

COLLECTION DEVELOPMENT POLICY STATEMENT

LINUS A. SIMS MEMORIAL LIBRARY

6/14/2004

INTRODUCTION

This policy is intended as a statement of the operating guidelines used by the Sims Memorial Library in its acquisition and maintenance of library materials. It is critical that we shape the Library's collections in ways consistent with the mission and goals of the University and the Library. This must be done as effectively as possible considering the limitations of the materials budget and other monies that might be available. The following are the general policies that guide the process of developing the Library's collections. The Library will continue to develop and modify this statement to meet the changing needs and demands of Southeastern Louisiana University and the Sims Memorial Library.

UNIVERSITY MISSION

Southeastern Louisiana University is a comprehensive, regional, open-admission, public university offering courses of study leading to undergraduate and graduate degrees in numerous subject specialties. In addition to the Hammond campus, the University also maintains the Biological Research Station at Turtle Cove, the Baton Rouge Nursing Center, and an off-campus site at the Covington Center.

The MISSION of Southeastern Louisiana University is to meet the educational and cultural needs, primarily of Southeast Louisiana, to disseminate knowledge and to facilitate life-long learning through quality instruction, research and service in a safe, student-centered environment.

The CORE VALUES of Southeastern Louisiana University are as follows;

Appreciating Diversity,
Caring,
Commitment to Service,
Ethical Behavior,
Excellence,
Quality Curriculum and Instruction,
Scholarship,
Valuing People.

The ROLE of Southeastern Louisiana University is to instruct undergraduate and graduate students in the liberal arts, the sciences and in selected professional fields. Southeastern contributes to the greater body of knowledge through scholarly and creative endeavors. It offers a positive environment for students' growth and development and provides services to meet the needs of the region.

The SCOPE of the University encompasses instruction, research and service. Instruction is provided in those fields of study for which a need exists and for which Southeastern Louisiana University is particularly well-suited in terms of location, resources or proven excellence (General Catalogue, 1997 - 1998, Southeastern Louisiana University, pp.39 - 40). The Linus A. Sims Memorial Library supports the University's Mission Statement, Core Values and Strategic Goals.

LIBRARY MISSION

The MISSION of the Linus A. Sims Memorial Library is to provide access to materials and services to support the teaching and research needs of Southeastern Louisiana University.

To meet this mission the Library provides for the dissemination of knowledge and information through the purchase of appropriate materials, interlibrary loan, and other information retrieval and delivery systems and services. By the efficient as well as effective management and organization of the Library and the Library's collections; access and assistance will be provided to all patrons in locating and using these materials and services.

The primary ROLE and SCOPE of the Library is to support the instructional, research, creative and service endeavors of the faculty, students and staff of the University. The Library recognizes its unique position as a major resource facility within the community and region, and shall, within the scope of its primary mission; endeavor to serve the needs of all citizens of the area.

OBJECTIVES

The Library seeks to provide materials which facilitate and enrich the learning and cultural experiences of all students. We also strive to meet the needs of faculty and staff in their areas of teaching and research. This is accomplished by providing an up-to-date collection of monographs, serials, reference materials, CD-ROM products, computer software, Internet products, video recordings, audio recordings and other instructional, cultural and entertainment materials deemed appropriate to the Library's mission.

The Library's collection practices must remain flexible enough to provide support for new curricula or individual courses, changes in existing curricula, changes in research trends, changes in technology and formats of presentation. The Library is represented on the University

Curriculum Committee and on other University bodies to stay current with new curricula and educational developments in an attempt to plan for new demands placed upon the Library's resources and services.

COLLECTION RESPONSIBILITY

The Library has the primary role in building its collection, with the Director of the Library ultimately responsible for collection development. Librarians, faculty, staff, students, and patrons all share in the collection development process through various means. The Collection Development Librarian is responsible for the coordination of all collection development and selection activities. Librarians constantly review the collection and publishing output in order to recommend additions to the collection. Faculty focuses on their particular field of interest and areas of expertise to make recommendations for purchase. Students, staff and patrons recommend on the basis of their interests. The Reference Department with the Collection Development Librarian's assistance is responsible for the selection of reference tools on the basis of their needs and interests. The Government Documents Librarian and the Serials Librarian coordinate collection development in their areas in cooperation with the Collection Development Librarian.

COLLECTION DEVELOPMENT COMMITTEE

Within the Library, a Collection Development Committee exists to assist the Collection Development Librarian in creating this policy and in making the following types of decisions;

expensive items, 2,500 or more,
serial purchases, 1,000 or more
serial cancellations,
electronic resources,
de-selection.

The Committee is Chaired by the Collection Development/Acquisitions Librarian. There are also several positions that hold standing membership on this committee. They are;

Serials Librarian,
Library Director,
Assistant Director for User Services,
Head of Reference,
Head of Documents,
Head of Access Services.

LIAISONS

Each librarian serves as a liaison to one or more academic department on campus. These are assigned by the Collection Development Librarian. In addition to other roles, they solicit and accept orders for purchase from the departments they represent. They aid in collection development by providing lists, catalogs, etc. to aid in faculty selection. Liaisons are encouraged to follow the Liaison Guidelines in **Appendix A of this document**.

INTELLECTUAL FREEDOM STATEMENT

The Sims Memorial Library supports the American Library Association's **Library Bill of Rights** (**Appendix B**), its **Freedom To Read** (**Appendix C**) statements and its statement on **Challenged Materials** (**Appendix D**). We support the free exchange of all ideas and opinions to support academic freedom at Southeastern Louisiana University. Collection management and selection decisions will be made independently of interest group pressure or coercion of any sort. The Library's collections will be made available to all patrons of the community served. If the issue of vandalism should occur, we may reserve the right to protect materials by placing them on reserve. However, no one will be denied access to these materials.

No materials will be censored by the Library faculty or staff. The Library will endeavor, within the limits of available resources, to present all sides or positions of an issue within the collection. If any individual or group issues a complaint of censorship against the Library or the University, that person or group will be referred to this policy and the three ALA documents mentioned above. If necessary, the Library will reply verbally or in writing to the person or group making the complaint.

SELECTION GUIDELINES

The Institutional goals, etc. as stated above, provide the framework for selection of all library materials. **The quality of content and fulfillment of academic curricular needs and student/staff/faculty needs are the first criteria against which any potential purchase is evaluated.** Specific considerations in choosing individual items include some or all of the following:

- Lasting curricular/research/recreational value of the content
- Appropriateness of level of treatment (professional, graduate, upper level undergrad., etc.)
- Strength of current holdings in same or similar subject areas
- Value, meaning the cost is appropriate to the content provided within
- Suitability of format to content
- Authoritativeness of the author
- Reputation of the publisher
- Expected usage
- Hardbound vs. paperback
- Southeastern Louisiana topic/author
- SLU author

These considerations apply to all types of materials. Specific formats with special considerations are listed below.

SPECIFIC FORMAT CONCERNS

CD-ROM and Computer Software

The Library purchases CD-ROM and other computer software to support the research and educational needs of the university community. In general, we do not purchase software for entertainment or non-educational purposes. In addition, the Reference Department for the time being supports a Local Area Network of CD-ROM databases which are constantly reviewed and updated as the need arises and new products become available. Equipment is a special concern with regards to software purchases. Before we purchase an item, we need to be sure we have the equipment to run it and ensure that the equipment is maintained.

Children and Young Adult Materials

The Library does not purchase or collect these materials for the collection. A separately administered collection, housed in the Lab School, exists to meet these needs.

“Electronic” Publications

So called “electronic” publications can be defined as items available online, either via the Internet (WWW, ftp, email, telnet, etc.) or via modem. Additional selection considerations for “electronic” publications are;

- archiving (will the title be archived or will they be deleted from the website?),
- availability (is it available at all hours?),
- accessibility (password vs. IP address, etc.),
- ease of use,
- hardware requirements,
- the limitations of the site
- availability of alternate formats
- stability
- completeness.

Foreign Language Materials

The Library primarily acquires English language materials. Titles in foreign languages are purchased if they are considered essential works or if they are used in the teaching of or research on a foreign language on campus.

Government Documents

Sims Library is a partial depository of both federal and state government documents. Items that do not automatically arrive from the various government agencies or documents considered useful to the Government Documents Department, are purchased through the regular acquisitions process with normal state funding. A GPO deposit account is maintained to purchase materials to supplement the Library's documents collection. For a more detailed description of the government documents collection and the services available, please consult the Government Documents Department Collection Development Policy Statement in **Appendix E**.

Maps

Maps are not purchased due to the problems associated with the classification, processing and the care and housing of these materials. Depository maps are housed in the Government Documents Department. Atlases are purchased on a regular basis using the selection guidelines listed above.

Manuscripts and Rare Books

These types of materials are normally not purchased by the Library, unless they fill a need that no other item can fulfill. These materials are sometimes purchased or acquired by The Center for Regional Studies (see BRANCH LIBRARY STATEMENT below).

Media (non-paper)

The Library is committed to providing materials in many media to support instruction and research and entertainment at SLU. Because of the high cost of these formats, initial and replacement costs, several points in addition to the SELECTION GUIDELINES will be considered before purchase:

- Quality of the production (artistic and technical),
- Availability and suitability of format versus equipment owned.

The term media is used to describe all non-paper formats, excluding microforms, CD-ROM and computer software (for more information on these formats see under their format headings). Media included in this heading are:

- Audiocassettes
- Audio Compact Discs
- Slides
- Video Laser Discs
- Videocassettes (VHS format)

Formats that are collected in the Media Center, but not purchased to the extent they were formerly are:

- Filmstrips
- Motion picture films (usually 16mm)
- Phonograph records

New formats appear from time to time. We will develop these in the future, as need dictates. Equipment is also a primary consideration when purchasing new formats.

Microforms

This term is used to designate filmed copies of printed materials reduced photographically in size. In addition to the SELECTION GUIDELINES listed above, the following additional selection criteria will be considered before purchase:

- Technical quality,
- Compatibility with the Library's available microform equipment,
- Storage/cabinet space,
- Cost of binding the corresponding paper issues.

The Sims Library purchases microforms for the following reasons:

- 1) Newspaper Back Files - When a newspaper subscription is to be retained, both paper copy and a microfilm copy are purchased. Paper issues are retained unbound and discarded upon receipt of the microfilm edition.
- 2) Back Files of Serial Subscriptions - To preserve space and to provide a longer lasting format of archived materials, back files of current and new journal subscriptions are often purchased in microform. **Issues, which** have plates, extensive illustrations, charts, graphics, musical notations or scores, in general, are not appropriate for this type of archiving. **Items that** are heavily used and often damaged in paper format should be purchased in microform. Current journal subscriptions in a peculiar format, such as oversized or having issues of varying sizes, **which** would prohibit binding due to high costs, extravagant space requirements, or preservation factors may be purchased in microform.
- 3) Missing or Damaged Serials - Replacement of missing or damaged serial volumes already retained in microform will be replaced in microform. If the paper copy is not available or the costs are prohibitive, a microform copy may be purchased.
- 4) Gaps in Holdings - Selected volumes to fill gaps in the holdings of current serial subscriptions may be purchased when funding is available.
- 5) Theft/Mutilation Replacements - Duplicate files for journal subscriptions whose paper issues are subject to constant theft or mutilation may be considered for microform editions.
- 6) Monographic and Other Microform Sets - Monographs, serials and sets deemed essential to our holdings which are only available in microform will be considered for purchase when funding is available.

Due to the shortage of equipment, and the particular shortcomings of the formats itself, the following microforms will not be purchased anymore;

microopaques,
microprint,
ultrafiche.

Newspapers

The priority for subscription to newspaper will be as follows:

local (city, parish, region),
state (selected major cities),
regional (closest large cities),
national (especially those where indexing exists),
international (only if there is great need determined and funding is available).

The Library will subscribe to specialized newspapers of use to the University community. Whenever funding becomes available, back issues of newspapers will be purchased in microform.

Out-of-Print Titles

Titles currently in-print will be given priority over out-of-print titles. Out-of-print titles will be purchased if the title is deemed essential to the Library's collection and no in-print title will fulfill that need, or if the title is not available electronically.

Serials

Subscriptions to serial items, regardless of format and including “electronic” publications, are judged using the same criteria listed above in SELECTION GUIDELINES. In considering the purchase of a new subscription several additional criteria must be taken into account. These are:

inclusion in indexes or abstracts subscribed to by the Library,
costs, not only the paper copy subscription, but the preservation costs of binding or microform,
reputation of journal, publisher,
tendency of title to arrive, without error, at the library,
frequency of interlibrary loan requests.

Requests for serial items of \$1,000 or more will be reviewed by the Library’s Collection Development Committee. The Serials Librarian and the Collection Development Librarian are charged with monitoring and evaluating the serials collection and its use and effectiveness in meeting patrons’ needs.

Textbooks

Textbooks used in courses taught at SLU are not purchased by the Library.

APPROVAL PLANS

Books received through an approval plan must meet the same SELECTION GUIDELINES as above. Selections are made by the Collection Development Librarian, Library faculty and University faculty. It is up to the Collection Development Librarian, with the consultation of the Collection Development Committee to **determine whether we will accept or reject making use of an approval plan.**

BRANCH LIBRARY STATEMENT

This Collection Development Policy Statement applies to all of SLU’s **branch campuses, which have a library, and any future sites.** Multiple purchases are made for **titles that** belong at both the Hammond campus and a branch library. Currently the decision to purchase multiple copies of items is made by the Collection Development/Acquisitions Librarian.

Although the Center for Regional Studies is not a branch library, purchases for them made through our materials budget need to adhere to this policy as well.

MULTIPLE COPIES

Under most circumstances, the Library purchases one copy of each monograph, serial or other material. Multiple copies are purchased if it is anticipated that heavy use will be made of a certain title or if a faculty member makes a specific request. Multiple copies are commonly purchased when considering branch libraries.

EXPEDITING ORDERS

Often faculty send over selections that they need “right away” or “by the start of the Fall semester,” “rushed,” “expeditied” etc. These items will be expedited at the discretion of the Collection Development Librarian. All considerations listed in the SELECTION GUIDELINES section apply, plus the time frame given by the requestor. The Collection Development Librarian may order the item in the normal fashion or hold if funds are not available. If the requestor wishes to be “notified” when the item is available, liaisons should have information clearly written on the order, itself.

So- called rush orders on serials are not accepted.

NON-SERIAL REQUESTS

Requests from Library liaisons should clearly show the name of the liaison or their initials; or the name of the liaison together with the name of the faculty member or other requestor; **and** the name of the appropriate academic department or acquisition fund code. The information on the request must be clear and in writing; and given directly to the Collection Development Librarian, either in person, in the mail slot on Collection Development door, by written message through campus mail or by email. When items are selected from a catalog, the pages that requested items appear on should be clearly flagged.

SERIAL REQUESTS

All serial requests coming from library liaisons should clearly show the name of the liaison; or the name of the liaison together with the name of the faculty member or other requestor; **and** the name of the appropriate academic department or serials fund code. Additionally, serials requests should come with a written rationale for the subscription.

DONATIONS

Donations of gift books, journals, etc. must fall within the same SELECTION GUIDELINES listed above to be added to the Library's collections. At this time, no unsolicited serial donations are accepted.

DE-SELECTION GUIDELINES

Basically, titles are weeded from the collections because they do not meet the SELECTION GUIDELINES listed above. In addition, titles are recommended for withdrawal for the following reasons;

- missing or lost status in the circulation record,
- out-of-date content that may be misleading,
- physical deterioration,
- superseded edition,
- no longer needed multiple copies,
- replacement by other format,
- extensive newer holdings in same subject area,
- lack of circulation or use.

The Collection Development Librarian, in consultation with other affected library departments and academic departments, will make the final decision as to whether a title should be withdrawn from the collections.

An attempt will be made in some instances to replace a withdrawn title if the work is determined to meet the SELECTION GUIDELINES listed above and/or the FORMAT guidelines, as well.

APPENDIX A: GUIDELINES AND INFORMATION FOR LIAISONS

Liaisons should be aware of the Library's Collection Development Policy and disseminate it as appropriate to departments.

Liaisons will be given authorization to view departmental fund records and be provided with an interpretation of the record.

Allocation of funds to departments is currently based on the history of spending and special needs of individual departments. In the future, we may allocate based on a formula of some form.

Liaisons should emphasize that the Library will assume that requests have been discussed, prioritized, and approved within the department prior to being submitted to the library.

Final decision on orders will be made by the Collection Development Librarian, based on appropriateness of materials and availability of funds.

Liaisons will encourage input from faculty in their assigned departments regarding weaknesses in the collection.

Liaisons are not expected to act as subject bibliographers. Requests for subject-specific information from faculty or departments will be referred to the Collection Development Librarian.

Liaisons will provide information on all services of the Library. Specific requests or concerns will be forwarded to appropriate personnel. Liaisons will be provided with information about new and existing services of the Library.

APPENDIX B: AMERICAN LIBRARY ASSOCIATION'S 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.

APPENDIX C: AMERICAN LIBRARY ASSOCIATION'S FREEDOM TO READ: POLICY STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being

subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

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Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and

expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers 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.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that

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may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

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.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be

exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

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.

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The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

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.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal

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means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association

and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers

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Subsequently Endorsed by:

American Booksellers Association
American Booksellers Foundation for Free Expression
American Civil Liberties Union
American Federation of Teachers AFL-CIO
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Children's Book Council
Freedom to Read Foundation
International Reading Association
Thomas Jefferson Center for the Protection of Free Expression
National Association of College Stores
National Council of Teachers of English
PEN American Center
People for the American Way
Periodical and Book Association of America
Sexuality Information and Education Council of the United States
Society of Professional Journalists
Women's National Book Association
The YWCA of the USA.

APPENDIX D: AMERICAN LIBRARY ASSOCIATION'S STATEMENT ON CHALLENGED MATERIALS

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 which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which 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; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

SOUTHEASTERN LOUISIANA UNIVERSITY

SIMS MEMORIAL LIBRARY

GOVERNMENT DOCUMENTS DEPARTMENT

COLLECTION DEVELOPMENT POLICY

August 1997

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HISTORY OF THE GOVERNMENT DOCUMENTS DEPARTMENT

The Government Documents Department of the Linus A. Sims Memorial Library became a selective depository for Louisiana state publications in 1962. In 1966, through the sponsorship of Congressman James H. Morrison, it was designated as a selective Federal Depository Library serving the Sixth United States Congressional District. As a result of redistricting done after the 1990 Census, the Library began serving the First Congressional District.

The First District is composed of Tangipahoa, Washington, and St. Tammany parishes, and a small portion of Jefferson parish. This area is predominantly rural, but includes the cities of Hammond, Bogalusa, Slidell, Metairie, and Kenner. Sims Memorial Library is the only Depository in the First District. Louisiana State University's Middleton Library is the closest Regional Depository, being approximately 45 miles away. However, Sims Library is provided with Regional Depository services by the Prescott Memorial Library at Louisiana Tech University, in Ruston.

As a selective depository, the Government Documents Department receives approximately 30% of the materials distributed through the Federal Depository Library Program, and 83% of those issued through the Louisiana state program.

The Department plays several roles and is affected by the goals of many institutions and programs: the Federal Depository Library Program, the Louisiana Public Document Depository Program, Southeastern Louisiana University, and Sims Memorial Library. The following sections explain the purposes and goals of each of these programs and institutions, and state the overall purpose of the Department in light of the others. Following that, the collection development policy adopted to achieve those departmental goals is outlined.

This policy is a dynamic one, and will be changed when necessary to reflect evolving goals and informational needs.

U.S. GOVERNMENT PUBLICATION DEFINED

According to Title 44, Chapter, 19, Section 1901 of the United States Code:

"'Government Publication' as used in this chapter, means informational matter which is published as an individual document at Government expense, or as required by law."

THE FEDERAL DEPOSITORY LIBRARY PROGRAM

This program is outlined in Title 44 of the United States Code and is administered by the United States Government Printing Office (GPO).

Statement of Purpose

"The purpose of depository libraries is to make U.S. Government information regardless of format accessible to the public and to provide for its continued availability in the future. The purpose shall be achieved by a system of cooperation wherein depository libraries will select Federal public information at no charge in return for making it freely accessible to the public in their Congressional district or local area." (Federal Depository Library Manual Supplement 2, Guidelines for the Federal Depository Library Program, U.S. Government Printing Office, February 1996, p. 1)

LOUISIANA PUBLIC DOCUMENT DEFINED

According to Title 25, Section 121.1 of the Louisiana Revised Statutes:

"'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."

THE LOUISIANA PUBLIC DOCUMENT DEPOSITORY SYSTEM

This program is outlined in Title 25 of the Louisiana Revised Statutes and is administered by the State Library.

Statement of Purpose

"The depository system was established in the office of the Louisiana Secretary of State in 1948 by Act 493 and transferred to Louisiana State Library in 1976. The intent of the program is to make state public documents available to the public as a basic right of citizenship. The depository system was developed to provide the maximum efficient distribution and maximum availability of Louisiana documents." (Louisiana State Documents Depository Manual, edited by Grace G. Moore, March 1991, p. 3)

SOUTHEASTERN LOUISIANA UNIVERSITY

Institutional Purpose Statement (excerpt)

"Southeastern Louisiana University is an open-admission, state-supported, comprehensive, regional, interactive university offering courses of study leading to undergraduate and graduate degrees.

The MISSION of Southeastern Louisiana University is to disseminate and increase knowledge and to meet the needs of the State and its citizens by providing post-secondary education, research and service for the southeastern region of Louisiana.

The ROLE of Southeastern Louisiana University is to instruct undergraduate and graduate students in the liberal arts, the sciences and in selected professional fields. Southeastern contributes to the greater body of knowledge through scholarly and creative endeavors. It offers a positive environment for students' growth and development and provides services to meet the needs of the region. Admission to Southeastern Louisiana University is open to any person holding a valid high school diploma or the equivalent. Entrance to specific degree programs at Southeastern Louisiana University is limited to those persons who are academically qualified to pursue upper division or graduate level work.

The SCOPE of Southeastern Louisiana University encompasses instruction, research and service. Instruction is provided in those fields of study for which a need exists and for which Southeastern Louisiana University is particularly well-suited in terms of location, resources or proven excellence." (1997-98 General Catalogue, Southeastern Louisiana University, p.39.)

SIMS MEMORIAL LIBRARY

Mission Statement

The mission of the Linus A. Sims Memorial Library is to provide access to materials and services that support the teaching and research needs of Southeastern Louisiana University.

To meet this mission the Library shall provide for the access and dissemination of knowledge and information through the purchase of appropriate materials, interlibrary loan, and other information retrieval and delivery systems and services. By the efficient and effective management and organization of the Library and the Library's collections, access and assistance will be provided to all patrons in locating and using these materials and services.

The primary role and scope of the Library is to support the instructional, research, creative and service endeavors of the faculty, students and staff of the University. The Library recognizes its unique position as a major resource facility within the community and region, and shall, within the scope of its primary mission, endeavor to serve the needs of all citizens of the area.

GOVERNMENT DOCUMENTS DEPARTMENT

Statement of Purpose

It is the purpose of the Government Documents Department to provide access to, and to promote the usage of, the government information required by the students, faculty and staff of Southeastern Louisiana University, the residents of the city of Hammond, and all inhabitants of Louisiana's First United States Congressional District.

Selection Responsibility

The Government Documents Librarian will be responsible for the selection of both federal and Louisiana state government documents. She will consult with her colleagues in the Documents Department, with the staff of other public service points in the Library, with the Collection Development Librarian, with University faculty, and with other appropriate persons as necessary in the making of selection decisions.

GENERAL PRINCIPLES OF COLLECTION DEVELOPMENT

All guidelines established in the latest edition of the Sims Memorial Library Collection Development Policy will be followed by the Government Documents Department when applicable. In any areas of conflict with those guidelines, this departmental policy will take precedence over the general Library policy.

A zero-based review of item selections will be done each year during the annual selection update cycle scheduled by GPO. Each active item number will be examined and a decision will be made about the necessity of receiving information distributed under that number. Item number additions and deletions will be made as necessary.

COLLECTION DEVELOPMENT POLICY

Within the context of the five previous statements of purpose or objectives and the above statements of general principles, and taking into consideration the curriculum offered by the University and topics of local general interest, it shall be the policy of the Government Documents Department to collect in the following areas as indicated:

Areas of Major Subject Emphasis - Business

- Demographics
- Education
- Health
- Current Legislation

Areas of Minor Subject Emphasis - Agriculture

- Criminal Justice
- Labor
- Music and the Arts
- Environment
- Energy

Types of U.S. Government Publications Selected -

Annual Reports - Selected for major government agencies and for minor agencies for which few or no other publications are selected.

General Publications - Selected for agencies publishing items dealing with the above areas of subject emphasis.

Telephone Directories - As long as a subscription to the Federal Yellow Book, or other similar resource, is maintained by the Reference Department, telephone directories will not be selected.

Regulations, Rules, Instructions - Selected for agencies publishing items dealing with the above areas of subject emphasis.

Handbooks, Manuals, Guides - Selected for agencies publishing items dealing with the above areas of subject emphasis.

Bibliographies and Lists of Publications - Selected for major government agencies and for agencies publishing items dealing with the above areas of subject emphasis. Preference is given to those offered in a paper format.

Journals, Periodicals, or Serials (e.g. Business America, Children Today, Mosaic) - Selected for agencies publishing items dealing with the above areas of subject emphasis, and within areas of general interest. Preference is given to those offered in a paper format, and to those indexed by the CIS Index to US Government Periodicals.

Statistical Publications - Selected for agencies publishing items dealing with the above areas of subject emphasis, and within areas of general interest.

Maps - Selection is limited to a few series of general interest maps for Louisiana, Mississippi, and the United States as a whole.

Course Catalogs - When offered, these are selected only for West Point, the U.S. Air Force Academy, Annapolis, and the U.S. Naval Academy.

Research Reports - Selected for agencies publishing items dealing with the above areas of subject emphasis.

Forms - Other than reproducible tax forms, not selected.

Posters - Selected within the above areas of subject emphasis on a very limited basis to support displays.

Other Depository Publications - Selected within the above areas of subject emphasis and within areas of general interest. Additionally, the Government Documents Librarian will scan all shipping lists for important titles which were not received on deposit and order those which are appropriate and available. The Library maintains a deposit account with the Government Printing Office which may be used for the purchase of such titles.

Non-Depository Publications - Purchased as necessary to support and supplement the depository collection.

Gift Publications - Items dealing with the above areas of subject emphasis are retained, and if possible integrated into the depository collection. Items of value that cannot be integrated into the depository collection are added to the general circulating collection of the Library. Other gifts will be offered on exchange or discarded.

FORMATS SELECTED

All publications should be selected in the appropriate format for the content and usage of the publication. Paper, microfiche, maps, compact disks, online via the World Wide Web, and other appropriate formats will be chosen.

LOUISIANA STATE DOCUMENTS COLLECTION DEVELOPMENT

The Department currently selects 25 out of 30 possible categories of Louisiana state documents (83%). Changes to the selection profile should be made in accordance with the above policy for federal documents and the overall Library policy.

HOUSING OF GOVERNMENT DOCUMENTS

The majority of the government documents collection is housed on the third floor of the Library in the Morrison Room. Selected documents are housed, temporarily or permanently, in the Reference Room, the Cataloging Department, and the general collection. Decisions as to where items may best be utilized are made by the Government Documents Librarian in consultation with the appropriate members of the Library Faculty on a title by title basis.

CIRCULATION OF GOVERNMENT DOCUMENTS

OUT OF LIBRARY

Only the students, faculty and staff of Southeastern Louisiana University, and the Friends of the Library are permitted to check out government documents. Circulation of documents is subject to the following restrictions:

1. Items designated as "Reference", annual reports, microforms, serials, and compact disks which are searchable in the Library will not be allowed to circulate without the express permission of the Government Documents Librarian.

2. The Government Documents Librarian may designate some items temporarily or permanently as non-circulating in order to ensure their constant availability in the Department.
3. All circulating items may be checked out for three weeks.
4. Government documents may be renewed no more than 3 times. Should the documents be needed by another patron, the Government Documents Librarian reserves the right to recall the document at the end of the most recent period of circulation.

IN-HOUSE

All materials in the collection are available for use by any member of the general public during the hours the Department is open, with the following restriction:

1. An identification card must be presented in exchange for the use of items shelved in the Librarian's office for security purposes.

INTERLIBRARY LOAN

Interlibrary loan service is provided to the students, faculty and staff of Southeastern Louisiana University and to Friends of the Library.

WEEDING

FEDERAL DOCUMENTS

The Library participates in the Louisiana Federal Depository Plan, which is promulgated by the Louisiana Federal Depository Library Council. In accordance with this plan, the following sections of the collection should be weeded during the periods of time indicated:

January-March	SuDoc #'s A-C
April-June	SuDoc #'s D-I
July-September	SuDoc #'s J-S
Oct.-December	SuDoc #'s T-Y

Discarding of federal documents weeded from the collection should be done in accordance with the guidelines stated in the latest edition of Instructions to Depository Libraries (GPO).

LOUISIANA STATE DOCUMENTS

The Library participates in the Louisiana State Documents Depository Program Plan, which is promulgated by the Louisiana Advisory Council for the State Documents Depository Program. Louisiana state documents should be weeded and discarded according to the guidelines stated in the latest edition of the Louisiana State Documents Depository Manual.

BINDING

Heavily used items, and/or items which will be retained in the collection indefinitely should be bound regularly at the discretion of the Government Documents Librarian. Such items include the Louisiana volumes of Census reports, the Monthly Catalog, and Resources in Education. A list of titles which are routinely bound will be maintained and updated regularly.

SECOND COPIES

Second copies of heavily used items such as the Louisiana volumes of Census reports should be purchased as needed. One copy of such items should be bound as an archival copy when appropriate. The Library maintains a deposit account with the Government Printing Office which may be used for the purchase of these items.

COOPERATION WITH PARISH PUBLIC LIBRARIES

Items that have been weeded from the Federal and State documents collections which have completed the required processing, and are technically ready to be discarded, are offered to the Tangipahoa, Washington, and St. Tammany Parish public library systems on a first come first served basis.

We send the Parish Librarians copies of all exchange lists compiled by the Department for their review and selection. They understand that requests from our Regional Depository, Louisiana Tech University in Ruston, and all other Federal Depositories in the state will be filled before their requests.