

Collection Development Policy

Approved by: Library Board of Control, Date: Before 2005, Revised: Jan 2021

Introduction

This policy serves as a guide for the collection development staff at Bossier Parish Libraries. It explains to patrons the management of materials (physical and digital).

Principles

The library upholds the principles expressed in the American Library Association's (ALA) *Library Bill of Rights*, *Freedom to View*, and *Freedom to Read* statements (see appendices). Staff also consider the changing needs of the population served. Changes in technology and the rapid increase in the vast amount of information available in all forms are additional factors in selection.

Responsibility

The ultimate responsibility for the collection rests with the Library Director, who operates within the framework of policies established by the Board of Control. The Director delegates selection responsibilities to the Associate Director of Technical Services and appropriate specialized staff.

Selection Criteria

The library selects materials for its collection in accordance with professionally accepted guidelines. Materials acquired should meet high standards of quality in content, expression, and format. Staff should consider these general criteria for all materials selected (purchased, gifted, or donated). All items selected will meet several of the general or specific standards:

- Importance of subject matter to the collection
- Representation of a significant genre or national culture
- Present and potential relevance to community needs
- Timeliness or permanence of the work
- Scarcity of materials on the subject
- Popular interest or demand
- Community interest
- Historical value and social significance
- Relevance to special collections
- Affordability, durability, and availability
- Receipt or nomination for significant awards or prizes
- Quality of production including design, illustrations, organization, and style
- Existence of authoritative, published reviews

Additional criteria for digital resources include:

- Ease of use and remote access potential
- Hardware, software, networking, and storage requirements
- Licensing requirements
- Comparison of content and cost with other available formats
- Long term availability and perpetual access rights

Selection Tools

Selection Tools include specialized subject bibliographies, core collection source lists, and other resources, including, but not limited to:

- *Booklist*
- *Horn Book*
- *Kirkus Reviews*
- *Library Journal*
- *Publisher's Weekly*
- *School Library Journal*
- *VOYA (Voice of Youth Advocates)*

Collection Maintenance

Systematic examination of materials in terms of usefulness to the public is essential to maintain relevant resources. Continuous evaluation is necessary, and staff may regularly discard material to maintain a current, accurate, and appealing collection. With guidance from Technical Services personnel, staff may discard materials from the collection.

Reasons for discard include but not limited to:

- Information is out of date
- Worn or damaged item
- Item no longer responds to current needs or interests
- Materials in the format are no longer collected

Discarded items may be offered free of charge to the public except for children's materials. The library entered into a cooperative endeavor agreement with Bossier Parish Schools regarding discarded children's material. The schools are offered the discarded children's materials before being made available to the public.

Intellectual Freedom

The library respects the freedom of information for its users and offers a diversity of ideas and opinions, including those which may be unorthodox or controversial. Inclusion in the collection does not imply library approval or agreement with the contents.

The library opposes any attempts by individuals or groups to censor items in its collection. Selections are not made on the merits of any anticipated approval or disapproval but solely on the value of the works in building the collection and serving the community's interests. The library does not use any coding system, rating, or labeling to identify or segregate materials for censorship purposes. Parents or legal guardians are responsible for the reading choices of minors.

Concerns about Library Materials

A patron concerned about a particular item in the collection may request a Statement of Concern form (see appendices).

Appendix A

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.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix B

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Appendix C

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

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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.

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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

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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.

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.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Appendix D

Statement of Concern Procedures

Approved by: Library Administration, Date: Jan 2021

Purpose

Opinions vary as to the kinds of materials suitable for library collections supported by public funds and open to the public without restriction. Individuals may take issue with library materials that do not support their beliefs and views. While individuals may reject materials for themselves and their children, they cannot exercise censorship to restrict access to materials for others.

Management is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion, the patron may submit a statement of concern form to the Library Director.

The library is not a judicial body. Laws governing questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of any category covered by law until a local court of competent jurisdiction has ruled against the material.

Applicability

The patron submitting the form must be a Bossier Parish resident and hold a valid borrower's card with the library.

Procedures

The library has developed step-by-step procedures to follow when a patron objects to an item in the collection.

- The branch manager will give a copy of the Collection Development Policy and a statement of concern form to the complainant
- The complainant must fill out the form completely and return it in-person or by mail
- The Director will appoint an ad hoc review committee within five days of receiving the complaint; the committee will consist of the Administrative Leadership Team and the Board of Control President
- The committee will review the complaint and evaluate the item in question by:
 - reading reviews to determine general acceptance of the material
 - consulting recommended lists
 - determining the extent to which the material fits the *Collection Development Policy*
- The Director (or designee) will report the committee's decision to the complainant in writing within ten days after the review
- The complainant may appeal the decision to the Library Board of Control at their next regular scheduled meeting
- The library will not review an item of concern more than once a year

Appendix E

STATEMENT OF CONCERN FORM

Initiated By:	Concerned Patron represents:	Name:
	<input type="checkbox"/> Self	Address:
	<input type="checkbox"/> Organization	Email Address:
		Phone:
		Organization Name:
Item Description	Format:	Title:
	<input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> Video <input type="checkbox"/> Audio	Author:
Did you review the entire item? If not, what sections did you review?		
To what in the item do you object? Please be specific: cite pages, frames, or sections.		
In your opinion, what harmful effects might result from the use of this item?		
Do you see any value in the use of this item? (For example: instructional, literacy, self-development)		
Are you aware of literary critics' opinions of this item? Please cite source(s) of the review(s) you saw.		
Should the opinion of any additional experts in the field be considered? If so, please list suggestions.		
Is there any other material that you would recommend as being suited for the intended purpose?		
Additional comments:		
Signature:		Date:
MAIL TO: Bossier Parish Libraries Attn: Library Director 4915 Shed Rd. Bossier City, LA 71111		