

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 exercise this right of censorship to restrict the freedom of others. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor children. The Library does not stand in the place of parents. (*in loco parentis*)

The Library strives to present a collection that is diverse and inclusive in order to provide materials to patrons of all ages, backgrounds, and opinions. The collection taken as a whole will represent as many viewpoints as possible. The existence of a particular viewpoint in the collection is an expression of the Library's policy of intellectual freedom, not an endorsement of that particular point of view. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author.

The Library Board recognizes that library resources are not unlimited. 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 Amazon reviews 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 separately from the regular 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 received without conditions or restrictions and 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 wonderful way to pay homage to someone in a way that is meaningful and lasting. However, these materials must also meet the selection criteria in this policy. Patrons are invited to discuss their wishes with the staff before purchasing an item or preferably, to have the staff select the item being purchased. This will assure the item is in keeping with 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 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 materials, they may state their opinion in writing on a form provided by the Library. The form will be sent to the Director who will review the patron's concerns and the material in question, make a final decision, and reply to the patron in writing.

Patrons still wishing to express concerns to the Library Board about the materials will be heard during a regular meeting 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.

The Lincoln Parish Library Board of Control subscribes to the principals enunciated in the American Library Association's Library Bill of Rights and Freedom the Read Statement, both of which are incorporated herein as an integral part of this policy.

*Approved by the Lincoln Parish Library of Control, September 21, 2016
Reviewed – August 17, 2020*