

Jackson Parish Library
614 South Polk Avenue
Jonesboro, Louisiana 71251

Policy on the Selection of Library Materials

Mission Statement..... 2
Philosophy/ Goals & Objectives 2
Public Service..... 3
Responsibility for Selection 3
Guidelines for Selection 3
Book Collection Maintenance 3
Criteria for Selection of Library Materials 3
Guidelines for Selection of Children's Non-Fiction Materials 4
Criteria for Selection of Children ' s Non-Fiction Materials 6
Gifts..... 8
Collection Development – Weeding Policy 9
Library Bill of Rights..... 13
Freedom to Read Statement..... 14
Challenged Materials: An interpretation of the Bill of Rights..... 15
Request for Reconsideration of Materials or Addition of Material..... 15
Form: Requests for Reconsideration of Library Materials..... 17

Reviewed and adopted by the Jackson Parish Library Board of Control on the

14th day of November, 2023.

Carol Massey 11/14/23

Carol Massey, President
Jackson Parish Library Board of Control

Jackson Parish Library

614 South Polk Avenue Jonesboro, Louisiana 71251

The Jackson Parish Library is a public entity designed to serve all individuals who live, work, own property or attend school in Jackson Parish. Maintained by a parish-wide property tax millage, the library supports the informational, educational, cultural and recreational needs of its constituents.

MISSION STATEMENT

The Jackson Parish Library is a service institution that seeks to inform, educate, entertain and culturally enrich the lives of all people, from early childhood to senior citizen, through the use of books and other materials, technological innovations, facilities and professional services.

Philosophy/ Goals & Objectives

The role of the Jackson Parish Library is to serve all of the people of the parish, including children of all ages. This includes schools, daycares and other learning facilities within the parish.

The role of the children's non-fiction collection is to provide a wide array of materials to meet the informational, recreational and cultural needs of children and adults working with children, and to stimulate and encourage reading of all types of materials.

Children's materials are not only for individual children, but also for groups of children, parents and other adults who work with children, adults using children's materials, and agencies and organizations serving children.

We serve children of all ages. We know that children who are introduced to books at an early age have an easier time learning to read. Children who use the library are more likely to grow up to be library users and supporters of libraries and literacy.

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.

Public Service

Every person who walks through the doors of the library is a client regardless of age, education, intellect, income or level of sophistication. The library staff strives to treat all clients with respect. It is our goal to find the information sought, even if that means humbling ourselves to ask for assistance in locating the needed information.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his/her direction, selection may be delegated to professional library staff. All staff members and the general public are encouraged to recommend materials for consideration.

Guidelines for Selection

1. The Library takes cognizance of the purposes and resources of other libraries in the area and shall not needlessly duplicate functions and materials.
2. The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.
3. The Library will acquire legal and medical works only to the extent that they are useful to the layman.
4. The Library acknowledges a particular interest in local and state history but recognizes that it is not always possible or necessary to acquire every title written by Louisiana authors.
5. Because the Library serves a public embracing a wide range of ages, reading skills, and educational backgrounds it will always seek to select materials of varying complexity.
6. In selecting books for the collection, the Library will be attentive to the special commercial, industrial, cultural, and civic enterprises of the communities it serves.

Book Collection Maintenance

Librarians are expected to use their experience and good judgment in removing from the collection whatever no longer serves a need, and to refurbish by rebinding or other means those materials which *might* suffer deterioration without such care.

Criteria for Selection of Library Materials

Each type of material must be considered in terms of its own merit and intended audience. *All* selections, both purchases and gifts, must meet some of the following criteria:

1. Appeal to the interests and needs of individuals in the community.
2. Permanent value as source material or interpretation.
3. Vitality and originality of thought.

4. Contemporary significance.
5. Artistic excellence.
6. Entertaining presentation.
7. Accuracy and objectivity.
8. Suitability of physical form to library use.
9. Skill, competence, and purpose of the author.
10. Relations to other materials and existing areas of coverage in order to maintain a well-balanced collection.
11. Technical Quality in selection of non-book material.

Guidelines for Selection of Children's Non-Fiction Materials

1. The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public or the library personnel.
2. The library acknowledges a particular interest in local and state history, but also recognizes that it is not always possible or necessary to acquire every title written by Louisiana authors. Even so, purchase priority will be given to appropriate state and local selections. For these selections, the library will strive to collect at least two copies of each title, with the first copy being shelved with the children's non-fiction collection and multiple copies being shelved in the Children's Louisiana Collection.
3. The Library acknowledges that the children served through the non-fiction collection include those of various ages, reading skills and educational backgrounds; therefore, it will seek to select materials of varying complexity. The collection also provides adults with materials that relate to the well-being of children; enrich preschool and school curriculums and aid in the study of children's literature.
4. In selecting materials, the Library will be attentive to the special commercial, industrial, educational, cultural and civic enterprises of the community it serves.
5. In response to the needs of the school children served, the Library will strive to collect a wide array of non-fiction materials which are included in the Accelerated Reader program, including similar materials in varying reading levels.
6. The collection shall include books appropriate for infancy through grade eight, shall represent samples of all format types- e.g., alphabet books, number books, board books, chapter books, big books, etc.-and shall represent various spectrums of current thought even if controversial.

7. Award winners, honor books, and books from recommended bibliographies shall be collected comprehensively through a collection plan arranged through standing orders and on-approval plans. Multiple copies of award winners will be ordered as budget allows. For multiple copies of award winners, the first copy shall be shelved with the regular children's non-fiction with additional copies being shelved in the children's library science collection.
8. Recommendations from reading methods instructors are encouraged for purchasing such items as big books and books to support whole language theory. Due to spacing needs, such books will be stored in the workroom and are available upon request.
9. A limited number of reference books generally found in a school library may be collected. However, most such items as well as selection tools and other professional literature will be housed in the main reference collection.
10. Journals and magazines, such as National Geographic, will be collected as budget allows. These materials will be shelved with other children's serials in the Children's Department.
11. The non-fiction collection shall be cataloged using the DDCS.
12. The primary language of materials to be collected is English. A sufficient bi-lingual collection of Spanish/ English books may be collected as needs arise and based on demand.
13. Emphasis shall be on the most current materials. Outdated treatments or items replaced by newer versions will be weeded out. Certain materials will be retained for historical and comparative purposes.
14. Educational materials published in the United States are emphasized. Foreign publications may be acquired on a selective basis.
15. Every effort shall be made to have the collection reflect all types of cultural diversity and promote respect for individuals, our local community and the global community, including works that encourage children to respect their ethnic heritage and increase their understanding of other ethnic groups.
16. The library shall provide resources in special formats devised to meet the needs of the vision-impaired, the hearing-impaired, and others whose disabilities impede their ability to make optimum use of other library resources.
17. The library shall acquire graphic novels on the basis of the literary or artistic merit and in response to demand.
18. Purchase primarily in reinforced library binding or hard back. Children's books, including non-fiction titles, must hold up to abuse, wear and tear. Most of the non-fiction collection will spend time on the bookmobile and circulating at the various schools (which means desks, floors, lockers, etc.). Do not purchase popular topics in paperback form unless absolutely necessary.

19. When possible, consider materials which incorporate electronic access. This is especially useful for subject area such as computers, medicine, science and nature.
20. A collection for parents, caregivers and others involved in children's lives will focus primarily on books on reading, literacy, preschool, homeschool, teacher resources, child development and materials for children with disabilities.

Criteria for Selection of Children's Non-Fiction Materials

Each type of material must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must meet some of the following criteria:

1. Appeals to the interests and needs of children of all ages or adults working with children;
2. Permanent value as source material or interpretation, or likelihood of enduring value;
3. Vitality and originality of thought;
4. Contemporary significance;
5. Artistic excellence;
6. Entertaining presentation;
7. Accuracy and objectivity;
8. Suitability of physical form to library use;
9. Skill, competence and purpose of author; quality of prose or literary merit;
10. Relations to other materials and existing areas of coverage in order to maintain a well-balanced collection (Will it provide additional information or a new interpretation of events or data? Will it contribute to ideological balance in the collection?);
11. Technical quality in selection of non-book material; and
12. Value of work in relation to cost.

The quality of the work may be assessed by one or more reliable reviewers. Materials may also be chosen based on predicted demand.

Additional guidelines according to classification are as follows:

000s - General: Do not keep any general encyclopedia set that is more than 5 years old. Many libraries now rely on an electronic version of a standard encyclopedia and the Web in general to fulfill the basic "starting point" and definition functions which were once the purpose of a general print encyclopedia. Materials on computers are seldom useful after three years and library science books should either be

current enough to be used by you or they should be withdrawn. Ghosts and UFOs are always popular; these may be kept as long as they are in usable condition and have been circulated at least once in the last five years.

100s - Philosophy and Psychology: Popular psychology and self-help books can quickly become outdated. More scholarly works on psychology and philosophy should be kept if they are by important authors (Aristotle, Freud, etc.). In general, psychology materials should be considered for withdrawal after five to eight years.

200s - Religion and Mythology: There can be a high turnover in books by popular religious leaders. Does the collection reflect the interests of Jackson Parish? Try to have something current on each of the major religions. Note that there are over 100 area Baptist churches and pay attention to the requests and needs of home-schooling parents.

300s - Social Sciences: Law, government and education materials are often used for school reports and debates. However, err on the side of withdrawing them if there is little evidence of such use. Folklore and fairy tales, especially those from other countries, should be included.

400s - Languages: In general, a fairly current dictionary for both Spanish and English is sufficient at this time.

500s - Pure Sciences: Basic, historical works on science such as Darwin's *On the Origin of Species* should be retained; otherwise, keep recent publications regarding new theories, ideas, and research on animals and science. Remember that science fair projects and reports require materials on major science topics. Always check with area teachers and bookmobile staff prior to discarding multiple copies of these materials.

600s - Applied Sciences: Medical information in books is often outdated before it reaches our shelves. Keep the 610s to a minimum and rely on electronic information to provide the most current and reliable health information. Use the resources available through local and state databases to provide the most current information to clients.

700s - Arts and Recreation: Histories of art and music may be kept until they wear out. Popular "how to draw" books should be replaced as needed. Keep in mind popular culture when choosing "how to draw" materials, such as popularity of fairies, dragons, manga, etc. Other areas should be evaluated for their currency, including sports and games. Keep in mind that our circulation stats show that sports books have an extremely high circulation rate. Always check with bookmobile staff and the Children's Librarian prior to discarding any of these materials. Unless a sports book is extremely out of date or falling apart, it should be kept (especially if it is marked as an AR book).

800s - Literature: We intentionally collect multiple copies of classic literary works. The most recent edition that is in the best condition should be shelved with the non-fiction materials. Popular classic fiction may be shelved with the fiction materials and will follow fiction guidelines. Keep the several good copies of popular plays and short story collections. Plays and skits are popular during the holidays; weed sparingly.

900s - History, Travel and Geography: History books are evaluated for demand, factual accuracy, and interpretation. All of the major time periods and locations should be well-represented (as many as 3 copies of well-used items may be collected), such as materials for the Revolutionary War, Civil War, WWI, WWII, Gulf War, etc. and general histories of England, Spain, France, Canada, the USA, etc. A balance of perspectives is ideal. For travel and geographical materials, we will collect materials that are less than two years old unless it has a significant amount of background or historical information. Maintain current information for states and countries.

B- Biography: It's easy to accumulate multiple copies of popular biographies and autobiographies; once the demand and popularity are past, the children's non-fiction section should keep only one copy. Keep up with new releases on enduring personalities (especially political and historical figures) and keep biographies with literary value but weed biographies as you do fiction. If it has not been read by more than one person in the past five years, consider withdrawing it. Pay attention to pop culture; these biographies are generally listed in the AR program early and have a high circulation count. Purchase for various age levels (for example, you may have five biographies on Christopher Columbus at varying age levels). Do not forget to keep African American biographies current. These are very popular for history reports and during holidays. Be sure to use the Collective Biography Index for possible titles to incorporate lesser known figures into the collection.

Do not forget to check for inaccuracy and oversimplification in children's non-fiction materials.

Gifts

The Library accepts gifts for the library's collection that fall within needed subject categories, as determined by the Library Director and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

The library retains unconditional ownership of the gift.

The library makes the final decision on the use or other disposition of the gift.

The library reserves the right to decide the conditions of display, housing and access to the materials.

Monetary gifts to the collection are welcome and may be designated as memorials. Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.

Jackson Parish Library Collection Development - Weeding Policy

Weeding is defined as the practice of discarding excess copies, rarely used books, and materials with incorrect information or no longer relevant to the curriculum or needs of patrons.

Weeding should not be used as a means for withdrawing materials which are of a controversial nature or needing re-evaluation.

When in doubt, turn it over to the Library Director.

GUIDELINES

The following criteria should be considered for each item in the collection. In some cases, you will find that just one of these "MUSTIE" guidelines is sufficient reason to withdraw an item, in others you may use a combination. These are guidelines; if you have a question bring the item to the Library Director.

MUSTIE stands for:

- **M**isleading and/or factually inaccurate: (this includes items that fail to have the substantial periods of time not represented because of the age of the material)
- **U**gly (worn out beyond reasonable mending or having been poorly repaired in the past):
- **S**uperseded by a new edition or a better source; (keep in mind the use of the Web as a better, more up-to-date source in many cases)
- **T**rivial (of no discernable literary or scientific merit & without sufficient use to justify keeping it);
- **I**rrelevant to the needs and interests of your community; (not used even though we may find it "interesting"!)
- **E**lsewhere (the material may be easily borrowed from another source or found on the Web)

Additional weeding criteria include:

Condition: If a book is in poor condition, it may be considered for removal depending on ability to mend it. Problems to watch for include a broken spine, fragile or brittle paper or bindings, bent corners, torn or missing pages, defaced pages or covers, insect or mildew infestations and books that are just plain worn-out.

Age: Evaluating an item's usefulness based on its age is a tricky issue, especially for books. Some questions to ask when considering age as a reason to withdraw an item: Is the book so fragile that it can't withstand normal library use? Does this item have local historical value and therefore should it be transferred to the local history collection or the historical society? Does the age of the book mean that there are large periods of time not covered by its contents thus making it very incomplete?

Frequency of Use: When was the last time an item circulated? How often is it used in the library? If you want to keep the item, perhaps it could be moved to a more visible or attractive location.

Multiple Copies: You may have more copies of an item than current usage demands. Multiple copies of wild flower field guides might sit on the shelf a good part of the year but are in high demand every spring and therefore justified. On the other hand, best sellers (both fiction and nonfiction) that are no longer being put on hold and are actually sitting on the shelf do not need to be kept. Keep the best copy and let the rest go.

Currency/Accuracy: When evaluating currency, the key issue is relevance. History books may not be especially current, but if they are still relevant they should be kept. Materials on computers, law, science, technology, health, and travel on the other hand, need to be current to be useful. Other items likely to be out of date quickly are travel guides, atlases, subjects that change frequently such as college entrance exams, guides to elected officials and anything related to fashion or fads.

In addition to using MUSTIE and the weeding criteria stated above, additional weeding considerations for each section of the Dewey Decimal Classification and other typical collection categories are below.

000s - General: Do not keep any general encyclopedia set that is more than 5 years old. Many libraries now rely on an electronic version of a standard encyclopedia and the Web in general to fulfill the basic "starting point" and definition functions which were once the purpose of a general print encyclopedia. Materials on computers are seldom useful after three years and library science books should either be current enough to be used by you or they should be withdrawn.

100s - Philosophy and Psychology: Popular psychology and self-help books can quickly become outdated. More scholarly works on psychology and philosophy should be kept if they are by important authors (Aristotle, Freud, etc.). In general, psychology should be considered for withdrawal after five to eight years.

200s - Religion and Mythology: There can be a high turnover in books by popular religious leaders. Does the collection reflect the interests of your community? Try to have something current on each of the major religions. Like almost everything else, religious writings are subject to changes in society and reflect the period in which they were written.

300s - Social Sciences: Law, government and education materials are often used for school reports and debates, so they may have a somewhat historical value. However, err on the side of withdrawing them if there is little evidence of such use.

400s - Languages: Foreign language and English-as-a-Second-Language materials may wear out very quickly. In general, a fairly current dictionary for each of the major languages other than English is sufficient.

500s - Pure Sciences: Basic, historical works on science such as Darwin's *On the Origin of Species* should be retained; otherwise, keep recent publications regarding new theories, ideas, and research on animals and science.

600s - Applied Sciences: Medical information in books is outdated before it reaches your shelves. Keep the 610s to a minimum and rely on electronic information to provide the most current and reliable health information.

700s - Arts and Recreation: Histories of art and music may be kept until they wear out. Other areas should be evaluated for their currency including sports and games.

800s - Literature: You probably have multiple copies of classic literary works. Keep the most recent edition that is in the best condition and move any fiction to the regular fiction stacks where it is likely to be used.

900s - History, Travel and Geography: History books should be evaluated for demand, factual accuracy, and interpretation. A balance of perspectives is ideal. For travel and geographical materials, do not keep anything older than two years unless it has a significant amount of background or history information.

B - Biography: It's easy to accumulate multiple copies of popular biographies and autobiographies. As with other types of materials, once the demand and popularity are past, keep only one copy. Keep up with new releases on enduring personalities (especially political and historical figures) and keep biographies with literary value but weed biographies as you do fiction. If it has not been read by more than one person in the past three years, consider withdrawing it.

Adult Fiction: This is another area prone to multiple copies that are good for book sales. Works with enduring appeal should be kept, along with single copies of past best-sellers. Titles not being checked out are subject to withdrawal depending upon available space, place in a series (official or unofficial), and importance of the author. Older works by an author who is still alive and writing popular works may be read by new readers.

Young Adult and Children's Fiction: Watch for outdated topics, oversimplified or abridged classics when the original is appropriate for age and reading level, and multiple copies of series books. Replace worn out "classics" but define classic in terms of authors as much as individual works. For example, it is not necessary to keep everything that Louisa May Alcott wrote but you would want to have a decent copy of Little Woman even if it is only occasionally checked out. Young adult fiction should be in paperback almost exclusively, less than five years old and/or popular. The Lord of the Rings trilogy and The Chronicles of Narnia are examples in recent history of high demand older titles. With so many varieties of picture books on the market, your collection should be chosen on the basis of good stories and illustrations.

Young Adult and Children's Non-Fiction: Consider these materials using adult criteria, but look for inaccuracy and oversimplification.

The Reference Collection: Libraries are redefining reference and recognizing that allowing things to circulate and be used makes better sense in our rich information environment. Change our definitions of "reference" and recognizing that allowing something to be used to death is a better fate than having to withdraw and destroy a pristine book because its contents are now totally out of date.

Audiovisual Materials: Non-print media should be weeded on a regular schedule just like print materials. Other issues to consider when evaluating non-print materials include format and condition.

Louisiana or Local History Materials: This is one area where you will probably want to weed lightly, with an eye for new editions or updated information. Keep as much as you can. Local history, materials by local authors or with local settings, memoirs, directories and oral histories should generally not be weeded.

Vertical Files: It is especially important for vertical file materials to be current; be sure to date all items as they are added to the file.

Magazines and Newspapers: Many paper periodical subscriptions and serials are for current browsing purposes or are used by multiple patrons. Keep as many editions (whether monthly, weekly, etc.) available out front and at least the past year's editions in the media room.

What to do with weeded materials:

Keep, but Mend First

Mending an item may be a good choice if it would be difficult or expensive to replace or if it has some unique value to the collection. Some questions to ask before you mend or rebind include: Would it be more cost-effective to buy a new copy; Do I really need to keep this item; and How much time and money will it cost to repair it.

Replace with New Copy

Before going to the expense and hassle of trying to locate a replacement for an item that may be out of print or not truly useful in your library, decide if it is really worth it.

Don't Keep

If you decide to discard an item, you must go through what is typically called "out processing" for each item. In general, this includes stamping each item with a " withdrawn" or "surplus" stamp and provided the bar code to tech services for deletion.

- **Give It Away:** This option has the advantage of allowing the community to "recycle" materials. Use common sense and tact when choosing this method. If it's too badly damaged for your library, will someone else appreciate receiving it? If the information is outdated and even dangerous, be sure to destroy the item rather than giving it away. A non-profit organization or "charity" shop might be happy to receive useable items.
- **Destroy It:** This option should be reserved for items that are unsalvageable and cannot be sold or given away. If you must choose this method, be discreet. Even though you have established a weeding policy, carefully evaluated the item's status and made a considered judgment, it still looks bad for customers to discover " perfectly good" books in the dumpster behind the building. Be prepared to calmly explain your reasoning (and be able to back it up with policy and examples) if this should happen.

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 18, 1948.
Amended February 2, 1961, and January 23, 1980,
by the ALA Council.

THE FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and book sellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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.
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.

Note: "Books" as used in this statement include all kinds of materials acquired for library use.

Adopted June 25, 1953;
revised January 28, 1972,
January 16, 1991,
July 12, 2000,

by the ALA Council and the AAP Freedom to Read
Committee.

The complete text *is* available from the
American Library Association, 50 E. Huron St., Chicago,
IL 60611.

Challenged Materials: An Interpretation of the Library Bill of Rights

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form that reflects the *Library Bill of Rights*, and that is approved by the appropriate governing authority.

Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The *Library Bill of Rights* states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990.

The Library Board of Control has adopted the ALA Library Bill of Rights, the Challenged Materials interpretation and the ALA Freedom to Read statement to govern the selection and withdrawal of children's materials and the services provided to children at the Jackson Parish Library.

Request for Reconsideration of Material or Addition of Material

The library encourages its clients to recommend items for purchase. In deciding whether to acquire the items recommended, the staff considers not only clients' recommendations, but also other criteria as identified in this document.

Clients who wish the library to acquire an item the staff has decided not to acquire and those who wish the library to remove an item in its collection must complete and submit the Library's Reconsideration Form.

The selection of library books and materials is predicated on the library customers' right to read, and similarly, their freedom from censorship by others. Many titles are controversial, and any given item may offend some persons. Selections for this Library will not, however, be made on the basis of anticipated

approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers.

This library holds censorship to be a purely individual matter and declares that--while all are free to reject for themselves books and other materials of which they do not approve--they cannot exercise this right of censorship to restrict the freedom of others.

1. General Requests for Reconsideration

- a. All requests for reconsideration shall be submitted in writing to the library on the Jackson Parish Library Request for Reconsideration of Library Material Form (See Attachment A.)
- b. Requests for reconsideration may be made by any library patron. Library patron is defined as "a person residing in the parish in which the parish or municipal library is located who has reached the age of majority and who holds a library card from the library." [R.S. 25:225 B (2)].
- c. The library shall make a written determination and notify the library patron.
- d. Appeal(s) of these determinations can be made to the library board of control within thirty (30) days of the notification of the determination.

2. Requests for Reconsideration Related to R.S. 25:225: Minors' Access to Sexually Explicit Materials

- a. All requests for reconsideration shall be submitted in writing to the library on the Jackson Parish Library Request for Reconsideration of Library Material Form (See Attachment A.)
- b. Requests for reconsideration may be made by any library patron. Library patron is defined in Article VIII(A)(2) in the preceding section.
- c. Pursuant to LA R.S. 25:225, all requests for reconsideration on the basis of the material being sexually explicit as defined in the statute shall be reviewed by the Library Board of Control in an open meeting.
- d. The Library Board of Control shall determine whether the library material meets the definition of sexually explicit material by majority vote in an open meeting pursuant to the requirements of LA R.S. 42:11 et seq.
- e. The Library Board shall make a written determination and notify the library patron.
- f. The decision of the Library Board is final.

Jackson Parish Library
Request for Reconsideration of Library Material
Attachment A

All fields below are required and must be completed.

Date of Submission: _____
Library Card Number: _____
Card Holder Name: First _____ Last _____
Card Holder Address: _____
City _____ LA Zip _____
Mailing Address (if different) _____
City _____ LA Zip _____
Telephone Number _____ *E-mail address: _____

Complainant Represents: Self
 Organization or Group (Identify) _____
 School (Identify) _____

How would you prefer to correspond in reference to this request for reconsideration of library material?
 Email Mail (indicate which address) _____

Is this complaint related to LA R.S. 25:225 (Access of Materials to Minors)? Yes No

1. Type of resource on which you are commenting:
 Book Audiobook Video
 Magazine Newspaper Electronic Resource
 Other: _____

2. Title of Work: _____
Author/Producer of Work: _____

3. At which library location or in which electronic resource did you encounter this material?

4. What brought this item to your attention?

5. Did you review/read the entire item? If not, what sections did you review/read?

6. What course of action do you recommend in regard to this material?

7. Please state your reasons for making this recommendation. To what in the item do you object? Please be specific: cite pages, scenes, or sections. Consider commenting on the resource as a whole, as well as being specific on the matters which concern you.

8. In its place what materials would you recommend on this topic?

NOTE: This statement will be referred for review. You will be advised in writing of the decision after review. Thank you for your concern and input. Information submitted to a public body, such as this form, may be subject to public records requests pursuant to the provisions of the Louisiana Public Records Law, La. R.S. 44:1, et seq.