

Desloge Public Library

Collection Development Policy

It is the library's aim to offer a wide diversity of views and expressions responsive to community needs. The community is comprised of persons who have different interests and educational backgrounds therefore the library will build a collection of materials suitable to such a group, within limitations of space, budget and availability of materials. Final selection of materials rests with the Librarian.

The Desloge Library Board gives full responsibility for selection of materials to be used in the library to the Library Staff (Librarian and Assistant Librarian). By hiring and working with these staff persons, the Board promotes full trust in the experience, knowledge, education, and judgment of the library patrons wants and needs of book, magazines and other library properties.

The Desloge library staff take suggestions from library patrons, library periodical lists, best seller lists, other librarians and other resources in determining which books, periodicals and other materials will be purchased for display and circulation.

The Desloge library staff will also take the library's budget into consideration when purchasing books, periodicals and other materials to be able to purchase as many as possible for the library patrons use.

Any book or periodical donations made to the Desloge library will be reviewed by the library staff prior to placing the material into general circulation and held to the same standards as materials purchased by the library staff.

Collection Goals

- Serve the community as a center of reliable information
- Provide popular high-demand materials
- Accumulate the best in materials with selection aimed at maintaining a collection of materials for meeting the informational, reference, educational and recreational needs of our community within budget limitations.

The library has a responsibility to collect materials expressing a variety of views. Selection of an item does not indicate that the library, its board or staff agrees with the ideas and viewpoints presented.

Any given item in the library may offend a patron. Responsibility for what minors read rests with the parent or legal guardian, not the library.

Materials in the adult collection is intended for mature reading and will not be restricted by the possibility that children may obtain materials which a parent or guardian consider inappropriate. Separate collections are available for children and young people.

The following general criteria are considered in selecting materials:

Adult:

- Permanent value
- Popular interest
- Local interest
- Date of publication
- Reputation of publisher
- Relationship to existing collection
- Purpose or intent of the material
- Price

Children materials Newborn-pre-K...Easy Reader: Pre-K-grade 2/3 ...Juvenile: Grade 3/4-6

- Appropriate content
- Appropriate vocabulary for the age group
- Designed to encourage reading, provide information, supplement school curriculum

Young Adults Grade 7-12

- Form a bridge between children's and adults' collection
- Provide material for a wide range of maturity levels and reading interests, encouraging reading for pleasure and recognizing special characteristics of this age group

Responsibilities for what a minor (17 & under) checks out or accesses at the library, rests with the parent or legal guardian who filled out the application for the minor's library card.

Separate collections are available for children and young people, but it is not the responsibility of the library, its staff, volunteers or library board to determine which collection they should use or what item is suitable for an individual.

For complete control over what the minor checks out or access, the library recommends the parent or guardian be present.

Requests for Reconsideration of Material

The library recognizes the importance of providing a method whereby opinions from the public regarding materials, displays and presentations can be voiced.

If a patron objects to material held by the library, he/she may submit a Request for Reconsideration of a Book or other library material. Material will not be removed on demand. To have the request considered, the patron must:

- Be a registered borrower (valid library card)
- File a complete Request for Reconsideration with the Librarian
- Provide full name and address
- Not challenging on behalf of a group
- Only parents or legal guardians with a valid Desloge library card may challenge children's book, materials, events or presentations

After reviewing the completed form, the Librarian will review the reasons for the challenge, the material in question and attempt to answer the challenge to the patron's satisfaction. If the objection was not resolved to the patron's satisfaction, the request goes before the Library Board Challenge Committee, comprised of three Library Board members, to make a decision. The Librarian will notify the patron in writing the outcome of the challenge, within 30 days of the challenge. The challenge decision will be made public, with the name of the complainant not listed.

If a reconsideration form has been submitted, reviewed and a decision made by the committee, another challenge will not be allowed or accepted for the same book, material, event or presentation for a period of 12 months from the date of the decision.

Community Space/Meeting Room Policy

Desloge Public Library has no meeting rooms. Community space(s) include computer desk/area, table/chair areas, and reading areas. Any group or organization wanting to use any of these areas for meetings or presentations must provide the library staff with a written general summary of the meeting and/or presentation topic, and the target audience age group.

The library will provide the Request for Community Space form which must be completed prior to approval of use of the community space(s).

Failure to provide the Desloge Library with this information will result in the group being denied access and use of these spaces for their intended meeting or presentation.

Desloge Public Library
Request for Community Space Form

Date of meeting: _____ Time of meeting: ____ to ____

Name of group/organization: _____

Purpose or function of the organization (please be specific):

Target audience age group: _____

Expected attendance: _____

Name of responsibility party: _____

Address: _____

Phone: _____ Email address: _____

In making application for the use of Desloge Library community space, I have been given a copy of the community space policy and agree to comply.

Signature of applicant: _____

Request approved by _____ Date: _____

Parent/Legal Guardian Responsibility Policy

This policy determines what access to library materials, events, and presentations a minor will have, as determined by the parent/legal guardian of the child.

- Minors are 17 years of age or younger,
- Parent/legal guardian must be present at the time of library card access,
- Parent/legal guardian must agree to the policies of the library before a card will be issued to the minor,
- Parent/legal guardian must complete, sign and, date the Informed Consent of Use of Library for Minor Child form at the time of application for a library card,
- All active minor cards will be updated as current library cards are used and must have an Informed Consent of Use of Library for Minor Child form signed upon request by the librarian.

The responsibility for materials used by any minor rests completely with their parents or legal guardians. It is not the responsibility of the Library, Library Board, staff, or volunteers to determine which materials are suitable for the minor.

INFORMED CONSENT OF USE OF LIBRARY FOR MINOR CHILD

I (printed name) _____ am the Parent ____ or Legal Guardian ____ of the minor child named _____. I am award that such child has a library card granting access to the content and materials at the Desloge Public Library, which may include print or electronic materials of books, periodicals, trade information, websites, or the like and that such information may include both fiction and nonfiction written information and that some electronic sources may include video or other interactive portions of content.

I understand that library staff, directors, or other official persons affiliated with the library do not have supervisory duty over my child and that it is my responsibility to monitor the child's behavior and consumption of content, in any and all forms.

Please choose one of the following:

_____ I provide consent for my child to check out content and utilize library resources.

_____ I DO NOT provide consent for my child to check out content and utilize library resources without my approval for each and every such instance and item.

_____ I provide consent for my child to check out content and utilize library resources with specific limitation appropriate for his/her age group.

In reviewing this consent form, I have been informed that I have access, as a patron of Desloge Public Library, to access the collection development policy of the library under 15 CSR 30-200.015, of Missouri State Regulations and that it is my responsibility to review same if so desired.

Printed name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date: _____

Address of Parent/Guardian _____

Email of Parent/Guardian _____

Phone of Parent/Guardian _____

Date of birth of Child(ren) _____

Desloge Public Library Displays and Exhibits Policy

As an educational and cultural institution, the Desloge Public Library welcomes exhibits and displays of interest, information, and enlightenment to the community for display in the glass exhibit cases. Displays of handiwork, historical material, nature study, or any other material deemed of general interest and appropriate for all age groups may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The library assumes no responsibility for the preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk. The library takes no responsibility for individual opinions on whether the display is of appropriate interest for specific age groups as only displays appropriate for all age groups will be accepted.

Exhibits to the general bulletin board to be viewed by the public must be approved by the library staff prior to posting. All such exhibits must be age appropriate for the area displayed, i.e., young adult, children, adult, etc. The library staff will provide the library's policy on age groups to ensure the exhibit(s) are age and content appropriate. Brochures, posters, flyers, and advertising materials of the following types will not be accepted, posted, or distributed:

- Those promoting the sale of a commercial product or service,
- Political campaign posters, and petitions for voters' signatures,
- Materials of a religious, political, or offensive nature,
- "For Sale" items.

The release form shown below must be signed by the exhibitor before any artifact, document, pictures, or posters can be placed in the library display case. No release form will be required for postings on the general bulletin board.

Desloge Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Desloge Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Exhibition to be presented in/on the _____ glass case(s) or _____ general bulletin board

Description of materials loaned _____

Print Name _____ Signature _____

Address _____

Telephone _____ Date _____

Materials not removed within the time frame noted above will be stored for no more than three months at the library. During that time the library will attempt to notify the contact person a minimum of 3 times and a maximum of 5 times. Materials left after three months, and 3-5 contact attempts may be disposed of at the discretion of the library and library board.

Request for Reconsideration of a Book or Other Library Material

Author: _____ Type of Material: _____

Title: _____ Publisher: _____

Request initiated by: _____ Phone: _____

Address: _____

1. To what do you object? (Please be specific and cite pages)

2. Did you read, see, listen, or otherwise use the material in its entirety? Yes No

3. Are you aware of the judgment of this work by qualified critics? Yes No

If yes, please identify source: _____

4. What do you feel might be the result of reading, hearing, or seeing this material?

5. What do you believe to be the theme of this book or material?

6. Do you represent: _____ Yourself

_____ Organization (Name) _____

_____ Other Group (Name) _____

7. What would you recommend the library do with this material?

Signature _____ Date _____

Librarian _____ Date _____

The Library appreciates your interest and wants you to know all questions must be answered and the request must be signed in order to be forwarded to the Librarian.