
IBERVILLE PARISH LIBRARY

POLICY MANUAL

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02-01 Collection Development Policy

02.01.a The Library

The Iberville Parish Library provides free access to a vast array of knowledge, ideas, and information and supports lifelong learning and a love of reading.

02.01.b Intellectual Freedom

The library adheres to the following Intellectual Freedom Core Documents:
<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/coredocuments>

02.01.c Responsibility for Selection of Library Resources

The Library Director delegates to members of staff that are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections. The Director has final responsibility for material selection.

02.01.c1 Selection Criteria

Certain factors influence the selection of library materials, among these are:

- The author's reputation and significance as a writer
- The importance of subject matter to the collection
- Representation of opposing views on subjects of interest to patrons
- Contribution to diversity or breadth of collections
- Budget constraints
- Affordability, durability, and cost relative to the value the item contributes to the collection
- Quality of production including design, illustrations, organization, and style
- Professional reviews and opinions
- The Library will not purchase self-published material not reviewed in established review sources. Exceptions may be made for material of local interest if it also meets the other selection criteria.

02.01.c2 Weeding

Every item in the collection is evaluated for retention, replacement, or withdrawal at least every 5 years to determine its usefulness and accuracy according to this library

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collection development policy. Outdated, redundant, superseded, unused, etc., or damaged materials are removed from the collection. In addition to physical condition or amount of circulation, the library will consider local needs and long-term use of the materials, including genealogy, local history, and other special collections. The library will refer to current library field standards when making decisions (e.g., [CREW Method](#), [ALA](#) guidelines, etc.)

Withdrawn books are donated to the Friends of the Library for book sales following the procedure as regular withdrawn items. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.

02.01.c3 Gifts and Donations

The library welcomes donations, monetary and material, from the community it serves. However, no gifts, monetary or material, can be accepted with considerations attached. The library reserves the right to add or not add the material to the collection based on the same selection criteria used to purchase items. Material not added to the collection may be used as giveaways, given to the Friends of the Iberville Public Libraries for their book sale, or discarded. Gift materials are subject to the same weeding guidelines as the rest of the collection and without consultation with the donor. Appraisals for tax or other purposes are the sole responsibility of the donor.

02.01.d Use of Materials

Responsibility for the reading, listening, playing and viewing of library materials by children rests solely with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children. The library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to building the collection and to serving the needs of the library and its patrons.

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02-02 Request for Reconsideration Policy

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Individuals who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library supervisor or its director. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and Form IPL-0203F.

Requests for reconsideration will go through a review process if the following criteria is met.

1. The individual must be of majority age meaning aged 18 or above pursuant to Act 436 of the Louisiana Legislature.
2. The individual lives in Iberville Parish and can show proof of such with a valid ID showing a current residential address within the parish pursuant to Act 436 of the Louisiana Legislature.
3. The individual has an active (non-expired) library card account with Iberville Parish Library. Active library cards with other library systems cannot be accepted in lieu of an account with Iberville Parish Library pursuant to Act 436 of the Louisiana Legislature.
4. The form is submitted with all required fields completed and with the complainant's original signature. Library staff may not complete the form on behalf of the complainant.

If form submission criteria are not met, the form will be dismissed from consideration. The complainant is welcome to revise or resubmit their form to include the missing criteria.

As a public body, Iberville Parish Library is subject to public records law pursuant to the provisions of the Louisiana Public Records Law, Located at LA. Rev. Stat. 44:1, ET SEQ.

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Completed requests for reconsideration forms are subject to public records requests, and Iberville Parish Library must comply with state law should such a request be made.

02-02.a Public Library Procedures for Handling Formal Complaints

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the Library Director. The completed form can be submitted to the branch manager and will be forwarded to the Director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision. Dependent on the number of requests for reconsideration currently under review, this time frame may change. Complainants will be notified of such.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board of Control.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

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