



# Allen Parish Libraries

*"Bringing the World to You"*

## COLLECTION DEVELOPMENT POLICY

### MISSION

The mission of the Allen Parish Libraries is to provide our citizens of Allen Parish with high-quality programming and resources that will promote a love of reading, develop lifelong learners, and encourage community growth.

### PURPOSE

The Library Board of Control establishes this policy to further public understanding of the purpose and nature of the library's collection and to provide guidance and direction to the library staff to develop and maintain the library's collection. Because of the volume of publishing and the limitations of budget and space, the library must have a collection development policy with which to support the library's mission and community needs.

### ALLEN PARISH LIBRARIES

A parish-wide millage supports the Allen Parish Libraries. The Allen Parish Libraries provides parish-wide service. The library collection is available online to all registered patrons regardless of the branch or parish library system where the patron initially registered. The Allen Parish Libraries serves people in various communities of differing interests and concerns.

### COLLECTION DEVELOPMENT PRINCIPLES

The library selects materials for citizens of Allen Parish based on the interests and needs of the community in adherence to the library's mission, vision, and values. A primary goal of the collection is to be accessible to all users parish-wide. The library allows patrons to place holds for any circulating materials at any of the three library branches and bookmobile, whether in the library, from home, school, or place of business.

## **SCOPE OF THE COLLECTION**

The Allen Parish Libraries collection of books, audiovisual items, and other materials provides a wide range of literary, cultural, educational, informational and recreational materials for people of all ages. Collections include popular and in-demand materials and unique formats, such as large print books, government documents, foreign language materials, test and study guides, financial, tax, and business information, school and career information, consumer, health, and medical information, and materials about Louisiana.

### **The variety of formats collected include, but are not limited to:**

- Print: books, documents, magazines, newspapers, pamphlets, and maps.
- Audiovisual Media: DVD and Blu-ray, books on CD, and Microforms.
- Electronic Media: databases, software, electronic books, electronic audiobooks, electronic magazines and newspapers, streaming videos and music. The library also provides access to the Internet. Selected Internet sites are curated on the library's website.
- Other: multimedia kits, board games, maker space equipment, family activity kits, art, and HotSpots.

## **RESPONSIBILITY FOR SELECTION**

The ultimate responsibility for selecting Library materials rests with the Library Director, who operates within the framework of policies established by the Library Board of Trustees. The Director delegates selection responsibilities to appropriate professional staff. Other staff members and the general public are welcome to make recommendations. Because the Library Director must be able to answer to the Library Board and the general public for actual selections made by staff, he/she has the authority to reject or select any item contrary to the staff's recommendations.

## **COMMUNITY PARTICIPATION**

Involvement by the community in the selection process is encouraged. Several mechanisms are provided for this purpose, including analysis of pending hold and interlibrary loan requests, reference questions, and purchase suggestions submitted by library users. User suggestions for purchase will be evaluated following the Collection Development Policy.

## **ACCESSIBILITY OF MATERIALS**

All materials are shelved on open shelves, freely and easily accessible to the public. The library assures free access to its holdings for all patrons, who can select or reject any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Children may be restricted to collections based on age groups and are not limited to the children's collection. However, these collections are kept separate from other library collections to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library.

Library staff and Board believe that the right to read is an essential part of the intellectual freedom that is basic to democracy and has adopted the American Library Association's Library Bill of Rights and Freedom to Read statement as official library policy.

All materials selected under the guidelines of this policy will be available to the public in circulating or noncirculating collections within the rules governing the use of such materials.

Responsible use requirements may apply to using specific materials and equipment. Library materials representing a wide range of interests and reading levels are selected to meet the needs of the patrons. The responsibility of choosing from this range of materials rests with the user. Parents/Guardians are responsible for supervising their children's use of library materials.

### **PLACEMENT OF MATERIALS**

The placement of materials within each library is generally based on assigned classification and appropriate age groupings. The library uses Dewey Decimal Classification. This classification scheme divides material by subject. Professional catalogers using Dewey Decimal Classification and Library of Congress subject headings place materials ordered in the proper subject area and assign them to Adults, Children, Young Adult/Teen, Reference, and other library areas.

Reviews by professionals in the field recommend age appropriateness of material aid librarians in choosing and locating material. Although the library facilities are divided into sections such as Children, Reference, Fiction, Nonfiction, etc., for the convenience of the public, patrons of any age may use all parts of the library. The classification scheme, professional reviews, and the librarians' expertise contribute to correctly placing material.

It is the responsibility of the parents, not the library staff, to monitor library use by children. The Allen Parish Libraries purchase various material formats other than print materials. To offer ease of use to our patrons, these formats are usually shelved in separate areas from print materials. These collections may include audiobooks, videocassettes/DVDs, multimedia kits, music CDs, maps, vertical files, and magazines and newspapers.

### **MAINTENANCE OF LIBRARY MATERIALS**

Most library materials are processed in such a way as to ensure their maximum use under normal circumstances. All materials returned to the library are inspected for damage. Damaged but still usable materials may be mended. Patrons are charged a replacement cost for materials they check out that are lost or damaged beyond repair.

## **SELECTION**

### **SELECTION OVERVIEW**

Allen Parish Libraries acquires and makes available materials that inform, educate, entertain, and enrich individuals within the parish. Since no library can acquire all print and non-print materials, every library must employ a policy of selectivity in acquisitions. Within its financial limitations, the library provides a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues.

Other community resources and area library resources are considered when developing collections. Through interlibrary loans, librarians may obtain materials from other libraries nationwide. Additional information may be obtained through electronic access and the Internet. Information sources made available to the public through the Internet will be selected using the same principles applied to books and other formats. New formats will be considered for the collection when a significant portion of the community population has the necessary technology to use the format.

Impartiality and judicious selection will be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for the development of the collection based on annual evaluation of the collection by the Collection Development Coordinator in cooperation with library staff.

Allen Parish Libraries supports the individual's right to access ideas and information representing all points of view. To this end, the library welcomes and solicits patron suggestions, comments, and ideas about the collection and its development. In making selections, the library staff should do so based on principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.

Several criteria must measure materials to build collections of merit and significance. The primary test for selecting any item is whether it is of proven or potential interest to the people served. Other considerations include the quality of the material, the attention of critics, reviewers, and the public, the number of similar materials already in the collection, and the extent to which the material may be available elsewhere in the community. In addition, the cost and physical makeup of the material are considered. These decisions are all professional.

Some materials are also purchased through standing orders with library vendors, and the vendors select some books as part of pre-purchased plans.

Materials should be selected to satisfy the community's prevalent tastes, needs, and reading abilities and provide diversity in recognizing changing and minority interests. Differentiating viewpoints on controversial issues will be included in choosing materials to suit various tastes.

The library does not serve as a censor of the reading of any community member. It should be clearly understood and emphasized that the library does not endorse all opinions expressed in the

stocked materials. Indeed, since materials often hold diametrically opposite views, this would be impossible. It should also be recognized that some materials chosen may be offensive, shocking, or boring to some readers but may be meaningful to others. Works should be considered as a whole, not in isolated parts.

Responsibility for the reading of minors rests with their parents or local guardians. The selection of adult materials will not be restricted by the possibility that these materials may come into the possession of minors. The library should not be expected to act in loco parentis.

Parents/guardians may, however, restrict a minor's card to checking out materials in age-based designated collections. These designations and the correlating check-out restrictions are detailed in our circulation policy.

Electronic resources cannot be restricted; the parent or guardian acknowledges that they are responsible for monitoring all electronic content accessed by their child on Overdrive or Hoopla with their Allen Parish library card.

Overdrive and Hoopla collections are developed through the Libraries Southwest Consortium and the Hoopla subscription. Allen Parish Libraries does not make purchasing selections for these resources.

The library's goal is to provide an information/reference center rather than to establish a scholarly research center. No attempt is made to collect the complete works of any author/performer/creator.

Multiple copies of works will be obtained to fulfill requests within a reasonable period.

## **GENERAL SELECTION TOOLS AND SELECTION CRITERIA**

### **Selection Tools**

Among the selection tools library staff use are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Library staff should also be aware of materials reviewed in national newspapers and magazines, local publications, broadcast media, and from reputable sources available via the Internet. Selection tools include, but are not limited to:

- Selection lists compiled from reviews in professional library journals or periodicals
- Individual subject expertise of staff
- Requests from Allen Parish Libraries patrons
- Coverage in local bookstores and newspapers
- Publisher's catalogs
- Standard bibliographies

Using the selection tools described above, the Director and staff evaluate each title according to the following criteria:

- Vitality and originality of thought.
- Contemporary utility.
- Permanent significance.
- Artistic excellence.
- Suitability of physical form to library use.
- The reputation of the author, publisher, or producer.
- Technical quality (for non-print).
- Relative importance compared to other materials on the subject.
- Appropriateness to the interests and skills of the intended audience.
- Comprehensiveness.
- Support the Library's mission, vision, values, and goals.
- Importance of subject matter to the collection.
- Items that fit the area's cultural needs and represent a significant trend, genre, or culture.
- Local or community relevance.
- Scarcity of materials on the subject.
- Public demand, popularity, and interest.
- Price and availability.
- Historical value and social significance.
- Relevance to special collections.
- Attention is given by critics, reviewers, professional material selection aids, nominations/receipts for significant awards or prizes, and the public.

The Director and library staff further consider a title in terms of its relevance to Allen Parish Libraries collection priorities, level of community interest, ability to provide diversity or balance to the collection, availability through interlibrary loan, collection priorities of other libraries in the service area, and funding and spatial constraints. In addition to collection-wide selection and criteria, developing some subject collections, such as Genealogy, requires the application of more specific selection criteria and collection parameters.

## **ASSESSMENT OF COLLECTION**

To maintain a collection of current, relevant library materials that meet the needs of our diverse, changing constituents, the Allen Parish Libraries engages in an ongoing process of continual assessment. Allen Parish Libraries has established criteria to determine when an item should be transferred from one location to another or removed from the collection entirely.

## **GENERAL COLLECTION PRIORITIES**

- Collection emphasis is on up-to-date information. Older accurate materials will be retained and replaced according to patron demand.
- General treatments over those specialized, scholarly, or primarily for professional use.
- Breadth over depth.
- Single-volume overviews are for smaller collections where space is a consideration, and multi-volume works are at larger library branches.
- Works of broad popular appeal that meet the needs of the independent learner over textbooks or other materials that meet the curriculum requirements of the formal student.
- Materials are written in English, although some Spanish and French materials are available in hardcopy and online.
- Unabridged editions over abridgments.
- General criteria.

The selection of library materials involves the following factors and considerations:

- The experience and knowledge of staff selectors.
- Familiarity with the community, its needs, and interests.
- Holdings and availability of other area library resources.
- The library's existing collection and its materials budget.

## **SPECIFIC COLLECTION CRITERIA**

**Nonfiction Criteria:** The library acquires materials of both permanent and current interest in all subjects based on the merits of a work concerning the needs, interests, and demands of the parish community. Each item is evaluated entirely and not based on a particular section. While a single standard cannot be applied to each work, the following general criteria are to be considered when selecting materials for purchase: authoritativeness of the writer and reputation of the publisher; accuracy of information; impartiality of opinion, or clearly stated bias; timeliness of data; adequate breadth and depth of coverage; appropriateness and relevancy of subject to the library's users; popular demand; historical value; availability of similar material within the community and other area libraries; organization and style appropriate to the material and to the library's users; good quality illustrations; special features, such as bibliography and index; durable binding and paper; and cost.

**Fiction Criteria:** Works of contemporary fiction, graphic novels, and classic works of enduring value are included in the collection. Fiction is selected according to the following criteria: popular demand; bestsellers; genre; local author; reputation of the author and publisher; appropriateness to the library's users; importance as a document of the times; relationship to the existing collection and other titles and authors dealing with the same subject; interest and originality of the plot; interest and development of the characters; style of writing; literary merit; inclusion in standard library bibliographies; availability of similar material within the community and other area libraries; the physical qualities of the book; cost; and whether a title is part of an existing series.

**Periodicals:** Periodicals are publications issued and received regularly in print, microfilm, or electronic format. The library provides representative periodicals on various reference value and recreational interest subjects. Selection is based on cost, library users' or employees' requests,

whether the periodical has a local or regional interest, and whether a subject area needs to be expanded to help balance the collection.

**Reference:** Reference materials, whether in print or computer-based formats, are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively. They can provide quick, concise, and current information or serve as an index to other materials in the collection. Since they are typically used daily by the public and Library staff to answer specific questions, books in the reference collection are designated for use within the library.

According to their primary use, these materials may be in the Adult Reference, Children's Reference, or Young Adult Reference sections.

In selecting the reference collections, the primary criteria are the library's users' information needs and the format in which it is available. Computer-based reference resources may be preferred over print publications in some instances. These decisions will be based on cost, content, currency, and ease of use.

In addition to the general selection criteria mentioned above, the following must be considered in acquiring materials for the reference collections: favorable reviews or inclusion in essential reference collection guides; reputation of the author or publisher; currency of information; cost; and the expense of ongoing maintenance, especially in the case of serial publications that will require frequent updating. If the price is prohibitive, duplicate copies of reference materials may be purchased for the circulating collection. To a minimal extent, items not falling strictly within the reference format but in high demand by library users may be included in the reference collection to allow maximum use, for example, civil service examination review texts, business plans, resumes, etc., to ensure their availability in the library at all times.

**Computer-Based Resources:** This category includes computer-based information resources available via the Internet or locally installed application software. Information resources available via the Internet include free resources, resources paid for by the library, and those paid for by the State Library of Louisiana. Some of this material may be available to registered library users at remote locations via the Library's Web page.

The following criteria should be considered when evaluating computer-based resources for the collection: compatibility with available equipment and/or existing operating systems; ease of use by library users, including enhanced searching capabilities; price of print format versus electronic; authority; accuracy; frequency of updating; anticipated demand by library users; impact upon staff for ongoing maintenance and updating of the database; training requirements for staff and the public; remote access capability; and licensing fees and usage restrictions.

**DVDs:** The library aims to provide a collection of entertaining, instructional, educational, and literature-based DVDs. The following selection criteria will be considered for DVDs: popular demand; favorable reviews in standard library reviewing sources; appropriateness of the subject to the collection; appropriateness to the interests and skills of the intended users; technical quality, i.e., clarity of picture and sound quality; authority and competency of the producer; artistic merit



and reputation of the performers; availability of public performance rights; the need for non-fiction and documentaries to present accurate and current information; and cost.

**Recorded Books:** The Library's goal is to provide a collection of recorded popular materials, as well as instructional, educational, and quality literature that parallels most areas of the general collection. The use of compact disc players at home and in automobiles has led to a demand for books in CD formats that can be listened to by many people, not only the visually impaired. Recorded books may be available in the library collection in either audiocassette or compact disc format. Currently, only books on CD are being purchased as the collection transitions from the older format of audiocassettes. The budget is being channeled to build the recorded books collection in the newer format. Efforts are made to select a variety of topics and to appeal to a range of interests. Unabridged selections receive purchase preference over abridged selections.

In addition to the general criteria for selection, the following criteria must be taken into account when selecting recorded books: authority and competency of the producer; artistic merit and reputation of the reader; quality of interpretation and ease of understanding by library user; technical quality, i.e., sound quality; packaging; and cost.

## **MATERIALS FOR CHILDREN**

In selecting materials for children, the library's goal is to make available a collection that satisfies their informational and recreational needs. Materials that meet the general needs of the majority of children are selected. Materials that make them valuable to children with special needs, talents, problems, or interests are also considered.

### ***Easy Books***

The *Easy* collection comprises picture books of interest to all ages and beginning readers intended for kindergarten through early third-grade readers or ages birth to seven. The illustrations are the predominant feature of picture books, generally designed for adults to read to children. A controlled vocabulary, large print, heavy use of illustrations, and limited pages characterize books for beginning readers.

### ***Children's Fiction—also known as Tween Fiction and shelved under the prefix J (Juvenile)***

This collection serves students from late third through sixth grade or ages eight to twelve. The books feature age-appropriate vocabulary and subject matter, a limited number of pages, and very few illustrations.

### ***Children's Non-fiction—also known as Tween Non-fiction and shelved under the prefix J (Juvenile)***

The *Tween Non-fiction* (Juvenile) collection includes materials to serve the information needs of preschoolers, elementary-age, and middle school students. The subject matter, vocabulary, organization, and scope must be age-appropriate.

### **Children's Video/DVD Collection**

This collection includes films in video or digital video disc (DVD) formats. It is intended to serve the educational and recreational needs of children. The collection consists of both fiction and non-fiction selections.

### **Recorded Books**

This collection contains recorded books in compact disc formats. The library offers beginning reader materials, and age-appropriate fiction and non-fiction titles are also selected for older children.

### **Computer-Based Resources**

The library provides a subsection of the library webpage explicitly designed for children. The online resources listed provide entertainment, information, and assistance learning basic math, language, and reading skills.

The selection criteria for children's materials are the same as for adult and young adult materials, with the addition of vocabulary suitable to the intended audience's age and the quality of the illustrations in children's fiction.

### ***Tween Graphic novel*—designated with the prefix GRA.**

A graphic novel is a story presented in comic-strip format and published as a book. The teen graphic novel collection contains graphic novels that contain materials.

## **MATERIALS FOR TEEN (YOUNG ADULT) FICTION**

### **Teen Fiction—also known as *Young Adult Fiction* and shelved under the prefix T (Teen)**

*Young Adult Fiction*, also referred to as Juvenile fiction, is selected based on the following criteria: age of the main character, school setting or grade level, use of language, theme or subject matter, consideration of relevant social issues, and the location of the majority of the author's other works.

### **Teen Non-fiction—also known as *Young Adult Non-fiction* and shelved under the prefix T (Teen)**

The *Young Adult Non-fiction* collection comprises books in which the theme or subject matter is exciting and intended for young adults. Materials for Visually Impaired: Materials and equipment for the visually impaired, such as large-print books and magnifiers, are acquired according to patron demand. The library also encourages patrons with special needs to use the State Library of Louisiana Services for the Blind and Physically Handicapped.

### **Graphic Novels are designated with the prefix GRA.**

A *Graphic Novel* is a story presented in comic-strip format and published as a book. The teen graphic novel collection contains graphic novels that contain materials.

## **MATERIAL FORMATS**

Materials are purchased in the most appropriate format for library use. New formats will be considered for the collection when industry reports, national survey results, and local requests

indicate that a significant portion of the community has the necessary technology to use the new format. The following factors must be considered when deciding whether to add a new format to the collection: availability of items, cost per item, and the library's ability to acquire, process, and circulate the items in the specific format.

Textbooks may be purchased in areas with little or no material in any other format or where they add substantially to the collection. APL does not necessarily buy the textbooks used by the local schools, regarding it as the responsibility of the school, community college, or university library to provide copies of these course materials for their students. Non-book materials are selected and deselected according to the same criteria as book materials.

### **Hardcover Books**

Books are generally purchased in hardcover editions because of their durability.

### **Trade Paperbacks**

This format includes paperback books, comparable in size to hardcover editions but typically lower in cost. They are preferred in cases where the hardcover edition is costly, and the title would be used infrequently or removed from the collection in a few years.

### **Serials**

Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. This format includes periodicals, newspapers, and annuals or continuations retained in the reference collections. They may consist of the following physical formats: print, microform, and computer-based. Decisions as to retention of back issue periodicals and reference annuals or continuations are made on a title-by-title case. The following factors must be considered in any retention decision: cost, usage rates, shelf space required or computer system compatibility, and availability of the title in electronic format. The library generally retains periodicals in print format for one year. Any periodical or newspaper that the library determines should be retained for historical value may be retained in print format indefinitely.

### **Microforms**

Microforms are used primarily for long-term storage and preservation of periodicals and newspapers. The term "microforms" in this library system refers to microfilm and microfiche. Microforms are added to the collection for one or more reasons: to acquire materials not available in print, to preserve materials in the process of degenerating, lack of storage space, and availability of equipment for reading and printing.

### **DVDs**

Appropriate films are purchased in DVD format as they become available.

### **Books on CD**

Recorded books are purchased in CD format. Unabridged titles are preferred in the library's collection. This format also includes instructional recordings such as foreign language instruction. Technical quality is an important criterion.

### **Large Type Books**

Books printed in more significant than 16-point type are in demand by those in the community with visual impairments. The library attempts to provide a variety of titles in this format, particularly in fiction.

## **SPECIAL COLLECTIONS**

### **Gifts of Library Materials**

The Allen Parish Libraries accepts unrestricted, irrevocable gifts of books and other library materials. Gifts are accepted with the understanding that they will be considered for addition to the collection following material selection guidelines. The library reserves the right to sell or otherwise dispose of gifts and donated materials through branch book sales, the Friends of the Library book sales, recycling or disposal services. The Allen Parish Libraries will not assign a value to donated gift materials. However, the library will stamp or sign the patron's list of items for X number of books, boxes of books, books-on-tapes, etc., which can be used for tax purposes.

### **Memorials/In Honor Of**

Patrons may donate funds to purchase library materials in memory or honor of someone. They may make general purchase suggestions regarding the subject matter. Materials are selected and purchased by the Director. A bookplate is placed in the material, and when it is sent to the library branch, the donor and the honoree's family are notified. Direct donation of actual materials is discouraged as these often do not comply with collection selection rules regarding currency, authority, etc.

### **Monetary Donations**

Gifts of money are always welcome and appreciated. Specific recommendations from the donor are honored as far as the suggestions enhance subject areas of need within the collection and follow the Collection Development Policy selection guidelines.

### **Self-Published Materials**

In most cases, the library will not purchase self-published material without reviews from established review sources. Exceptions may be made for material of a local interest that meets our selection methodology and criteria.

## **WEEDING (DESELECTION)**

Book withdrawal is an essential aspect of collection development. When library books lose the value for which they were initially selected, they should be withdrawn. This task takes skill, care, time, and knowledge of the materials to do a competent job. The purpose of a withdrawal policy is to ensure that the collection remains vital and valuable by:

- Discarding and/or replacing items in poor physical condition.
- Eliminating items with obsolete, misleading, or superseded information.
- Reducing the number of copies of titles whose relevance to the community has lessened.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW evaluation method developed by Joseph P. Segal. This process (Continuous Review, Evaluation, and Weeding) uses the following criteria to evaluate a title's current usefulness to the materials collection:

- **M** = Misleading (and/or factually inaccurate).
- **U** = Ugly (worn and beyond mending or rebinding).
- **S** = Superseded by a new edition or a much 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 publication date, the last date circulated, and the average number of circulations per year are helpful indicators of the above factors.

Items are discarded from the collection if they are surplus to the needs of the library, their information has become obsolete, or they are physically so worn as to be unusable.

Aids used in discarding: Low circulation lists produced using the library's automated system, Books in Print, and the Public Library Catalog.

## **STANDARDS FOR WEEDING THE COLLECTION**

State Standard for Weeding the Collection: Withdrawing items from the collection is an ongoing part of the management of the collection. This process assures currency of the items, adequate space for newer and more popular materials, and a more attractive, more heavily used collection.

- At least 4% of the circulating collection should be reviewed and weeded annually.
- The weeding rotation should be planned to complete a review and weeding of the circulating collection within five years.
- The reference collection should be reviewed, updated, and weeded annually.

## **REPLACEMENT**

While the Library attempts to maintain copies of standard and essential works, it does not automatically replace all materials withdrawn due to loss or damage. In deciding whether or not

an item will be replaced, staff will consider the following factors: whether the item is still available and can be replaced; whether another item or format might better serve the same purpose; whether there remains sufficient demand to replace the item; whether updated, newer, or revised materials might better replace a given item; whether the item has historical value; whether another networking agency could better provide that or a comparable item; the number of copies held in the collection; the existing coverage of the subject within the collection; and the cost of mending versus the cost of replacement.

## **STATEMENT OF CONCERN**

A singular obligation of the public library is to reflect differing points of view within its collection. The Allen Parish Libraries does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the author's viewpoint. Library material will not be marked or identified to show approval or disapproval of the contents.

Comments from community members about the collection or individual items frequently provide librarians with valuable information about interests or needs that the collection may not adequately meet. The library welcomes expression of opinion by patrons but will be governed by the Collection Development Policy in adding or deleting items from the collection.

The Allen Parish Libraries Board of Control subscribed to the American Library Association Library Bill of Rights (see below). However, any patron can ask the library to reconsider an item in the collection. The patron who requests the reconsideration of library material will be asked to return the item and put their requests in writing by completing and signing a form entitled "Statement of Concern." The item with the form will be sent to the Director.

Upon receipt of a formal written request, the Director will search for reviews of the material in question. The Director will, at the earliest possible date, study the information about the book and respond, in writing, to the person who initiated the request for reconsideration.

Suppose the person(s) who initiated the request is not satisfied with the decision of the Director. In that case, he/she may request a meeting before the Board of Library Trustees by making a written request to the President of the Board. Upon receipt of the request, the Board may propose an agenda item, and the person(s) will be notified of the time and place of the Board meeting.

The Board of Library Trustees reserves the right to limit the length of the presentation and the number of speakers at the meeting. After hearing from the person(s) making the reconsideration request, the Board will determine whether the request for reconsideration has been handled following the stated policies and procedures of the Allen Parish Libraries, will review the background information provided by the Director, will review the position of the patron and will also review the decision of the Director. Based on the information presented, the Board may vote to uphold or override the conclusion of the Director.

**Allen Parish Libraries Board of Control Adopted September 2012  
Revised by the Board July 29, 2022**

**THE LIBRARY BILL OF RIGHTS**

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people in 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 to fulfill their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged by origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available equitably, 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.