

# **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 standards, 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 regard 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 5 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 Parish 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.*

## **Book Dedications**

Monetary gifts to the collection are welcome and may be designated as book dedications. 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 book dedication items are designated as such with a dedication 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. Book dedications are acknowledged by a letter from the director to the donor and the family of the person in whose honor items are donated.

*The current St. Charles Parish Library Book Dedication 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. This form can be found on the library website or obtained at any branch. In order to submit a Patron's Statement of Concern form, the patron must be at least 18 years of age, reside in St. Charles Parish,

and hold a valid in-parish library card. Statements of Concern that do not meet the submission criteria will not be considered. Submitting this form 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 library director will send a letter of acknowledgment to the patron upon receiving the form, noting an estimated time frame for the review process, not to exceed 60 days. Should there be a delay in reviewing the request, the patron will be notified and informed of the reason for the delay and given a revised date. 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. If a patron disagrees with the decision of the committee, an appeal can be made to the library board of control.

If a Statement of Concern claims that an item is sexually explicit, the above-mentioned procedure will be followed, but the recommendation of the committee will be submitted to the library board of control by the library director at the next regularly scheduled library board meeting. The library board of control will review the item and determine whether the item meets the definition of sexually explicit material by majority vote in an open meeting and will determine what, if any, action will be taken. In accordance with Article 1, Section 6 of the Library Board Bylaws, the board should not be expected to respond at the same meeting that the Statement of Concern is presented. The board may choose to respond at an appropriate time, no later than two regularly scheduled board meetings. The library director will notify the patron in writing of the library board's decision.

Once an item has been reviewed, the library board's decision on that item is final.

*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. Community standards of St. Charles Parish will be considered when acquiring library materials that would be accessible to a minor through donation or purchase. 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 March 28, 2023

Amended November 14, 2023

# Appendix A: Library Bill of Rights

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted: June 19, 1939, by the ALA Council; Amended: October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

# **Appendix B: The Freedom to Read Statement**

## The Freedom to Read Statement

*The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.*

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range

and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.



7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

# Appendix D: Donation Acknowledgement Form

# DONATION ACKNOWLEDGEMENT FORM

St. Charles Parish Library gratefully acknowledges the donation of \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Library Staff

\_\_\_\_\_  
Date

# Appendix E: Book Dedication Brochure

## Honor...

loved ones and celebrate personal milestones by making a donation of any amount through our Book Dedication Program.

A book dedication can be made to recognize a relative, teacher, graduation, birthday, holiday, accomplishment, or any other special occasion or person.

You can also choose to memorialize someone who has passed away through this program.

When making a donation, you can select a book type appropriate for your subject.

Our librarians can also choose a certain subject, author, or title. We will place a special nameplate inside the books to commemorate your gift.

WEST REGIONAL LIBRARY AND PLANETARIUM  
105 Lakewood Drive, Luling, LA 70070  
985-785-8471

Monday—Thursday: 9 a.m.—8 p.m.  
Friday, Saturday: 9 a.m.—5 p.m.

### EAST REGIONAL LIBRARY

160 West Campus Drive, Destrehan, LA 70047  
985-764-2366

Monday—Thursday: 9 a.m.—8 p.m.  
Friday, Saturday: 9 a.m.—5 p.m.

### HAHNVILLE BRANCH

14996 River Road, Hahnville, LA 70057  
985-783-2341

Monday—Friday: 9 a.m.—5 p.m.

### NORCO BRANCH

197 Good Hope Street, Norco, LA 70079  
985-764-6581

Monday—Friday: 9 a.m.—5 p.m.

### ST. ROSE BRANCH

90 East Club Drive, St. Rose, LA 70087  
504-465-0646

Monday: 10 a.m.—8 p.m.  
Tuesday—Thursday: 10 a.m.—6 p.m.  
Friday: 9 a.m.—5 p.m.  
Saturday: 10 a.m.—2 p.m.

### PARADIS BRANCH

307 Audubon Street, Paradis, LA  
985-758-1868

Monday: 10 a.m.—8 p.m.  
Tuesday—Thursday: 10 a.m.—6 p.m.  
Friday: 9 a.m.—5 p.m.  
Saturday: 10 a.m.—2 p.m.

### BOOKMOBILE

Based at the West Regional Library in Luling.  
Call 985-785-8471 or visit us online for the schedule.



Like us on Facebook  
[facebook.com/StCharlesLib](https://facebook.com/StCharlesLib)



Follow us on Twitter  
[twitter.com/StCharlesLib](https://twitter.com/StCharlesLib)

Updated October 2017

ST. CHARLES PARISH  
LIBRARY

# Book Dedication Program



[www.myscpl.org](http://www.myscpl.org)

# Book Dedication Form

Donor \_\_\_\_\_  
Date \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Please send notification of donation to:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

I wish to donate \$ \_\_\_\_\_ for the  
purchase of book(s) in honor of:  
\_\_\_\_\_

What type of books should we select?

Fiction (Tell us a genre: mystery, romance, etc.)  
\_\_\_\_\_

Nonfiction (Tell us a subject.)  
\_\_\_\_\_

Specific author and/or title  
\_\_\_\_\_  
\_\_\_\_\_

Which reading level should we select?

Adult  Young Adult  Middle School  
 Elementary School  Preschool

In which library would you like us to place your selection(s)?

West Regional  East Regional  Hahnville Branch  
 Norco Branch  St. Rose Branch  Paradis Branch

For more information,  
call 985-764-9643 (ext. 112).

Please make checks payable to the  
St. Charles Parish Library.

Please return form to any branch or mail to:

St. Charles Parish Library  
Attn: Technical Services  
P.O. Box 1029  
Destrehan, LA 70047

# Appendix F: Patron's Statement of Concern Form

# Patron's Statement of Concern

<p><b>Patron must be at least 18 years old, reside in St. Charles Parish, and hold a valid in-parish library card.</b>  <i>Please Print Legibly</i></p>	
Patron First and Last Name:	Library Card Number:
Mailing Address:	Phone Number:
	E-mail:
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. Statements of Concern that do not meet the submission criteria will not be considered.**



# **Appendix G: Fines & Fees Guidelines**

<b>ST. CHARLES PARISH LIBRARY - FINES &amp; FEES</b>		
<i>Item Type</i>	<i>Lost or Unrepairable</i>	<i>Repairable</i>
Barcode Missing	\$0.50	\$0.50
Basket (Bookmobile)	\$25.00	N/A
Book (not reference)	\$25.00	\$3.00
Book with Material	\$25.00	\$3.00
<ul style="list-style-type: none"> <li>Lost/damaged accompanying item (CD, DVD)</li> </ul>	\$5.00	\$3.00
Catalogued Paperback	\$15.00	\$3.00
ILL Book	set by lending library	set by lending library
<ul style="list-style-type: none"> <li>Book Strap lost or damaged</li> </ul>	\$3.00	\$3.00
Magazine	\$5.00	\$3.00
<ul style="list-style-type: none"> <li>Lost check-out card</li> </ul>	\$0.50	\$0.50
Paperback or Board Book	\$5.00	\$3.00
Reference Book	\$100.00	\$3.00
Audiobook on CD	\$40.00	See below
<ul style="list-style-type: none"> <li>CD lost or damaged</li> </ul>	\$5.00 per CD (Max \$40)	\$3.00 per CD (Max \$40)
<ul style="list-style-type: none"> <li>Case lost or damaged</li> </ul>	\$6.00	\$3.00
DVD/Video	\$40.00	\$3.00
<ul style="list-style-type: none"> <li>Case lost or damaged</li> </ul>	\$3.00	\$3.00
Playaway	\$60.00	Min. fee - \$5.00 Max fee - \$60.00
<ul style="list-style-type: none"> <li>Case lost or damaged</li> </ul>	\$3.00	\$3.00
Playaway View, Launchpad, & Launchpad Video	See below	See below
<ul style="list-style-type: none"> <li>Unit lost or damaged</li> </ul>	\$100.00	Min. fee - \$10.00 Max fee-\$100.00
<ul style="list-style-type: none"> <li>Case lost or damaged</li> </ul>	\$15.00	\$3.00
<ul style="list-style-type: none"> <li>Launchpad bumper lost or damaged</li> </ul>	\$9.00	\$9.00
<ul style="list-style-type: none"> <li>Charger lost or damaged</li> </ul>	\$17.00	\$17.00
WiFi Hotspot	\$100.00	Max. fee \$100.00
<ul style="list-style-type: none"> <li>WiFi device lost or damaged</li> </ul>	\$90.00	Min. fee - \$10.00 Max fee-\$90.00
<ul style="list-style-type: none"> <li>Case lost or damaged</li> </ul>	\$10.00	Min. fee - \$3.00 Max fee-\$10.00
<ul style="list-style-type: none"> <li>Charger</li> </ul>	\$35.00	Min. fee - \$5.00 Max fee-\$35.00
Wii U Gamepad	\$100.00	N/A
Wii U Controllers (Regular & Nunchuk)	\$30.00	N/A
Wonderbook	\$40.00	\$3.00
Xbox One Wireless Controller	\$50.00	N/A

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