

### About the Calcasieu Parish Public Library:

The Calcasieu Parish Public Library collection is available to all registered library patrons and serves cardholders in a variety of communities of differing interests and concerns.

### Mission Statement:

The Calcasieu Parish Public Library welcomes all with convenient access to high quality and innovative collections, resources, and services that enrich lives and create connections in our community.

### Strategic Plans:

Every five years, the Library creates a new strategic plan with an overall guiding vision, goals, and objectives informed by staff and community input. Strategic Plans do not alter the Collection Development Policy; however, they may impact priorities in selection decision.

### Material Selection:

The Library Collection is evaluated annually using specialized, Library-related software programs that provide reports on patron use, branch holdings, suggested additions, and collection development trends.

**We provide policies and protections that enable parents to make good choices for their children.**

## Calcasieu Parish Public Library

# Facts About Accessing Our Collection

## What the Calcasieu Parish Public Library is doing to protect your children.

Our **Collection Development Policy** is designed to represent the views, needs, and interests of all of our stakeholders. The policy, established by the Library Board, provides guidance and direction to the library staff for the development and maintenance of the library's collection, both physical and digital.

Our **Unattended Child Policy** requires that children, under the age of 12, be accompanied by their parent/legal guardian at all times while visiting the library. This includes monitoring where they are while visiting, as well as, what books they are checking out.

Access to the library's digital collection is via the patron's library card and PIN.

**Children require parental permission to obtain a library card.**

Both the parent and child must sign, in-person, a library application form for the child to receive a card. **Approval from a parent or guardian is required to access the library's digital collections.**

Child and Young Adult accounts are associated with the parent or guardian's account in the Integrated Library System. **Parents may select an option (check box) on the library card application to receive e-receipts every time the child's library card is used.** Parents may also select a separate check box on the application to receive account alerts and notices about their child's card. These alerts may be received via phone call, email, and/or text message and relay information such as overdue notices, library card expirations, and more.

**Parent or guardian creates a 4-digit library pin for their child's account.** This PIN is required to place holds, interlibrary-loan material, and to access digital collections. By signing the library card application, the parent or guardian agrees to assume responsibility for their child's choice of materials, and to pay all charges for damaged, lost, or late materials that are checked out on the card.

Our online collections can be filtered by age, so that parents can assure their children are accessing age based content. Our physical collections are also sorted into age-appropriate areas in the libraries. Materials are classified and shelved in specific sections according to material type and age group of target audience, with some sections being further divided into fiction and nonfiction.

**Factors to determine if an item is placed in Children, Young Adult, or Adult collections include publisher/distributor suggestions, recommendations from professional reviews, classification in the Library of Congress and other libraries, and the location of related works.**

We work hand in hand with the Calcasieu Parish Police Jury **to ensure all state laws are met and followed.** The Police Jury selects Police Jury members to be the liaison to the library board.

## Calcasieu Parish Public Library

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