

STATE LIBRARY OF LOUISIANA

COLLECTION
DEVELOPMENT
POLICY

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Introduction

This policy serves as a guide for the collection management staff at the State Library of Louisiana (State Library) and as an explanation to patrons of how materials are managed. It is subject to ongoing review and revision.

Mission Statement

The mission of the State Library of Louisiana is to foster a culture of literacy, promote awareness of our state's rich literary heritage and ensure public access to and preservation of informational, educational, cultural and recreational resources, especially those unique to Louisiana.

Collection and Services

The collection and services of the State Library provide research resources for state employees and serve to supplement the collections and services of the state's public, academic, agency, and special libraries in support of the informational and recreational needs of persons served by these institutions.

The State Library collection includes books, serials, government publications, pamphlets, sound recordings, audiobooks, videorecordings, microforms, online databases, newspapers, and materials for the blind and physically handicapped. It covers a broad spectrum of subject matter with an emphasis on Louisiana-related information and authors.

The goal of the selection process is to achieve a collection that represents the acknowledged best authorities in all fields, the widest possible 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, Louisiana, and Blind and Physically Handicapped Departments who employ standing orders, subscription services, consultation of selection tools, and review of actual materials to manage the collection.

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 the selection policy for the State Library (*see* Appendices A and B). The selection staff also 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 additional factors in selection.

Use of the Collection

Library materials may be used by anyone in the State Library building during regular hours of operation, and are loaned directly to Louisiana state government officials and employees (active or retired), employees of quasi-governmental organizations in Louisiana, members of the Louisiana media, and students in the Louisiana State University School of Library and Information Science.

Through interlibrary loan, books, magazines, audiovisual materials, microform, and vertical file materials are loaned to Louisiana libraries above the high school level for the use of their patrons and to libraries anywhere in the United States.

One exception to this policy is that 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 public library collections, augmented by our interlibrary loan program. 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, by Louisiana authors, or which have been on Louisiana Young Readers' Choice lists. The Louisiana Young Readers' Choice Award is a reading enrichment program of the Louisiana Center for the Book; its purpose is to foster a love of reading in the children of Louisiana by motivating them to participate in the selection and recognition of outstanding books. Each year students in grades 3-5 and 6-8 vote for their favorite book from a ballot of fifteen titles per age group, with each list encompassing fiction, nonfiction, and poetry; the two titles that receive the most votes win the award.

State Agency Libraries

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.

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 specifically selected to support academic curricula.

School Libraries

School libraries are not served directly; their patrons are served through the public libraries.

General Collection

The librarians of the Reference Department are primarily responsible for selection of monographs, periodicals, audiovisual materials, online databases, reference tools, and special formats that are not Louisiana-specific in nature. Each reference librarian is responsible for the currency and relevance of specific subject areas within the collection. For more information, *see* Appendix G.

Selection Criteria

- ♦ Recommendation in standard review journals or bibliographies
- ♦ Authoritativeness (background and reputation of author, publisher, and sponsoring body)
- ♦ Need for better coverage in subject area
- ♦ Adequate scope and depth
- ♦ Accuracy
- ♦ Impartiality
- ♦ Currency
- ♦ Relevance
- ♦ Appropriateness (reading level, format, quality, cost, and physical characteristics)
 - For example, microform may be chosen to save space; databases are chosen based on projected use, ease of use, cost, and extent of information provided; books may be evaluated for how durable they are, if the typeface is readable, etc.
- ♦ Literary merit and originality
- ♦ Relation to the collection and demand from library users
- ♦ Organization, style, and aesthetic qualities, including special features such as indexes, illustrations, or bibliographies

Exclusions

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

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

Replacements, Duplicates, and Deselection

Selection staff members determine when to repair or withdraw damaged, outdated, or incomplete items, and whether or not to replace withdrawn or missing items. Duplicate copies may be purchased to meet high demand or to provide a circulating copy of an essential reference tool. Space limitations make organized weeding projects necessary on a regular basis.

Special Materials

Study Guides

Major publishers' catalogs are used to select study guides for civil service tests, occupational 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 for federal government documents distributed through the Government Printing Office under the Federal Depository Library Program (FDLP). The federal documents collection is based on requirements stated in the FDLP Handbook (<http://fdlp.gov/administration/handbook>). Reference librarians review the list of titles received by the State Library on a regular basis to add or delete titles. The federal documents collection includes standard indexes for accessing the collection, major series for research, sources related to federal legislation and administration, and selections from the suggested core collections. Louisiana-related documents are added to the Louisiana Collection.

Big Books

The State Library has a collection of “Big Books” for loan using the standard Interlibrary Loan process or through the Services for the Blind and Physically Handicapped. “Big Books” are large print, large-sized versions of a beginning reading book specifically targeted to young people ages 3 to 5.

Die Cut Blocks

A die cut block is a metal form used to cut out special shapes. The State Library collection of approximately 500 die cut boards was donated by the Northeast Texas Library System. To make use of the templates, a library will need to have an Accu-Cut or Ellison die cutting machine. Die cut blocks are loaned by the State Library through the normal Interlibrary Loan procedure.

A die cutting machine is available for loan. Special loan procedures are followed.

Audiovisual Collection

Responsibility for selecting audiovisual materials for the State Library's collection is divided between the Louisiana and Reference Departments, for Louisiana-specific and non-Louisiana-specific materials, respectively.

Visual materials purchased include documentary, instructional, performing arts, and feature film videorecordings, with emphasis on Louisiana-related materials. Classic or critically-acclaimed feature films may be collected, with National Film Registry titles receiving preference. Foreign language films may be purchased if they contain English subtitles.

Audio materials purchased include audiobooks, foreign language instruction programs, and music. The audiobook collection focuses primarily on popular fiction and works of classic literature, but also includes biography and history selections. The music collection supports and enhances public library collections, with emphasis on Louisiana artists in all genres, historically important or hard to find recordings in all genres, and recordings in regional genres traditionally associated with the South, such as Cajun, zydeco, jazz, bluegrass, etc.

Selection staff members do not review materials for content and do not add ratings. Patrons should view materials before presentation to a group or to children. The State Library is not responsible for infringements of the copyright law or for other illegal use of materials by patrons. Limited public performance rights are purchased whenever available.

Selection Criteria

- ◆ Strong Louisiana association
- ◆ Authoritativeness (background and reputation of author/narrator, producer/distributor, or artist)
- ◆ Accuracy
- ◆ Timeliness of information
- ◆ Relation to the collection and demand from library users
- ◆ Appropriateness (format, quality, cost, and physical characteristics)
 - For example, obsolete formats may be replaced with appropriate newer formats
- ◆ Reviews
- ◆ Historical or regional importance of artist and/or recording

Exclusions

Broadcast and duplication rights are not considered for purchase. No attempt is made to collect off-air recordings or vanity recordings by Louisiana artists.

Replacements, Duplicates, and Deselection

Selection staff members determine when to withdraw damaged, outdated, obsolete, or incomplete items, and whether or not to replace withdrawn or missing items.

Louisiana Collection

The Louisiana Collection comprises 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 and 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 while the other remains in-house as an archival copy.

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

Selection Criteria

- ♦ Reviews, notices in newspapers and magazines, recommendations from other librarians, and major selection tools
- ♦ Subject relevant to Louisiana
- ♦ Written or illustrated by a native or resident who is closely identified with Louisiana
- ♦ Fiction of literary quality with a Louisiana setting
- ♦ Popular books and compilations of Louisiana law and jurisprudence (not intended for in-depth research or to duplicate collections in other institutions, such as law libraries or the State Supreme Court)
- ♦ Louisiana-related genealogy, family histories, basic “how-to” genealogy books, and journals published by state genealogical and historical societies (because of strong family and historical ties to other southern states, some related materials are also acquired)
- ♦ Juvenile books by Louisiana authors or with a Louisiana setting
- ♦ Dissertations dealing with Louisiana history, culture, or biography
- ♦ Study guides for state-specific licensing and examinations
- ♦ Standard annual series of Louisiana travel guidebooks

Exclusions

Arcane books and compilations of Louisiana law and jurisprudence are excluded as well as romance novels in paperback. “Vanity press” publications are accepted at the discretion of Louisiana Department staff.

Replacements, Duplicates, and Deselection

Selection staff members determine when to repair or withdraw damaged, outdated, or incomplete items, and whether or not to replace withdrawn or missing items. Materials to be withdrawn 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. Duplicate copies of current editions of examination/licensing study guides may be purchased in response to anticipated high demand. Disposal of extra circulating copies of state documents follows accepted depository practices.

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. Electronic-only state documents are added to the Louisiana State Documents Digital Archive.

Vertical File

Articles from the official state journal and one other major daily newspaper are clipped and classified by subject. 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 Department librarians select popular and specialized serials with broad regional appeal and subject interest. All serials 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 Department staff. Photographs will be added only if reproduction rights are transferred to the State Library.

Maps

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

Artwork

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

City Directories / Telephone Books

Every effort is made to obtain current city directories and telephone books from around the state. These are kept for historical research.

Outreach Services Collection

The Coordinator of Outreach Services administers the collection of recorded books, playback equipment, and the *Louisiana Voices* studio recording program. Reading matter and equipment are supplied by the Library of Congress National Library Service for the Blind and Physically Handicapped (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 (14 point or larger) are purchased for use by 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 school and recreational reading needs of children and young adult readers who have difficulty reading conventional print.

The selecting librarians of Services for the Blind and Physically Handicapped employ standing orders with major large print publishers for selected genre, including categories such as romances, mysteries, and westerns. Nonfiction books such as biographies, cookbooks, books on low vision, and other useful items are also purchased. Additionally, these librarians make selections from a variety of large print catalogs to supplement the material that is supplied via standing orders.

Selection staff members determine when to withdraw damaged or outdated items, and whether to replace withdrawn or missing items.

For more details, *see* Appendix C.

Interlibrary Loan

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

Donations

All donations to the State Library of Louisiana must be without conditions. Unconditional donations are accepted if they fall within the scope of the collection. Donations are acknowledged (*see* Appendix D) with no assurance of disposition nor monetary value assigned. Monetary donations are expended at the discretion of the selection staff. Memorial bookplates are used in donation materials when appropriate.

Reconsideration of Library Materials

The State Library of Louisiana welcomes comments and suggestions regarding the continued suitability of materials in the collection, especially concerning outdated materials. Since opinions vary as to the kinds of materials that are suitable and individuals may object to library materials that do not support their beliefs and views, the State Library has a written policy dealing with this issue (*see* Appendix E) along with a request for reconsideration form (*see* Appendix F).

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

State Library of Louisiana Services for the Blind and Physically Handicapped Large Print Collection Development Policy

Effective Date: April 1, 2009

Policy:

Services for the Blind and Physically Handicapped (SBPH) functions as the public lending library for a special population of Louisianians and serves them directly via mail service. A portion of this lending library is a large print book collection that serves a variety of purposes. This policy is a guide to staff responsible for selection of materials for the large print collection and is subject to ongoing review and revision.

Purpose:

Primarily, it serves the recreational and informational reading needs of the visually impaired patrons of SBPH. These persons include children, teens and adults with diverse reading needs and interests.

While textbooks are excluded from this collection, the large print collection must include literature that fills school reading needs for young people. The collection includes both fiction and nonfiction for young people and for adults.

Applicability:

In addition to meeting the needs of large print readers registered with SBPH, the large print collection also circulates to patrons registered with the SLOL and on interlibrary loan to the public libraries of Louisiana. SBPH patrons are given preference in service and reserves and requests placed by this group are honored before large print books are circulated to SLOL patrons or to public libraries.

Procedure:

Book selection for the large print collection will be made by the professional librarians of Services for the Blind and Physically Handicapped. The Youth Services Librarian will be primarily responsible for selecting juvenile material to add to the collection, and the Coordinator of Outreach Services and the

Cataloging Librarian will be primarily responsible for selecting adult titles. The studio manager of Louisiana Voices and the Reader Advisors of SBPH may also participate in collection development. These staff members monitor the reading needs and interests of the special population served by a variety of processes.

Books are added to the collection by enrolling in standing order plans with several book vendors and also by making selections using a variety of collection development tools. Books in a variety of subjects will be considered for inclusion in the large print collection. Books representing a variety of viewpoints on controversial topics will be added to the collection. This collection development policy and spending patterns will be examined on a semi-annual basis to check for balance as the collection grows.

Subjects that will be included in the large print collection include, but are not limited to:

adventure	humor
african-american	inspiration
biography	literature bestsellers
business and career	mental health
children's literature	mystery
christian interest	reference works
classics	religion
cooking/housekeeping	romance
coping skills	science
current events	science fiction
gardening	sexuality
health and wellness	spirituality
history and politics	sports
hobbies/crafts	westerns
horror	young adult literature
how-to books	

Appendix D

State Library of Louisiana Donation Acceptance Letter

Dear _____ :

We greatly appreciate your generous donation to the State Library of Louisiana. As you know, the State Library is dedicated to providing the facilities, programs, and services required for a “lifetime of learning,” and your donation assists us in continuing that tradition.

Your continued support and interest in the State Library is very important to us, and we hope to have the opportunity to return the favor of your generosity by being of service to you in the future.

Sincerely,

Diane Brown
Deputy State Librarian

Appendix E

State Library of Louisiana Library Materials Reconsideration Policy

Effective Date: April 1, 2009

Policy:

The State Library of Louisiana (State Library) welcomes comments and suggestions regarding the continued suitability of materials in the collection, especially concerning outdated materials. Suggestions will be considered during the ongoing process of collection development.

Purpose:

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. Individuals may take issue with library materials that do not support their beliefs and views, and while individuals may reject materials for themselves and their children, they cannot exercise censorship to restrict the access to materials by others. Responsibility for the reading or viewing of materials by children or adolescents rests with their parents or legal guardians.

Supervisory staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion, a formal, written request for reconsideration of materials may be submitted to the State Librarian.

The State Library is not a judicial body. Laws governing questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of any category covered by law until a local court of competent jurisdiction has ruled against the material. No materials that have been previously determined to be in non-compliance with local laws will be knowingly added to the library collection.

Applicability:

The patron submitting the request must be a resident of the state of Louisiana and hold a valid borrower's card with the State Library.

Procedure:

Since a challenge is a highly emotional issue, the State Library has developed a step-by-step procedure to follow when a patron objects to an item in the collection:

- ♦ The objection is courteously received by the appropriate Department Head (or designate).
- ♦ The complainant will be given a copy of the Collection Development Policy and a "Request for Reconsideration of Library Materials" form. The complainant must completely fill out the request form and return it to a staff member or mail it to the address on the form.
- ♦ The completed form is attached to the material(s) and given to the State Librarian (or designate) for examination. The State Librarian (or designate) reads, views, or listens to the material, then returns it to its usual location within the collection.
- ♦ The State Librarian (or designate) checks general acceptance of the material by reading reviews and consulting recommended lists and determines the extent to which the material fits the selection policy.
- ♦ Within thirty days of receipt of the request for reconsideration, the State Librarian (or designate) will communicate to the complainant, in writing, what action will be taken with regard to the offending material and reasons for the decision.
- ♦ An item will only be evaluated for reconsideration once in a twelve-month period.

Appendix F

State Library of Louisiana

Request for Reconsideration of Library Materials

Request Initiated By	Person making request represents: <input type="checkbox"/> Self <input type="checkbox"/> Organization	Name		Phone
		Address		Email Address
		Organization Name & Address		
Item Description	Format: <input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> Video <input type="checkbox"/> Audio	Author		
		Title		
		Publisher		Date/Edition
Did you review the entire item? If not, what sections did you review?				
To what in the item do you object? Please be specific: cite pages, frames, or sections.				
In your opinion, what harmful effects might result from the use of this item?				
Do you see any value in the use of this item? (For example: instructional, literary, self-development)				
Are you aware of literary critics' opinions of this item? Please cite source(s) of the review(s) you saw.				
Should the opinion of any additional experts in the field be considered? If so, please list suggestions				
Is there any other material that you would recommend as being better suited for the intended purpose?				
Additional comments:				
Signature			Date	
MAIL TO: State Librarian State Library of Louisiana P. O. Box 131 Baton Rouge, LA 70821				

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State Library of Louisiana
Collection by Dewey Decimal Classification
(Edition 22, 2003)

The following outline of divisions of the Dewey Decimal Classification includes a brief description of strengths in various subjects as well as deviations from the general collection policy.

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 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

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

An effort is made to acquire foundation works for all major world 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

An effort is being made to increase the collection in this area, particularly with regard to the Spanish language.

470 Latin & Italic languages

480 Classic & modern Greek languages

490 Other languages

An effort is being made to increase the collection in this area, particularly with regard to the Vietnamese language.

500 Science

Considerable 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.

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 includes many books about Southerners and African-Americans.