

Subject: Collection Development
Section: Service
Amended: October 23, 2023

COLLECTION DEVELOPMENT

The purpose of this policy on collection development for Franklin Parish Library is to guide in the selection, retention, and removal of materials, and to inform the public about the principals upon which selections are made, based on the Franklin Parish Library Mission Statement:

“The Franklin Parish Library seeks to foster a life-long love of reading in all its patrons, facilitate research and study, to ensure equal access and service to all, and to enrich the parish by providing opportunities for information, education, culture, recreation, inspirations, and imagination. The library further seeks to be a faithful steward of the resources entrusted by the taxpayers of Franklin Parish.”

The Franklin Parish Library strives to ensure a free and equal opportunity to all residents of Franklin Parish, both children and adults, to secure reliable materials, information, and professional guidance, which will enable them to enhance and broaden their cultural, educational, vocational, and recreational lives, and thereby to contribute to the development and enrichment of the community.

The Library supports the principals of the Freedom to Read Statement and Library Bill of Rights (see appendices) and provides, within financial and spatial limitations, a large, responsive, and stimulating collection of material to assist in the personal and social development of citizens irrespective of age, race, religion, national background, or economic, social, or professional status. All materials are selected by this Library in accordance with these basic objectives.

Responsibility for Materials Selection

The Library Board of Control adopts as part of its policy the following paragraph from the Library Bill of Rights:

- 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.

Final responsibility for collection development is and shall be vested in the Director. However, the Director may delegate to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the Director for resolution.

Principles of Selection

The following standard criteria are considered in recommending titles, including physical books or audiovisual material, for purchase and establishing the overall value of a title:

- Current interest
- Literary merit
- Authoritativeness: Authors' reputation and significance as writers, or their knowledge of the subject
- Importance of subject matter to the collection
- Timeliness or permanence of the title
- Appearance of title in special bibliographies or indexes
- Existing subject matter in the collection
- Absence of subject matter in the collection
- Cost of the item and available shelf space
- Community standards
- Demand from library users

The Library develops collections aimed at the special needs and interests of children (preschool through age 12) and teens (ages 13-17). The Library does not act “in loco parentis (in the place of a parent).” The reading and viewing activities of youth under 18 are the responsibility of parents or guardians. Materials selected primarily for children and adolescents are marked accordingly and located in designated areas of the Library.

The Library believes that individuals should have access to more than one point of view and that the individuals' personal taste will dictate what they choose to read. It follows that free access to different points of view must be offered. The Library recognizes that many materials are controversial and that any given item may offend some people. Serious works which present an honest picture of some problem or aspect of life will at times be controversial, but they will not be excluded because of visual format, coarse language, or frankness.

Special Collections

a. Louisiana and Local History

The Library has the responsibility of collecting, organizing, and making available extensive information about Franklin Parish, the parish's various communities, and Louisiana. The Louisiana Collection encompasses research materials and fiction related to the state of Louisiana.

The Library acknowledges a particular interest in local and state history. Therefore, it will seek to acquire works by and about writers, artists in various fields, public figures, as well as formal and informal histories whether or not such materials meet the standards of selection in other respects.

However, the Library is not under any obligation to add to its collections anything about Louisiana or produced by authors, printers, or publishers with Louisiana connections if it does not seem to be in the public interest to do so.

- b. Media
The Library purchases and accepts as gifts media in various formats that fit within the overall materials selection guidelines.
- c. Textbooks
The Library acquires textbooks and other curriculum related materials when such materials serve the general public. Exam study guides are acquired for patrons who may be taking exams or civil service tests. These study guides will be marked as “Deposit Books” and require a refundable deposit not exceeding \$25 for the loan of the item.
- d. Genealogy
Vertical files containing copies of current, free, or inexpensive materials are maintained in a classified file for the public to use. Original documents are kept in separate files. Microfilm materials are available for public use with the assistance of a library staff member properly trained to use the equipment. These materials do not circulate and do not leave the library’s premises.
- e. Newspapers/Magazines
Subscriptions are maintained to current magazines of general purpose for the patrons of the Franklin Parish Library. Local papers are also kept in the collection as space is available.

Gifts & Donations

Unconditional gifts, donations, and contributions to the Library that enhance the resources and facilities available to the public may be accepted by the Director on behalf of the Library Board of Control.

No gifts or donations conditionally made shall be accepted without the approval of the Director. Materials are accepted in consideration of their usefulness to the collection, on-going programs and series. Donations of materials that is partisan in nature, published by a political party, denomination, or special interest group will not be accepted.

The Library makes no commitment regarding retention, display, repair, replacement, or integration into the collection of unsolicited material that may be donated. The same standards of selection will govern the acceptance of gifts as govern purchases by the Library. If material is useful but not needed in this Library's collection, it may be disposed of at the discretion of the Director.

Maintenance of the Collection

Systematic examination of materials in terms of usefulness to the public as defined in this policy is necessary in order to maintain relevant resources. Adjustments are based on level of public demand; physical condition of the item; other titles available on the same subject; use of the materials; currency of information; and availability of space.

Lost or damaged materials which cannot be rebound or repaired are replaced at the discretion of the Librarian. Duplicate copies may be purchased to meet high demand, to fill needed items at a branch of the Library, or to provide a circulating copy of an essential reference book.

The Library Director is responsible for the selection of materials and weeding of materials based on generally accepted criteria. Outdated, worn-out, duplicated, and damaged items should not be maintained in a growing library. Space limitations make organized weeding projects necessary on a regular basis. Materials withdrawn from the collection may be disposed of in ways that benefit the Library and community.