

St. Tammany Parish Library
Board of Control Special Meeting
October 12th, 2023
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
1:00 P.M.

Public Comment: A three (3) minute time limit is established for each member of the public wishing to speak (for or against) an item on the agenda. In the case of a Statement of Concern decision, the person who filed the Statement of Concern is given 5 minutes to speak. Please note, all comments must pertain to the agenda item announced. There is no general public comment at the end of the meeting. Any person wishing to comment on a topic not listed on the agenda may do so by e-mailing lboc@stpl.us by 11:00 AM on Thursday October 12th, 2023.

Please Note: This special meeting is being called as a quorum or more of board members wished to participate in the Rules and Regulations Committee meeting.

AGENDA

Call to order by President and Roll Call by Director

1. NEW BUSINESS

A. Section 403 - Criteria for Selection

- Discussion
- Public Comment

B. Section 407 - Statements of Concern About Library Resources

- Discussion
- Public Comment

2. Adjournment

Chapter 4. Collection Development

Section 403. Criteria for Selection

Effective Date: TK Revision Date: TK

The Library Director shall consider several of the following factors in making selections. Not all the following factors apply to every book or material format to be considered. Works of imagination are judged on different factors than are works of information or opinion.

- Purpose: use of material, factual information, general knowledge or information.
- Authorship: professional and literary significance of the author.
- Authority: especially inclusion in indexes, bibliographies, other professional references for all material formats.
- Opinions: attention to critics, reviewers and the public.
- Scope: comprehensiveness and depth of treatment.
- Content: objectivity, clarity, accuracy and logic of presentation.
- Presentation: presentation in a manner appropriate for the intended audience.
- Suitability of subject and style for the intended audience.
- Suitability of physical format for library use.
- Timeliness: present and potential relevance to community needs representation of important movement, genre, or trend of culture.
- Relation to existing library collection and other materials on the subject and availability of materials in the surrounding geographic area.
- Cost: budget guidelines, stability and needs.
- Publisher: reputation and sustained presence in the marketplace.
- Gift materials shall be accepted using the same criteria as purchased material.

Community standards for St. Tammany Parish shall be considered when acquiring library material that would be accessible to a minor through donation or purchase.

The library uses a number of metrics to determine community standards:

- Usage statistics gathered from the Integrated Library System, including circulation numbers and number of holds for specific items
- Patron requests
- Feedback from branch staff
- Titles assigned to students in the public and parochial school systems
- Parish demographics

Materials cataloged in the children's (Juvenile) and teen's (Young Adult) collections shall not contain sexually explicit material, textual, visual, or audio, produced in any medium, that depicts or describes sexual conduct as defined by R.S. 25:225 and determined by a majority vote of the Library Board of Control.

"Sexual conduct" means any of the following:

(a) Masturbation or lewd exhibition, actual, simulated, or animated, of the genitals, pubic hair, anus, vulva, or female breast nipples.

(b) Sadomasochistic abuse, meaning actual, simulated, or animated flagellation, or torture by or upon a person who is nude or clad in undergarments or in a costume that reveals the pubic hair, anus, vulva,

genitals, or female breast nipples, or in the condition of being fettered, bound, or otherwise physically restrained, on the part of one so clothed.

(c) Actual, simulated, or animated touching, caressing, or fondling of, or other similar physical contact with a pubic area, anus, female breast nipple, covered or exposed, whether alone or between humans, animals, or a human and an animal, of the same or opposite sex, in an act of apparent sexual stimulation or gratification.

(d) Actual, simulated, or animated stimulation of a human genital organ by any device whether or not the device is designed, manufactured, or marketed for that purpose.

(e) Actual, simulated, or animated ultimate sexual acts, whether between human beings, animals, or a human being and an animal.

ST TAMMANY PARISH LIBRARY BOARD OF CONTROL (LBOC)
RULES AND REGULATIONS SECTION 407
STATEMENTS OF CONCERN ABOUT LIBRARY RESOURCES (SOC)

SUGGESTIONS FOR POLICY CHANGES

Suggestions taken from Library Board of Control members, the general public, and staff
Revised for comments from July 13 meeting.

A. General

The choice of library materials by users is an individual matter. Responsibility for the use of library materials by minor children rests with their parents or legal guardians. While a person may reject material for themselves and for their minor children, an individual may not exercise censorship to restrict the freedom of others to read, see, or hear. No one, least of all the public library, has the right to judge what another may read, view, or hear.

B. Process

1. Any person residing in St. Tammany Parish who has reached the age of majority and who holds a St. Tammany Parish Library card and wishes to express concerns about library materials, programs, or displays may complete a "Statement of Concern About Library Resources" form. However, the cost of processing a Statement of Concern form entails significant cost and time commitments. Therefore, anyone who has a concern about library resources is encouraged to discuss their concerns with a library staff member before filing a Statement of Concern form.

The Statement of Concern form shall be available at the library circulation desk, the library's website, by email request, and at all Library Board of Control meetings. All completed Statement of Concern Forms will be forwarded to the Library Director and to each member of the Library Board of Control. Upon receipt of the Statement of Concern Form the Director will confirm receipt to the complainant(s). Statements of Concern that do not meet the submission criteria will not be considered.

Any Statement of Concern seeking to restrict access by a minor to a digital resource categorized as Adult and thus only available to Adult, Juvenile, and Juvenile Unrestricted cards, shall not be considered.

2. The Director will select two or more staff members to serve on an internal committee to review each Statement of Concern and the subject of the concern. Committee members will be chosen by the Director based on the type of material under review and taking into consideration the staff member's education and experience. A recommendation regarding which action to be taken, if any, will be made by the committee within 45 days of the Director receiving the Statement of Concern Form, unless a longer period is authorized by the Library Board of Control, in which case the complainant(s) shall receive notice.

3. The committee members shall:
 - a. Review the material in its entirety
 - b. Create and consider a resume of the material which can include:
 - A brief synopsis
 - Reviews in standard evaluation guides
 - Topical information concerning the material
 - Circulation information
 - Information about holdings in other public libraries
 - Awards received
 - Biographical information about the author/producer
 - Library of Congress Subject Headings
 - Publisher, vendor, and/or reviewer audience recommendations
 - Indication that purchase was made per patron request, if that information is available
 - c. Consider the suitability for age level of current placement
 - d. Consider present and potential relevance to community needs
 - e. Conduct a discussion to reach a recommendation
 - f. Submit a written report to the Director with recommendations based on the result of the committee's efforts.

Note: Remainder of policy was not edited. Deferred discussion of new policy to return to a staff decision/board appeal model until we have clarity about details of new legislation.

4. The complainant(s) shall be notified of the date of the Library Board of Control meeting at which the committee's report and recommendation will be on the agenda. A copy of the correspondence to the complainant(s) shall be forwarded to each member of the Library Board of Control.
5. The Director will present the committee's recommendation to the Library Board of Control at a properly noticed Board meeting report.
6. The complainant(s) will have five minutes to address their concern to the Library Board of Control prior to any action taken by the Board. In lieu of addressing the Board in person at the meeting, the complainant(s) may submit a written statement to the Board. A period of public comment will precede any action taken by the Board.
7. The Library Board of Control shall vote to affirm, modify, reject, or take under advisement the committee's recommendation. Matters taken under advisement shall be renoticed for a

future meeting. Upon modification or rejection of the recommendation of the committee, the Board shall make a decision on what action will be taken in response to the Statement of Concern. The decision of the Board shall be rendered by a majority vote. In the event there is a tie, the recommendation is affirmed.

8. The complainant(s) will be notified in writing of the decision of the Library Board of Control.

C. The decision on a Statement of Concern about specific materials, programs, or displays will remain in effect for five years. Within this five-year period complainants submitting a new Statement of Concern on a decided title, program, or display shall receive a copy of the Board's current decision.