physical condition; eliminating items with obsolete, misleading or superseded information; or reducing the number of copies of titles whose relevance to the community has lessened. Due to space limitations organized weeding projects are necessary and should take place on a regular basis.

Weeding criteria is based on the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation and Weeding), used the following criteria to evaluate a title's current usefulness to the collection:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn and beyond repair)
- S = Superseded by a new edition or by a better book on the subject
- T = Trivial (of no discernible literary or scientific merit)
- Y = Your collection has no use for this book (i.e. irrelevant to the needs and interests of the community)

The date of publication, the last date circulated, and the number of circulations in the recent years are also useful indicators of the above factors and will be taken into consideration when determining what materials should be weeded.

The Collection

The St. Charles Parish Library provides materials and services that reflect the diverse informational, educational, and recreational needs of its users. In so doing, the library provides access to content through print, digital, and multimedia resources. The library recognizes that content and medium should be suitably matched, and that patrons have different learning styles and preferences for how they receive information.

The Library recognizes that some materials in the children and teen collections might not be considered appropriate by all adults for all children or teens. Only each child/teen and their parent or legal guardian can decide what material is suitable for that child/teen to read. Primary responsibility for a minor's reading rests with the parents or legal guardians of that child. The library does not stand *in loco parentis*.

Primary Collections

Fiction and Non-Fiction materials are selected for three primary age groups.

- Children's Collection - offers developmentally appropriate materials that meet the informational and recreational needs of children from birth through middle-school ages. In addition, the Children's collection includes materials on child-rearing for parents and caregivers.
- Teen Collection - offers developmentally appropriate materials that meet the informational and recreational needs of preteens and teenagers from middle school through high school ages. In addition, there may be materials which are considered adult materials that may be added to this collection to provide access for school assignments.
- Adult Collection - contains materials for adults aged eighteen and up. In addition, there may be materials that are used by students such as non-fiction and biography books used to research school assignments and books on school reading lists.

Formats

The St. Charles Parish Library collection includes materials in a variety of formats, including but limited to:

- Print materials – such as hardcovers, paperbacks, reference materials, magazines, and newspapers
- Non-print materials – such as audio and visual formats
- Digital resources – such as digital books, audiobooks, audio and visual media, online databases, and digital historical archives
- Other Formats – other formats may be added to the collection to meet the needs of the community as determined by the library director and selectors.

Special Collections

Louisiana Collection / St. Charles Parish Collection / Parish Archives

Per parish resolution 3921, adopted June 7, 1993, the St. Charles Parish Library is designated as the “official archival repository of all nonlegal records and reports of the parish”. As such, the library maintains a special collection of materials about Louisiana with a primary focus on St. Charles Parish history and genealogy. The genealogy materials are intended to be used as self-service items and are designed for patrons in the initial stages of researching family history and local genealogy. Most of this collection is located at the Hahnville Branch Library, but some materials may be assigned to other branches as determined by library administration. The Louisiana Collection also houses microfilm from the various United States censuses as well as back issues of local newspapers on microfilm.

As the parish archives, the Library also houses the parish council agendas and video archives of the St. Charles Parish Council meetings. These videos may not be checked out but may be viewed at the Hahnville Branch during regular business hours.

The library generally does not collect items such as photographs, maps, or other memorabilia, as it does not have the means to preserve them or the facilities to store them. The library retains all authority to determine what materials will be added to the collection and any donations to the parish archives must be in accordance with the library’s standard donation policy.

Materials for Public Review

In support of area industries, as well as major local and state projects, the library houses a limited number of public review documents. These documents also cover topics under study by various parish task forces or committees and are housed on a temporary basis at various branches throughout the system.

Professional Collection

The Professional Collection is a collection of materials intended for use by library staff only. This collection includes materials of professional nature to enhance the job skills of the staff; materials that may be used in conjunction with planning, promoting and presenting library programs; and materials that address library management topics.

Interlibrary Loans (ILL)

The library’s collection is supplemented using Interlibrary Loans (ILL). This is a resource sharing service hosted by the State Library of Louisiana that allows for the sharing of books, articles, and multimedia materials across Louisiana libraries statewide. The State Library of Louisiana also hosts a Talking Books and Braille collection for visually impaired patrons.

Amended September 17, 2013
Amended September 16, 2014
Amended September 15, 2015
Amended January 17, 2017
Amended July 18, 2017
Amended MONTH ##, ###

Appendix F: Request for Reconsideration of Library Materials

Patron's Statement of Concern

Patron must be eligible for a valid in-parish library card. Please Print Legibly	
First and Last Name:	Library Card Number:
Mailing Address:	Phone Number:
Patron Represents (check one): <input type="radio"/> Themselves <input type="radio"/> Organization or Group (specify):	
Type of Resource (check one): <input type="radio"/> Book <input type="radio"/> Magazine <input type="radio"/> Audiobook <input type="radio"/> Other (specify):	
Title:	
Author:	
To what in the book or material do you object? Please be specific; cite pages:	
What do you feel might be the result of using this material?	
Did you read (or view/listen to) the entire contents of the item? <input type="radio"/> Yes <input type="radio"/> No	
If not, what parts did you read/view/listen to?	
Is there anything good about this resource?	
For what age group do you recommend this resource?	
Are you aware of the judgment of this resource by literary critics?	
What do you believe is the theme of this resource?	
In its place, what material would you recommend that you feel would convey a more valid picture or perspective of this topic?	
Signature of Patron:	Date Submitted:

This form will be sent to the Library Director and reviewed per established library policy and procedures