

East Baton Rouge Parish Library Collection Development Policy

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Mission

The mission of the East Baton Rouge Parish Library is to provide parish-wide public library service to a diverse population through collections of books, periodicals, electronic databases, online services, non-print materials, exhibitions and programs.

Statement on Intellectual Freedom

The East Baton Rouge Parish Library endorses the Library Bill of Rights Statement of the American Library Association. **Please refer to the American Library Association Bill of Rights in the appendix portion of this document.**

Demographics

The East Baton Rouge Parish Library serves the citizens of the city of Baton Rouge and of the Parish of East Baton Rouge. The city of Baton Rouge is the capital of Louisiana and serves as the commercial, financial, and health care center for a multi-parish area. The parish includes the cities of Baker and Zachary as well as several distinct but unincorporated areas.

According to 2000 U.S. Census Bureau figures, the parish has a population of 412,852 with 227,818 residing within the city. The Parish has a racial make-up of 56% white and 40% black while the city has a 51% white and 45% black population. Other significant minority populations include Asian at 2.1% and Hispanic/Latino at 1.8%. The estimated labor force is 213,100 with most jobs being in services, sales, government, construction, manufacturing, and finance.

The city is home to Louisiana State University, the state's flagship university, and to Southern University, the largest historically Black university in the nation. The Baton Rouge Community College, state schools for the deaf and for the visually impaired, and several vocational and technical institutions are also located in the parish.

Despite the presence of these institutions, illiteracy and its accompanying poverty are a local and state-wide problem. The 38.7% of the population earning over \$50,000 per year contrasts with the 35% living below the poverty level. Approximately 31% of the population has a bachelor's or higher degree; more than 16% have no high school degree.

The East Baton Rouge Parish Library collects materials that reflect the diversity of the area's population. Large collections of materials are maintained at the Main and Regional libraries. Collections that reflect the interests and needs of the people they serve are housed at community branch libraries.

Fiscal Accountability

The East Baton Rouge Parish Library system is funded by a property tax millage approved by voters every ten years. This tax renewal funds all operating expenses including the purchasing of materials for the Main Library, branches, and the bookmobile. The library system adheres to purchasing and financial policies established by the City/Parish government. The Library Board of Control is empowered with the fiduciary responsibility for the library system. The annual budget is submitted

by the Director to the Library Board of Control for approval. Final approval is given annually by the Metropolitan Council.

Responsibility for Selection

The ultimate responsibility for selecting Library materials rests with the Library Director, who operates within the framework of policies established by the Library Board of Control.

The Director delegates selection responsibilities to appropriate professional staff. Other staff members and the general public are welcomed to make recommendations.

Criteria for Selection

These general criteria are taken into account for all materials selected (purchased, gifts or memorials) for the East Baton Rouge Parish Library. Additional specific criteria are listed when appropriate for different collections or types of materials. All items selected will meet several of the general or specific criteria:

- Importance of subject matter to the collection
- Representation of a significant genre or national culture
- Present and potential relevance to community needs
- Timeliness or permanence of the work
- Authoritativeness, including accuracy of content, inclusion in special bibliographies or indexes, or reputation of publisher/producer
- Objectivity
- Availability of material in the system, in other libraries or in print or other formats
- Scarcity of materials on the subject
- Popularity with library patrons
- Community interest
- Balancing of special group interests with general demand
- Suitability of subject, style and reading level for intended audience

- Skill, competence and purpose of the author
- Author's, artist's, or publisher's reputation and significance as without regard to political, racial, religious, etc affiliation
- Receipt or nomination for major awards or prizes
- Comprehensiveness and depth of treatment
- Quality of production including design, illustrations, organization, and style
- Representation of opposing views on subjects of interest to patrons
- Contribution to diversity or breadth of collections
- Affordability, durability, and cost relative to the value the item contributes to the collection
- Historical value and social significance
- Relevance to special collections
- Attention of critics, reviewers and public
- Appropriateness and effectiveness of medium to content
- Support of the Library's mission and roles

The library's patrons are encouraged to recommend the purchase of library materials.

Patrons may complete a request form and turn it in at a public desk. These requests are considered for purchase within the selection criteria listed above. **Please refer to the list of selection tools in the appendix portion of this document.**

Acquisition Limits

Although the Library attempts to provide material on every subject and grade level, no attempt is made to purchase resources whose sole function is to support a school curriculum or any other course of study by individual organizations or institutions.

Self-published material

In most cases, the Library will not purchase self-published material not reviewed in established review sources. Exceptions may be made for material of a local interest that meets the selection criteria of Special Collections.

Special Collections

(SPECIAL COLLECTIONS--Genealogy, Grants, Black Heritage, Large Print, Sign Language Videos, Braille Books, Foreign Language Materials, Videos, Audio Recordings)

East Baton Rouge Parish Library has several Special Collections. Materials selected for these collections are judged by the same standards of content and format that apply to other items purchased by the library.

Audio/Visual, Non – Print Materials

Videos: This collection includes instructional, educational, and literature-based videos as well as current and classic feature films. Some foreign language titles are also selected for purchase. This collection is available in VHS and/or DVD formats.

Audio Recordings: The collection of musical recordings represents a cross section of available genres. The collection of spoken word recordings consists primarily of contemporary fiction, classic fiction, non-fiction, foreign language, young adult and juvenile titles.

Black Heritage

The Library provides a large collection of print and audio-visual materials concerning the history and culture of African-Americans. Special consideration for purchase may be

given to local African-American authors. While the bulk of this collection is located in the Black Heritage Collection at the Scotlandville Branch Library, all libraries provide a representative selection of books and other materials of African-American interest.

Braille Books

The Library provides a variety of Braille books primarily for children, including fiction and non-fiction. All Braille books are located in the Children's Room at the Main Library.

Foreign Language Materials

Books published in languages other than English are purchased for adults and children in response to local demographics, demonstrated need, and according to popular demand.

Genealogy

An extensive genealogy collection is housed at the Bluebonnet Regional Branch Library. Collection development is based on the needs of the researchers who use this collection. The collection includes, but is not limited to, books, microforms, CD-ROMs, videos, subscription databases, periodicals, and maps. Materials pertaining to Louisiana and the other southeastern states are emphasized, however, all states and some foreign countries may be represented. Primary and secondary sources are purchased or acquired as gifts or memorials. Donations of the genealogical papers of individual researchers may be accepted for the Genealogy Vertical File.

Grants

The Centroplex Branch Library houses a Foundation Center Cooperating Collection, the purpose of which is to provide the public with information necessary to becoming successful grantseekers. The Foundation Center furnishes the Library with an up-to-date core collection of their foundations and grants publications, and additionally, the Library purchases relevant periodicals, software, foundation annual reports, and other reference and circulating books.

Large Print

Books printed in at least a 16-point type make reading materials accessible to those with visual impairments. The library provides a variety of titles in this format, including fiction and popular non-fiction. Most titles are of adult interest and reading level, however, some children's and young adult titles are purchased

Local History – Baton Rouge Room

The Louisiana and Local History Collection was developed to feature resources on the State of Louisiana, the City of Baton Rouge/Parish of East Baton Rouge, and surrounding areas. All branch libraries hold material on Louisiana. The Collection is a compendium of the works of some of the earliest American writers, the South's leading Seventeenth through Twenty-first Century authors, best-selling authors from Louisiana, and those currently writing about the state. Because of the wide diversity of the residents of Louisiana, the materials of interest to them range from serious, authoritative publications to humorous treatments of many of the same subjects. The collection includes a tremendous range of topics including religion, education, politics, commerce,

economic development, outdoor recreation, celebrations, and food. It covers all periods of Louisiana history and all subjects pertinent to Louisiana and the Baton Rouge area.

Louisiana Materials

In further developing the Louisiana and Local History Collection, the Library will acquire materials to fulfill its mission, in keeping with guidelines for the collection:

- To represent the widest diversity of views and expressions, including those which may be controversial or unpopular
- To represent the culture, history, and creative output of the local region
- To reflect the cultural diversity of the population
- To document, interpret, and illuminate the past
- To reflect topics of current and possibly future interests and significance
- To provide an aesthetic experience and stimulate imagination and creativity
- To enhance the individuals' enjoyment of life

Sign Language Materials

The Library has a collection of American Sign Language videos produced by American Sign Language Access, a non-profit organization that provides video resources to libraries. Topics include sign language instruction, health and safety, and other subjects of particular interest to the hearing impaired, as well as biographies, humor, drama, literature and poetry. Children's videos include fairy tales and children's classics. These videos are housed at the Bluebonnet Regional Branch.

Electronic Resources

The East Baton Rouge Parish Library maintains a presence on the World Wide Web as a means to promote library services and to provide access to electronic resources which broaden, enrich, and complement the Library's print and audio-visual collections.

Website Selection Criteria

The sites linked on the Library's web site are separate and independent from the Library and the Library exercises no control over the content of these sites. The inclusion of a link on the Library's site does not indicate that the Library endorses, sponsors, or reviews the information provided, nor does the presence or absence of a site reflect library policy in any way. Sites are evaluated according to their credibility, quality and usefulness in order to meet the needs and interests of the Library staff and patrons.

Factors which are considered when evaluating sites to be selected include:

Access – Selected sites must be technologically stable and consistently available for viewing. Sites must offer information at no charge to the user.

Design – Sites must be cleanly designed, free from visual clutter and well organized. Instructions for use should be clear and the interface easy to use.

Content -- Subject matter should be appropriate to the informational goals of the Library. Information presented must be authoritative, documented, accurate and regularly updated.

Timeliness – Some sites will be selected to reflect a current or ongoing community issue or interest.

Non-Commercial Sources -- Preference may be given to educational (.edu), governmental (.gov), and non-profit organization sites (.org); however, appropriate commercial sites will be included.

Even if a site meets the above criteria, the Library may choose not to include a link to that site. Internet sites that are not linked from the Library web site may be found by using a search engine such as those listed on the Search the Internet page (<http://www.ebr.lib.la.us/search.htm>).

Linked sites are periodically reviewed for access, design, and content. If a site no longer meets the selection criteria, or is inactive or out-of-date, it will be removed.

Online Databases

As a participating member of the Louisiana Library Connection Consortium, the Library has access to a wide range of databases selected and purchased by the State Library of Louisiana. The East Baton Rouge Parish Library supplements this core collection with databases chosen with its patrons' needs in mind.

Criteria for database selection:

Content -- Subject matter should be appropriate to the informational goals of the Library. Information presented must be authoritative, documented, accurate and regularly updated.

Need – Content fills a recognized gap in the overall collection or enhances the collection in a substantive way.

System wide Availability – Database provides access to all locations system wide where the print product does not.

Design – Sites must be cleanly designed, free from visual clutter and well organized. Instructions for use should be clear and the interface easy to use.

Space Considerations – The database may replace other formats where shelf space is an issue.

Licensing – Databases which meet a majority of the listed criteria and which offer fair and equitable licensing will be considered for inclusion in the collection.

The East Baton Rouge Parish Library adheres to Copyright laws as set forth by Title 17 of the United States Code. Please refer to the Copyright Statement in the appendix portion of this document.

Gifts

Gift materials in suitable formats are subject to the same selection criteria applied to purchased materials. The library accepts gifts with the understanding that these items may not be added to the collection. The library does not appraise gifts for tax donations or other purposes. Acceptance of a gift that has been appraised does not constitute the library's endorsement of that appraisal. All materials given to the library become library property. Funds donated will be used to purchase items which meet the library's selection criteria. Bookplates will be used to identify the donor and the honoree.

Appendix

ALA 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,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Copyright Notice

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain circumstances, permitted by law, individuals are allowed to make copies (print, digital, or otherwise) for personal use, private study, scholarship, or research. If used for purposes other than those specified by law, or in excess of what constitutes "fair use", the individual may be liable for infringement of copyright.

Selection Tools

Selection Tools include specialized subject bibliographies, core collection source lists, and other resources, including, but not limited to

- *Audiophile*
- *Billboard*
- *Booklist*
- *Bulletin of the Center for Children's Books*
- *Choice*
- *Horn Book*
- *Kirkus Reviews*
- *Library Journal*
- Local Newspapers
- Multicultural Review
- *New York Times Book Review*
- *Publisher's Weekly*
- *Rolling Stone*
- *School Library Journal*
- *Science Books and Films*
- *Video Librarian*
- *VOYA (Voice of Youth Advocates)*
- *Multicultural Review*

East Baton Rouge Parish Library

Patron Recommendation Form

We welcome your suggestions for adding materials to our collections.

Please use this online form to recommend books, periodicals and A-V materials for purchase by the Library. Your recommendation will be considered by the Collection Development Committee, in keeping with the Library's guidelines for purchase of materials.

Please fill in the form below as completely as possible. You will be notified of the status of your recommendation.

Author or Performer

Title:

Publisher or Producer

ISBN (if available)

Type of Material

Print:

- Book
- Magazine or Periodical

A-V:

- Book on CD (Compact Disc)
- Book on Tape
- Videocassette (VHS)
- CD (Compact Disc)
- DVD (Digital Video Disc)
- Other (Please Describe)

Where did you learn about this item?

- Newspaper
- Magazine
- Radio
- Television
- Bookstore
- Other (Please Describe)

Give name of program or publication.

Your Name

Address

Phone Number (Day) **Phone Number (Evening)**

Library Card Number

E-mail Address

Date of Recommendation

Thank you for completing a purchase request form. All requests are reviewed by the staff and considered for purchase within the selection criteria contained in the Collection Development Policy. You will be notified of the status of your request.

East Baton Rouge Parish Library

Staff Recommendation Form

We welcome your suggestions for adding materials to our collections.

Please use this online form to recommend books, periodicals and A-V materials for purchase by the Library. Your recommendation will be considered by the Collection Development Committee, in keeping with the Library's guidelines for purchase of materials.

Please fill in the form below as completely as possible. You will be notified of the status of your recommendation.

Author or Performer

Title:

Publisher or Producer

ISBN (if known)

Type of Material

Print:

- Book
- Magazine or Periodical

A-V:

- Book on CD (Compact Disc)
- Book on Tape
- Videocassette (VHS)
- CD (Compact Disc)
- DVD (Digital Video Disc)
- Other (Please Describe)

Where did you learn about this item?

- Newspaper
- Magazine
- Radio
- Television
- Bookstore
- Other (Please Describe)

Give name of program or publication.

Your Name

Your Library

Work Phone

Library Card Number

E-mail Address

Date of Recommendation