

## **LINCOLN PARISH LIBRARY MATERIALS SELECTION POLICY**

The following policy governs all additions to the library collections, regardless of format, type of material, or source. Selections will be made solely on the merits of the materials in relation to the building of the total collection and to serving the interests and needs of the citizens of Lincoln Parish, and not on the basis of anticipated approval or disapproval. The Lincoln Parish Library regards censorship as a purely individual matter and holds that, while anyone is free to personally reject materials that they may consider offensive, one cannot censor or restrict the freedom of others to read or view Library materials. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own children. The Library does not stand in the place of parents (*in loco parentis*) in any aspect associated with library materials and services.

In order to provide materials to patrons (users of Lincoln Parish Library who hold a library card) of all ages, backgrounds, and opinions, the Library strives to present a collection that is diverse and inclusive. When taken as a whole, the collection will represent as many viewpoints as possible. The existence of a particular viewpoint in the collection is an expression of the Library's professional adherence to the American Library Association's Bill of Rights, particularly in terms of intellectual freedom and the opposition of censorship. The Library does not endorse any particular point of view. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, gender identity, gender expression, disability, economic status, or the political or social views of the author.

The Library Board recognizes that library resources are limited. Selection of materials must be consistent with budget allocations.

Factors in the selection process include, but are not limited to, the following criteria:

- Present collection composition and objectives
- Public interest/level of demand
- Author and/or publisher status and reliability
- Originality, creativity, and freshness of viewpoint
- Factual accuracy
- Timeliness
- Community relevance
- Diversity of viewpoint
- Format, legibility, and quality of material's construction
- Price and funds available in the materials budget
- View of critics, reviewers, and library staff

In the majority of cases, selection is made only after reviews indicate the worthiness of the item. In those cases where this is impossible, the professional judgment of the selector will govern. The Library Director is the final authority in the decision-making process and is responsible to the Library Board of Control in the exercise of this authority.

### **SELF-PUBLICATIONS**

The Library does not generally purchase self-published materials, though we may occasionally acquire materials with unique local content. If a self-published book is reviewed positively in a major review journal, it also may be purchased, depending on the Library's collection criteria and needs. Paid reviews or customer reviews, from such stores as Amazon, are not considered. Self-published items from local authors will be accepted as gifts to the Library. These works will have minimal cataloging, utilizing only author and titles; they will have a call number of "SELF"; and they will be shelved together in the adult area of the library collection. . They will not be placed in the "New" shelving areas.

### **GIFTS, DONATIONS, AND MEMORIALS**

Gift materials are received routinely by the Library with the provision that they may be used in the best interest of the Library. They are accepted without conditions or restrictions. Donated materials may or may not be added to the collection. Gift items are subject to the same selection criteria used for purchased materials. Materials not added to the collection are sent to the Friends of Lincoln Public Library to be included in their book sales. All proceeds from the Friends' book sales are used in support of the Library's mission, programs, and collections. Monetary donations allocated for materials purchase are also accepted by the Library. The Library reserves the right to determine the disposition of all gifts received, in keeping with the policy herein.

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

Gifts, memorials, honorariums, and donations are all subject to the same withdrawal policy as items purchased by the library.

### **COLLECTION REVIEW**

The Library Board recognizes the right of individuals to question the inclusion of materials in the Library collection. Patrons (users of Lincoln Parish Library who hold library cards) questioning

material may speak to staff about an item. The supervisor in charge will discuss the patron's concerns and give the patron a copy of this policy.

If the patron wishes to continue questioning the material, staff will provide a "Request for Reconsideration of Library Materials" form on which he/she may state his/her opinion in writing. *Only fully completed forms will be accepted. One form must be completed for each item a patron has questioned.* Once completed, the form and the material in question will be sent to the Director. The Director then forms a committee to review the material. This committee consists of the Director, the Library Board President, an appointee of the Library Board President, and a Library staff member who works directly with the collection in which the item in question resides (children's, teen or adult). After complete examination of the material, which includes reading or viewing the content, the gathering of professional reviews, and any other necessary research, the committee will make a decision. In the event of a tie vote by the committee, the Director will cast the deciding vote. The Director will provide the decision to the patron in writing.

Patrons still wishing to express concerns to the Library Board about the material will be heard during a regular meeting of the Board under the agenda item "Public Comment" or at another time designated by the Library Board for public expression. The Library Board, after receiving testimony from the public and from the Director, will decide the Library's actions, in accordance with Library policies.

### **WITHDRAWAL OF MATERIALS**

The Library Board recognizes that withdrawing materials from the collection is an important part of maintaining the Library collection. Withdrawal of materials is a responsibility vested in the Director who may authorize qualified staff to assist. The withdrawal policy is based on the same factors as the selection policy. Withdrawn materials in good condition are passed on to the Friends of the Library for inclusion in their book sales.

*The Lincoln Parish Library Board of Control subscribes to the principals enunciated in the American Library Association's Library Bill of Rights [<https://www.ala.org/advocacy/intfreedom/librarybill>] and the Freedom to Read [<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>] and Freedom to View [<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>] Statements, all of which are incorporated herein as an integral part of this policy.*

*Approved by the Lincoln Parish Library of Control, 09- 21-2016; reviewed 08- 17-2020; revised 10-20-2022 & 05/18/2023*

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

*Requests for Reconsideration of Library Material are accepted from card holding patrons of Lincoln Parish Library. Requests are referred to the Library Director for review by a committee consisting of the Director, the Library Board President, an appointee of the Library Board President, and a Library staff member who works directly with the collection in which the item in question resides (children's, teen, or adult). After complete examination of the material, which includes reading or viewing the content, the gathering of professional reviews, and any other necessary research, the committee will make a decision. The Director will provide the decision in writing to the person listed on this form.*

*If the you are not satisfied with the committee's recommendation, you may voice your concerns to the Library Board about the materials will be heard during a regular meeting of the board under the agenda item "Public Comment" or at another time designated by the Library Board for public expression. The Library Board, after receiving testimony from the public and from the Director, will decide the Library's actions, in accordance with Library policies.*

*Possible actions that may be taken when warranted are:*

- a) No change in status of the item*
- b) Re-classification and placement in another area of the library*
- c) Replacement with another item which better covers this subject and better meets needs of the community.*

Please completely fill out the following:

Title of material: \_\_\_\_\_

\_\_\_\_\_

Author: \_\_\_\_\_

Check material format \_\_\_ book \_\_\_ video \_\_\_ periodical \_\_\_ other

Review requested by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you represent yourself or an organization? \_\_\_\_\_

Name of group or organization (if applicable):

\_\_\_\_\_

Did you read or view the entire work? \_\_\_\_\_

If not, what part(s) specifically? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you object to in the work? Please be specific, citing page numbers, illustrations, time stamps, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you like the library to do with the material in question?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In your opinion, which work conveys as valuable a picture and perspective of the subject treated in the work in question? In other words, what would you recommend in place of this work? \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Approved for use by the Lincoln Parish Library Board of Control 10-20-2022*