

## INTRODUCTION

This policy is a guide for the staff responsible for selection of library materials for the State Library of Louisiana and an explanation to users of the collection about how materials are selected. It is subject to ongoing review and revision.

### **Mission Statement**

The mission of the State Library of Louisiana is to serve the informational, educational, cultural, and recreational needs of Louisiana residents by providing the best possible library materials and services in a timely and efficient manner. The State Library will strive to improve library services throughout Louisiana and to assure equal access to library resources.

### **Collection and Services**

The collection and services of the State Library supplement those of the state's public, academic, school, institutional, and special libraries in support of the informational and recreational needs of persons served by these institutions. The collection reflects the strengths and deficiencies of the resources available from the state's libraries. It is a research collection to serve the needs of state government as well and includes books, serials, government publications, pamphlets, sound recordings, audio and video tapes, CDs, DVDs, microform, online databases, newspapers, and materials for the blind and physically handicapped. It covers the broadest spectrum of subject matter with an emphasis on Louisiana-related information and authors.

The object of the selection process is to achieve a collection representing the acknowledged best authorities in all fields, the widest coverage of subjects and representation of differing viewpoints on controversial issues.

## **Responsibility**

The ultimate responsibility for the collection rests with the State Librarian and the Board of Commissioners of the State Library of Louisiana. Selection of materials for the collection is delegated to the staffs of the Reference and Bibliography, Serials, Louisiana, Audiovisual Resource Center and Blind and Physically Handicapped sections who employ procedures such as the approval program, standing orders, subscription services, consultation of reviewing and selection tools and review of actual materials.

## **Review of Policy**

The selection staff reviews and revises the Collection Development Policy every five years.

## **Philosophy**

The American Library Association's (ALA) "Library Bill of Rights" and the ALA endorsed "Freedom to View Statement" are the principal guiding statements of selection policy for the State Library (see Appendix A and B). The selection staff considers the changing needs of the population served. Changes in technology and the rapid increase in the vast amount of information available in all forms are also factors in selection.

## **USE OF THE COLLECTION**

Library materials may be used by anyone in the Louisiana State Library building during regular hours of operation. Books, magazines, audiovisual materials and vertical file materials are loaned to Louisiana libraries above the high school level for the use of their patrons and through interlibrary loan to libraries anywhere in the United States.

These materials are also loaned directly to Louisiana state government officials and employees (active or retired), to employees of quasi-governmental organizations in Louisiana, to members of the Louisiana media, and to students in the Louisiana State University School of Library and Information Science.

This policy has one exception. Materials for the blind and physically handicapped are loaned directly to registered patrons of the Services for the Blind and Physically Handicapped.

## **RELATIONSHIPS**

### **Public Libraries**

The State Library provides loan and reference services to complement local library collections, as well as interlibrary loan referral, which augments the State Library collection. The State Library does not attempt to collect popular fiction and juvenile materials, which are well represented in public library collections, with the exception of works in large print or by Louisiana authors.

### **State Agency Libraries**

The State Library coordinates a network of state agency libraries and information resource centers through the Louisiana Government Information Network (LaGIN). The network attempts to identify informational resources in state government, to make them known to other government agencies, and to facilitate sharing. The State Library considers the needs of state agency libraries for general materials and services but does not attempt to provide for needs that are unique to any particular agency.

The Division of Archives and Records has responsibility for collecting archival and manuscript materials. The David R. Poynter Legislative Research Library assists the legislature with researching and writing legislation.

### **Special Libraries**

Special libraries receive loan and reference services, but materials are not selected especially to meet their needs.

### **Academic Libraries**

Loans and reference services are available for academic libraries. Textbooks may be selected as being the best information available in certain fields, but are not intended to support academic curricula.

### **School Libraries**

School libraries are not served directly. Their patrons are served through the public library.

## **GENERAL COLLECTION**

The librarians of the Reference and Bibliography Section are primarily responsible for selection of monographs and reference tools of a general nature, including online databases and other special formats. Periodicals are selected jointly by the Serials and Reference sections. Each reference librarian is responsible for the currency and relevance of specific subject areas within the collection. The staff of the Interlibrary Loan, Acquisitions and Recorder of Documents sections assist in the selection process.

### **Criteria for Selection**

1. Recommendation in standard review journals or bibliographies
2. Reputation of author and publisher
3. Need for better coverage in subject area
4. Scope and depth
5. Accuracy
6. Presence of useful features such as indexes, illustrations, or bibliographies
7. Appropriate format (for example, microform is chosen to save space, for ease of acquisition and storage, and to replace lost or worn paper copies, and databases are chosen to facilitate service to patrons, based on projected use, ease of use, cost, and extent of available information)
8. Literary merit, originality, and authority
9. Demand from library users

### **Exclusions**

Categories of books which are not selected for the general collection, except in large type, include the following:

1. Juvenile books, unless they provide introductory level information which is usable by adults
2. Textbooks, workbooks, and curriculum guides, unless they provide the best information in the specific subject area
3. Study aids that are intended to be used instead of reading the assigned material (for example, CliffsNotes)
4. Fiction in the popular genres such as mysteries, westerns, and romances, unless the title has received significant critical attention
5. Highly specialized or technical books and serials

### **Interlibrary Loan**

Requests for materials that are not owned by the State Library are referred to other libraries. Titles suitable for the State Library collection, especially those in heavy demand, may be recommended for purchase. Requests for lost or missing books are referred to other libraries while purchase of replacement copies is considered.

## **Replacements and Duplicates**

Lost or damaged materials which cannot be rebound or repaired are replaced at the discretion of the selection staff. Duplicate copies may be purchased to meet high demand or to provide a circulating copy of an essential reference tool.

## **Gifts**

Gift material is accepted when there is a need for it in the State Library collection, or another publicly administered collection or institution. Gifts are acknowledged (Appendix D) with no assurance of disposition, nor monetary value assigned. Monetary gifts are expended at the discretion of the selection staff. Memorial bookplates are used in gift materials when appropriate.

## **Deselection**

Librarians responsible for selection of materials for purchase also designate those materials to be removed, repaired, and replaced when they are outdated, worn out, or damaged. Space limitations make organized weeding projects necessary on a regular basis.

## **Special Materials**

### Examination study guides

Major publishers' catalogs are used to select study guides for civil service examinations, high school equivalency and college entrance examinations, licensing examinations, and citizenship tests. Multiple copies of study guides are purchased in response to demand.

### Foreign language materials

The State Library collection includes a selection of foreign language materials which encompass major literary works, fiction, folktales, and vocational/technical works, as well as study materials for learning English and passing the examination for U.S. citizenship. Titles are selected from publishers' catalogs and major trade bibliographies. The selection staff considers any requested titles for purchase.

### Grant materials

The Library maintains a core collection of grants directories and grantwriting manuals issued by the Foundation Center and other standard publishers.

## Federal documents

The State Library is a selective depository of federal government documents distributed through the Government Printing Office under the depository program.

The librarians of the Reference and Bibliography Section review the list of titles received by the State Library on a regular basis to add or delete titles.

The federal documents collection is based on requirements stated in:

1. *Guidelines for the Federal Depository Library Program*  
([http://www.access.gpo.gov/su\\_docs/fdlp/pubs/fdlm/guidelin.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/guidelin.html))
2. *Instructions to Depository Libraries*  
([http://www.access.gpo.gov/su\\_docs/fdlp/pubs/instructions/index.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/instructions/index.html))

The federal documents collection includes:

1. Standard indexes for accessing the federal documents collection
2. Major series for research
3. Sources related to federal legislation and administration
4. Selections from *Suggested Core Collection: Annotated for Small to Medium Public and Academic Libraries and for All Law Libraries*. (found in: *Federal Depository Library Manual, Appendix A*)  
([http://www.access.gpo.gov/su\\_docs/fdlp/pubs/fdlm/corelist.html](http://www.access.gpo.gov/su_docs/fdlp/pubs/fdlm/corelist.html))

**STATE LIBRARY OF LOUISIANA**  
**COLLECTION BY DEWEY DECIMAL CLASSIFICATION**  
(Edition 22, 2003)

The outline of divisions of the Dewey Decimal Classification that follows includes a brief description of deviations from the general collection policy and indicates strengths in various subjects.

**Second Summary**

The Hundred Divisions

**000 Computer science, information & general works**

The Library acquires a broad range of software and hardware manuals and licensing exam study guides to assist state employees in the course of their work.

**010 Bibliographies**

Bibliographies are acquired to provide a gauge for judging the library's strengths, to identify basic works, and to assist scholars in the field.

**020 Library & information sciences**

A special attempt is made to supplement the collection of the LSU Graduate School of Library and Information Science and to support the interests of professional librarians statewide. Major journals are acquired. This is a strong area of the collection.

**030 Encyclopedias & books of facts**

The Library acquires a new edition of one major general encyclopedia every year.

**050 Magazines, journals & serials**

**060 Associations, organizations & museums**

**070 News media, journalism & publishing**

**080 Quotations**

**090 Manuscripts & rare books**

## **100 Philosophy**

### **110 Metaphysics**

### **120 Epistemology**

### **130 Parapsychology & occultism**

Purchase in this area is very selective.

### **140 Philosophical schools of thought**

### **150 Psychology**

Because of their abundance, books on how to achieve success, improve personality and conduct, and the like are acquired selectively.

### **160 Logic**

### **170 Ethics**

### **180 Ancient, medieval & eastern philosophy**

### **190 Modern western philosophy**

## **200 Religion**

### **210 Philosophy & theory of religion**

### **220 The Bible**

An attempt is made to supply all English translations of the Bible, major foreign language versions and a good selection of commentaries and reference works on the Bible.

### **230 Christianity & Christian theology**

### **240 Christian practice & observance**

An effort is made to select the best few from the overwhelming number of devotional and inspirational works published each year.

### **250 Christian pastoral practice & religious orders**

### **260 Christian organization, social work & worship**

**270 History of Christianity**

**280 Christian denominations**

**290 Other religions**

**300 Social sciences, sociology & anthropology**

Books on minorities and women's issues are acquired in some depth to meet the needs of state social work professionals and students.

The Library acquires books on all aspects of city planning and community development to assist state agency personnel in their work.

**310 Statistics**

**320 Political science**

A special effort is made to provide current study materials for persons seeking to be naturalized.

**330 Economics**

The Library acquires a broad range of books on economic issues to assist state employees in their work. The Library acquires books on personal finance and investments suitable for both beginners and knowledgeable investors.

**340 Law**

Legal encyclopedias, directories and other standard references are purchased for the use of state government officials and personnel, as well as the general public. Compilations of federal statutes and regulations are acquired, but not case law reporters.

**350 Public administration & military science**

Works on all aspects of public administration, tax and budgeting manuals, and civil service examination guides are acquired especially for the use of state government staff.

### **360 Social problems & social services**

The Library acquires a broad range of materials on social issues for use by social work and corrections professionals.

Monographs on environmental issues and conservation of natural resources are acquired in some depth to assist state agency personnel in their work.

### **370 Education**

The Library acquires works on educational philosophy and policy for use by educational administrators and professionals. The collection also emphasizes practical works for teachers and study guides for standard academic tests to meet high demand.

### **380 Commerce, communications & transportation**

### **390 Customs, etiquette & folklore**

## **400 Language**

Textbooks and study aids in major languages are acquired for readers attempting to learn a language. Dictionaries and grammar books for minor languages are purchased, and those for obscure languages are purchased in response to demand.

### **410 Linguistics**

### **420 English & Old English languages**

Books on English grammar, usage, pronunciation, spelling and the history of the language are acquired in depth. Self-help books are acquired for persons wishing to learn English or improve their language skills. All new editions of major unabridged English dictionaries are purchased.

### **430 German & related languages**

### **440 French & related languages**

Because French is historically significant in Louisiana, emphasis is placed on acquiring French language textbooks, dictionaries, and handbooks.

### **450 Italian, Romanian & related languages**

### **460 Spanish & Portuguese languages**

### **470 Latin & Italic languages**

**480 Classic & modern Greek languages**

**490 Other languages**

**500 Science**

A strong effort is made to provide materials to support the science fair project program in junior and senior high schools.

**510 Mathematics**

**520 Astronomy**

**530 Physics**

**540 Chemistry**

**550 Earth sciences & geology**

**560 Fossils & prehistoric life**

**570 Life sciences; biology**

**580 Plants (Botany)**

**590 Animals (Zoology)**

**600 Technology**

**610 Medicine & health**

No attempt is made to supply medical textbooks or a specialized collection for the medical professional, but sophisticated material is supplied if needed for the informed layman, medical technologist, or nurse.

Works on medical policy, medical ethics, diseases and general medical practice are acquired to assist state agency health and mental health professionals in their work.

**620 Engineering**

Repair manuals for foreign and domestic vehicles are acquired in depth.

The Library acquires a broad range of materials on all aspects of the gas and oil industries.

### **630 Agriculture**

Materials on agricultural products and techniques common to the southern states are selected in greater quantity than for other geographic areas.

### **640 Home & family management**

The Library acquires a broad range of cookbooks covering a variety of cuisines and methods of cooking.

### **650 Management & public relations**

Emphasis is placed on acquiring books on small business management and entrepreneurship.

Practical works on all aspects of management and supervision are acquired to assist state workers and others with supervisory responsibilities.

### **660 Chemical engineering**

Special attention is given to materials dealing with the petrochemical industry.

### **670 Manufacturing**

### **680 Manufacture for specific uses**

### **690 Building & construction**

Building techniques for semi-tropical climates are emphasized in this subject area.

## **700 Arts**

An effort is made to acquire expensive, beautiful, illustrated books on fine arts, photography, architecture, sculpture, and all other divisions of this subject area to supplement the collections of public libraries that have small budgets.

### **710 Landscaping & area planning**

### **720 Architecture**

Architecture books suited to semi-tropical climates and styles of domestic architecture common to the southern states are emphasized.

### **730 Sculpture, ceramics & metalwork**

#### **740 Drawing and decorative arts**

To supplement public library collections, a particular effort is made to respond to demand for new and seasonally oriented crafts, as well as price guides and monographs on antiques and collectibles.

#### **750 Painting**

#### **760 Graphic arts**

#### **770 Photography and computer art**

#### **780 Music**

This section emphasizes popular and folk music, particularly jazz, and composers and performers native to the southern states. Popular music songbooks are acquired in depth to meet demand and to be included in the library's song index.

#### **790 Sports, games & entertainment**

### **800 Literature, rhetoric & criticism**

This section emphasizes American and British novels, short stories, plays, poetry, essays and humor, and criticism of these. Works of popular fiction are not acquired unless they have achieved classic status or received critical acclaim.

Works written by prominent authors in languages other than English are selected, and the collection reflects demand from foreign language population groups in the state.

No study outline series are acquired. Plot summaries are acquired for reference use only.

#### **810 American literature in English**

This section emphasizes critically acclaimed authors, writers from Southern states, works with Southern themes and works of African-American authors.

#### **820 English & Old English literatures**

#### **830 German & related literatures**

#### **840 French & related literatures**

#### **850 Italian, Romanian & related literatures**

#### **860 Spanish & Portuguese literatures**

**870 Latin & Italic literatures**

**880 Classical & modern Greek literatures**

**890 Other literatures**

**900 History**

**910 Geography & travel**

Travel writing on the southern states is emphasized. Standard annual series of guidebooks are purchased for most popular tourist areas.

**920 Biography & genealogy**

Books about popular performers, athletes and others currently in the news are acquired to supplement the collections of public libraries.

Biographies are classified according to the occupation or background of the biographee and are shelved in their appropriate Dewey sections.

**930 History of ancient world (to ca. 499)**

**940 History of Europe**

**950 History of Asia**

**960 History of Africa**

**970 History of North America**

This section emphasizes the Civil War and Reconstruction, as well as other aspects of Southern history.

**980 History of South America**

**990 History of other areas**

**Collective biography**

Collections of biographical profiles or essays are designated by the number "92" and arranged alphabetically by the author's last name. This section has many books about Southerners and African-Americans.

## LOUISIANA COLLECTION

### Overview

The Louisiana Collection encompasses research materials related to the State of Louisiana. While the ultimate purpose is to record the history and culture of Louisiana, there is also an extensive statistics component. Although the Collection strives for currency in areas of law, study guides, and travel, the intentional historical depth of materials is a strong feature. The emphasis on collecting publications by Louisiana authors is a unique aspect. Most materials are purchased in duplicate so one copy may be circulated to library patrons or through interlibrary loan. The other copy remains in-house as an archival copy.

### Types of materials

There is a strong emphasis on print format, but microform and digital materials are included. Microform materials are selected for ease of acquisition and storage. Examples are newspaper backfiles, census records, and ship passenger lists.

### Criteria for selection

Louisiana Section staff uses reviews, notices in newspapers and magazines, recommendations from other librarians, and major selection tools. Books and other materials are selected according to the following criteria:

1. Subject relevant to Louisiana
2. Written or illustrated by a native or resident who is closely identified with the State of Louisiana
3. Fiction of literary quality with a Louisiana setting and popular fiction by Louisiana authors
4. Popular books and compilations of Louisiana law and jurisprudence. These are not intended for in-depth legal research or to duplicate collections in other institutions, such as law schools or the State Supreme Court.
5. Louisiana-related genealogy, family histories, and basic “how-to” genealogy books; journals published by state genealogical and historical societies are purchased. Because of the strong family and historical ties to other southern states, some related materials are also acquired.
6. Juvenile books by Louisiana authors or with a Louisiana setting
7. Dissertations dealing with Louisiana history, culture or biography
8. Study guides for state-specific licensing and examinations
9. Standard annual series of Louisiana travel guidebooks

## **Special Materials**

### State documents

“Freedom of access to public documents is a basic right of citizenship. Therefore, it is the policy of the state of Louisiana that state public documents shall be made available to the public.” -- Louisiana Revised Statutes Title 25, Section 121

As a complete and historical depository, the Louisiana collection provides access to current and historical state publications. Public documents are defined in Louisiana Revised Statutes 25:121.1(1): “ ‘Public document’ means informational matter, for public distribution regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded.” Two copies of each publication are received through the Recorder of Documents; one copy is retained indefinitely.

### Federal documents

The State Library is a selective depository for Federal Government documents. Louisiana-related documents are added to the Louisiana collection.

### Vertical file

Articles from the official state journal and one other major daily newspaper are clipped and classified by subject for the vertical file. Other material of an ephemeral nature is included. Selection is made on the basis of state and local relevance, lack of information in other sources and historical value.

### Serials

The Louisiana Section librarians select popular and specialized serials with broad regional appeal and subject interest. All serials that are indexed in *Bayou State Periodical Index* are acquired.

### Newspapers

Subscriptions are maintained for several major newspapers to achieve state coverage of daily news. Current newspaper coverage is also available electronically, either through internet websites or through subscription databases.

### Photographs

Photographs may be added at the discretion of the Louisiana Section staff. Photographs will be added only if reproduction rights are transferred to the State Library of Louisiana.

### Maps

Historic maps are acquired when identified through dealer’s catalogs, received as gifts or as government documents.

### Artwork

Gift materials are accepted at the discretion of the Louisiana Section librarians.

### City directories/telephone books

Every effort is made to obtain current city directories and statewide telephone books. These are kept for historical research.

### Gifts

Gifts are accepted if they are within the scope of the Louisiana Collection. Gifts are acknowledged with no assurance of disposition, nor monetary value assigned. Monetary gifts are expended at the discretion of the selection staff. Memorial bookplates are used in gift materials when appropriate.

### **Exclusions**

Arcane books and compilations of Louisiana law and jurisprudence are excluded as well as romance novels in paperback. Audiovisual materials on Louisiana topics are selected by the manager of the Audiovisual Resource Center and are housed in that section. "Vanity press" publications are accepted at the discretion of Louisiana Section staff.

### **Replacements and duplicates**

Replacement of damaged or lost books will be made at the discretion of the Louisiana Section staff. Duplicate copies of current editions of examination/licensing study guides may be purchased in response to anticipated high demand.

### **Deselection policies**

Maintenance of the collection includes removal of outdated and worn material. The Louisiana Section librarians responsible for the selection of materials for purchase also designate those materials to be removed, repaired or replaced. These may include circulating copies of outdated/superseded general legal works, study guides and extra circulating copies no longer in demand. Non-circulating copies are kept for historical purposes. Disposal of extra circulating copies of state documents follows accepted depository practices.

## **MATERIALS FOR THE BLIND AND PHYSICALLY HANDICAPPED**

The Head of Services for the Blind and Physically Handicapped administers the collection of recorded books on cassette, cassette players, and the Louisiana Voices studio recording program. Reading matter and equipment are supplied by the Library of Congress National Library Service (NLS) for the use of patrons who meet criteria set forth by NLS. This reading material is supplemented by material that is locally produced by volunteers in the recording studio of Louisiana Voices.

Books in large type print are purchased for persons who have difficulty reading conventional print. The focus of the collection is recreational reading, so it is not subject to the same restrictions as to literary quality as is the general collection. The majority of the titles in the large print collection are on the adult reading level, but this collection also serves the recreational reading needs of children and young adult readers who have difficulty reading conventional print.

The Head of Services for the Blind and Physically Handicapped and the Youth Services Librarian employ standing orders with major large print publishers for selected genre, including categories such as romances, mysteries, and westerns. Additionally, these two librarians make selections from a variety of large print catalogs to supplement the material that is supplied via standing orders.

## AUDIOVISUAL COLLECTION

### **Purpose**

The State Library of Louisiana recognizes the importance of delivering information in a wide variety of formats to the citizens of Louisiana. The Library also realizes that purchasing audiovisual materials may be cost prohibitive for many small and medium-sized public libraries within the state. Therefore, the Audiovisual Resource Center (AVRC) was created to provide a centralized collection of audio and visual materials in order to meet the informational, cultural and recreational needs of the citizenry, public libraries and state agencies.

### **Copyright Infringement**

The State Library of Louisiana is not responsible for infringements of the copyright law or for other illegal use of materials by patrons. To assist library users, the terms “Home use only” or “Public performance” are added to the bibliographic record of each video or DVD title.

AVRC does not mark or identify audiovisual materials for content. MPAA ratings are not added. It is suggested that patrons view materials themselves before presenting them before a group or before children. We assert the right of the individual to select materials for his/her family, but not the right to restrict access for others.

### **Scope of Coverage: Video Resources**

1. The collection strives to include all subject classifications. Strong emphasis is placed on acquiring Louisiana-related materials. Classic and/or critically acclaimed feature films are collected.
2. Priority is given to documentary and special-interest programs produced within the last 10 years. Older programs will be purchased if it is a classic or historic title or if it has been determined that no more recent production offers the same level of coverage in terms of content or quality.
3. Titles on the National Film Registry receive high priority.
4. Foreign language titles are purchased if they contain English subtitles.
5. No attempt is made to acquire recent theatrical releases, unless the film has a strong Louisiana focus or was made by Louisiana filmmakers. An exception is made in the case of critically-acclaimed recent Disney features as these programs have a limited time of distribution.
6. There are no chronological guidelines for the purchase of short features, animation, performing arts, or children’s films.

### **Scope of Coverage: Audio Resources**

Unlike the State Library of Louisiana's general book collection, the audiobook collection focuses heavily on popular fiction in addition to works of classic literature. Titles are also included to satisfy the non-fiction reader, but no attempt is made to create a comprehensive non-fiction collection. Biography and works of history are the focus of the non-fiction portion of the collection.

The recorded music collection strives to be eclectic in nature. Historically important musicians, composers, and recordings in all genres are collected. Emphasis is placed on Louisiana artists in all musical genres. No attempt is made to collect vanity recordings by Louisiana artists.

A variety of foreign language study programs are available.

There are no chronological guidelines for the purchase of audiobook or music recordings. Priority is given to language instruction programs produced within the last ten years.

### **Types of Materials Purchased**

1. Visual materials purchased include documentary and special interest, instructional, performing arts, and feature film video recordings. Formats include ½ inch videocassettes and DVDs.
2. Limited public performance rights are purchased whenever available. Broadcast and duplication rights are not considered for purchase.
3. Audio materials purchased include unabridged audiobooks on cassette and CD, foreign language programs on cassette and CD, and music on CD.
4. Off-air recordings will not be considered for addition to the collection.
5. As technologies evolve, it is anticipated that the formats purchased will change in order to meet the changing needs of the library user.

### **Responsibility**

Responsibility for selecting audiovisual materials for the State Library's collection rests with the manager of the Audiovisual Resource Center. The manager will determine the format purchased and the number of copies. Suggestions from staff members, other libraries, and library patrons are welcomed and actively sought.

### **Selection Criteria for Visual Materials**

1. Accuracy/authoritativeness
2. Timeliness of information
3. Level of treatment (analytical vs. descriptive)
4. Technical quality
5. Aesthetic appeal
6. Relative cost
7. Intended audience
8. Reputation of producer/distributor
9. Reviews
10. MPAA ratings or other ratings are *not* considered.

### **Selection Aids for Visual Materials**

1. National Media Market screenings
2. *Video Librarian*
3. *Booklist*
4. Videolib and videonews discussion lists
5. Videographies and filmographies
6. Recommendations from other media librarians

### **Selection Criteria for Audiobooks**

1. Reputation of author
2. Reputation of narrator
3. Series titles
4. Book reviews
5. Other works by author and/or narrator in the collection
6. Requests from patrons and other libraries
7. Subject matter for non-fiction

### **Selection Aids for Audiobooks**

1. *Audiophile*
2. *Publisher's Weekly*
3. *Booklist*

### **Selection Criteria for Recorded Music**

1. Reputation and/or historical importance of artist
2. Discographies
3. Reviews
4. Other works by artist in the collection
5. Historical importance of recording

## **Replacements**

Items will be considered for replacement when they are in poor physical condition, damaged, or have missing parts. The AVRC Manager will determine if the item will be replaced, withdrawn, or if a similar title will be acquired. Audiovisual support staff will determine if defective parts of audiobooks can be replaced. Obsolete formats may be replaced with appropriate newer formats over time and whenever possible.

## **Gifts**

AVRC will accept gifts of audiovisual materials but will apply the same criteria as used in the initial selection of audiovisual materials. Conditional gifts are not accepted. Any gift item that does not fit the needs of the State Library of Louisiana will be disposed of in whatever manner the library decides.

## **Preservation**

The AVRC manager will determine if duplicate copies of Louisiana materials are purchased for the non-circulating archive collection. No duplication facilities are available and duplication rights are not purchased.

## **Deselection**

The AVRC manager will determine if an item is deselected on the basis of condition of material and above-mentioned selection criteria. Items may be considered for deselection if they are in an obsolete format.

## **USER OBJECTION PROCEDURE**

Opinions vary as to the kinds of materials which are suitable for library collections supported by public funds and open to the public without restriction. The State Library accepts suggestions and criticisms regarding materials and services it offers. When an objection to an item in the collection is made, the following procedure is used:

1. The objection is courteously and thoughtfully received by the appropriate Section Head (or designate).
2. The complainant is given a "Request for Reconsideration of Library Materials" form to complete (see Appendix C) and a copy of the Collection Development Policy.
3. The complainant is told that the completed form will be reviewed and the item will be examined by the State Librarian, after which a report of the State Librarian's decision will be made to the complainant.
4. The State Librarian (or designate) reviews the statement of the complainant and examines the item in question. The State Library Board may be consulted when appropriate.
5. The State Librarian (or designate) communicates the decision to the complainant in person as to the action which will be taken with regard to the offending item.
6. During this process the library material under investigation will remain in the collection in the usual location within the building.

## APPENDIX A

### 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

## **APPENDIX B**

### **FREEDOM TO VIEW STATEMENT**

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed by the ALA Council January 10, 1990**

**APPENDIX C**

**REQUEST FOR  
RECONSIDERATION OF LIBRARY MATERIALS**

State Library of Louisiana

**Item Description**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher or producer: \_\_\_\_\_

Date and edition: \_\_\_\_\_

Format:    \_\_\_\_\_ Book    \_\_\_\_\_ Magazine    \_\_\_\_\_ Video    \_\_\_\_\_ Audio

**Request Initiated By:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Person making request represents:    \_\_\_\_\_ Her/Himself    \_\_\_\_\_ Organization

Name and Address of Organization: \_\_\_\_\_

\_\_\_\_\_

1. Did you review the entire item? If not, what sections did you review?

\_\_\_\_\_

\_\_\_\_\_

2. To what in the item do you object? Please be specific: cite pages, frames, or sections.

\_\_\_\_\_

\_\_\_\_\_

3. In your opinion, what harmful effects might result from the use of this item?

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4. Do you see any value in the use of this item, for example, instructional, literary, self-development?

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5. Are you aware of the judgment of this item by literary critics? Please cite source(s) of the review(s) you saw.

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6. Should the opinion of any additional experts in the field be considered? If so, please list suggestions.

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7. In the place of this item, would you care to recommend other material that you consider to be better suited to the intended purpose?

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8. Additional comments:

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Signature

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Date

MAIL TO: State Librarian  
State Library of Louisiana  
P. O. Box 131  
Baton Rouge, LA 70821

## **APPENDIX D**

### **GIFT ACCEPTANCE LETTER**

We greatly appreciate you sending the publication listed below as a gift to the State Library of Louisiana. It will become a valuable addition to one of our collections or to an appropriate affiliated library.

We hope we will have the opportunity to return the favor by being of service to you in the future.

Sincerely,

Michael R. McKann  
Associate State Librarian

MRM:vj