

## Collection Development

### Appendices

Acknowledgement of Materials Donation form .....	2
Monetary Donation form.....	3
Request For Reconsideration of Electronic Materials form .....	4
Request for Reconsideration of Physical Library Materials form .....	5
Request for Reconsideration for MLC Resources form .....	6
Intellectual Freedom Statement.....	7
Library Bill of Rights .....	10
Freedom to Read .....	11
Freedom to View.....	14
Mississippi State Law Pertaining to Privacy of Library Records .....	15
Mississippi State Law on Public Display of Sexually Oriented Materials .....	16
P407 Cataloging Request.....	19
P416 Printing Request.....	20
Weeding Schedule.....	21

Adopted by DRLS Board: April 27, 2010  
Reviewed & Retained: December 10, 2013  
Revised: August 8, 2014  
Revised: May, 4, 2017  
Revised: August 24, 2023  
Revised: November 20, 2024

***Dixie Regional Library System  
Acknowledgement of Materials Donation***

The libraries of the Dixie Regional System accept gifts of new and used books, audio recordings, videos, and other similar materials. Items will be added to the collection in accordance with the selection policy of the library, and the library also reserves the right to decide when a gift added to the collection must be withdrawn.

Once donated, items become the property of the Dixie Regional Library System, and may be given to other libraries, the Friends of the Library, or non-profit agencies, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor. The library will not accept any item that is not an outright gift.

The library will acknowledge receipt of donated items but is unable to set a fair market or appraisal value. It is recommended that the donor make an itemized list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

***I agree to the above listed uses of the material that I have donated to the***

\_\_\_\_\_  
Library Branch

\_\_\_\_\_  
Donor's Signature

Please complete the following information in print.		
<b>Donor Name</b>	<b>Phone</b>	
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>

# Of Items	Type of Material	# Of Items	Type of Material
	Hardcovers		Audios
	Paperbacks		Videos
	Trade Paperbacks		Magazines/ Other
Materials Rec'd By:		Date	

**Honor or Remember a Loved One with a Gift to Your Library**

Thank you for choosing to give a gift to your library as a means of honoring or remembering a loved one. In order to proceed, we need some information. Please complete this form and return it to your local library.

**Library to receive the gift (Check one):**

- |   |  |
|---|--|
| <input type="radio"/> Calhoun City (Calhoun City, MS)   | <input type="radio"/> Jesse Yancy Memorial (Bruce, MS) |
| <input type="radio"/> Edmondson Memorial (Vardaman, MS) | <input type="radio"/> Okolona Carnegie (Okolona, MS)   |
| <input type="radio"/> Houlka Public (Houlka, MS)        | <input type="radio"/> Pontotoc County (Pontotoc, MS)   |
| <input type="radio"/> Houston Carnegie (Houston, MS)    | <input type="radio"/> Sherman Public (Sherman, MS)     |

**Person giving gift (Donor):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_

**Kind of gift (Check one):**

- |   |   |
|---|---|
| <input type="radio"/> Memorial                    | <input type="radio"/> Honorarium          |
| <input type="radio"/> Anniversary                 | <input type="radio"/> Birthday of a child |
| <input type="radio"/> Birthday                    |   |
| <input type="radio"/> Other, please specify _____ |   |

**Name of person(s) being remembered or honored, as it should appear on the bookplate:**

\_\_\_\_\_

**Name of the donor(s) as you wish it to appear on bookplate (optional):**

\_\_\_\_\_

**Name and address of person to notify of the gift:**

Name \_\_\_\_\_

Address \_\_\_\_\_

**Amount of Gift:** \_\_\_\_\_ Please make checks payable to your local library.**Type of Material you would like the library to purchase (Check One):**

- |                                       |   |
|---------------------------------------|---|
| <input type="radio"/> Book            | <input type="radio"/> Video/DVD                   |
| <input type="radio"/> Children's Book | <input type="radio"/> Other, please specify _____ |

**Suggested subjects or titles:** \_\_\_\_\_

If you do not have a preference, our Librarian will select an appropriate item. A bookplate will be affixed to the item indicating the person being honored and the donor. A letter will be sent to the donor as well as the recipient, indicating a gift has been given in his/her name. In the case of a deceased person who is being remembered, the letter will be sent to a family member when the name and address is noted.

## REQUEST FOR RECONSIDERATION OF ELECTRONIC LIBRARY MATERIAL Branch \_\_\_\_\_

Please fill out this form to report electronic resource content that potentially violates *Mississippi Code, §39-3-23*. Do not use this form for content found in MAGNOLIA or HOOPLA.

Electronic format? AXIS360 \_\_\_\_\_ FREADING \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_

Date of Publication \_\_\_\_\_

Request initiated by (print name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

If you are representing an organization, what is the name of the organization?

\_\_\_\_\_

1. Date you accessed the material. \_\_\_\_\_

2. Did you read/view/listen to the entire work? \_\_\_\_\_ If not, what parts did you read? \_\_\_\_\_

\_\_\_\_\_

3. What elements of this material potentially violate Mississippi Code, §39-3-25? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Received by \_\_\_\_\_ DATE \_\_\_\_\_

## REQUEST FOR RECONSIDERATION OF PHYSICAL LIBRARY MATERIAL

Branch \_\_\_\_\_

Physical format? Book \_\_\_\_\_ Magazine \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Date of Publication \_\_\_\_\_

Request initiated by (print name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

If you are representing an organization, what is the name of the organization?

\_\_\_\_\_

1. Did you read the entire book? \_\_\_\_\_ If not, what parts did you read? \_\_\_\_\_

\_\_\_\_\_

2. To what in the book do you object? (Please be specific. Cite pages.)

\_\_\_\_\_

\_\_\_\_\_

3. What is your concern - What do you feel might be the result of reading it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What do you believe is the theme of this work? \_\_\_\_\_

5. Are you aware of reviews of this book? \_\_\_\_\_

6. What would you like your library to do about this book?

\_\_\_\_\_ Do not lend it to my child

\_\_\_\_\_ Return it to the staff for re-evaluation

\_\_\_\_\_ Other: \_\_\_\_\_

Explain \_\_\_\_\_

7. Do you have suggestions for additions to the collection that would complement or balance this title? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Received by \_\_\_\_\_ DATE \_\_\_\_\_

## Request for Reconsideration for Mississippi Library Commission Resources

## Request for Review of Electronic Resources: MAGNOLIA Databases

Complete the form at:

<https://forms.office.com/pages/responsepage.aspx?id=s514XWsMS0-m2-BiUGfqATaPSaOAnmRCu9tLv86JJo9UMIVaUEs2SkdHUjU1QlZPUlkWUDJWSTNaQy4u>

## Request for Review of Electronic Resources: Ebook or Other Electronic Content

Complete the form at:

<https://forms.office.com/pages/responsepage.aspx?id=s514XWsMS0-m2-BiUGfqATaPSaOAnmRCu9tLv86JJo9URUJIWExZU1FTVEk5Mjg3RjVCR0RBM0RSWS4u>

## INTELLECTUAL FREEDOM STATEMENT

**The heritage of free men is ours.**

In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to unrestricted access to those opinions. As citizens committed to the full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.

Through continuing judicial interpretations of the First Amendment to the United States Constitution, full freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy -who has faith in the political and social integrity of free men -- must stand firm on those constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.

*We, therefore, affirm these propositions:*

1. We will make available to everyone who needs or desires them the widest possible diversity of views and modes of expression, including those which are strange, unorthodox or unpopular.

Creative thought is, by its nature, new. New ideas are always different and, to some people, distressing and even threatening. The creator of every new idea is likely to be regarded as unconventional -- occasionally heretical -- until his idea is first examined, then refined, then tested in its political, social or moral applications. The characteristic ability of our governmental system to adapt to necessary change is vastly strengthened by the option of the people to choose freely from among conflicting opinions. To stifle nonconformist ideas at their inception would be to end the democratic process. Only through continuous weighing and selection from among opposing views can free individuals obtain the strength needed for intelligent, constructive decisions and actions. In short, we need to understand not only what we believe, but why we believe as we do.

2. We need not endorse every idea contained in the materials we produce and make available.

We serve the educational process by disseminating the knowledge and wisdom required for the growth of the mind and the expansion of learning. For us to employ our own political, moral, or esthetic views as standards for determining what materials are published or circulated conflicts with the public interest. We cannot foster true education by imposing on others the structure and content of our own opinions. We must preserve and enhance the people's right to a broader range of ideas than those held by any librarian or publisher or church or government. We hold that it is wrong to limit any person to those ideas and that information another believes to be true, good, and proper.

3. We regard as irrelevant to the acceptance and distribution of any creative work the personal history or political affiliations of the author or others responsible for it or its publication.

A work of art must be judged solely on its own merits. Creativity cannot flourish if its appraisal and acceptance by the community is influenced by the political views or private lives of the artists or the creators.

4. With every available legal means, we will challenge laws or governmental action restricting or prohibiting the publication of certain materials or limiting free access to such materials.

Our society has no place for legislative efforts to coerce the taste of its members, to restrict adults to reading matter deemed suitable only for children, or to inhibit the efforts of creative persons in their attempts to achieve artistic perfection. When we prevent serious artists from dealing with truth as they see it, we stifle creative endeavor at its source. Those who direct and control the intellectual development of our children -- parents, teachers, religious leaders, scientists, philosophers, statesmen - - must assume the responsibility for preparing young people to cope with life as it is and to face the diversity of experience to which they will be exposed as they mature. This is an affirmative responsibility that cannot be discharged easily, certainly not with the added burden of curtailing one's access to art, literature, and opinion. Tastes differ. Taste, like morality, cannot be controlled by government, for governmental action, devised to suit the demands of one group, thereby limits the freedom of all others.

5. We oppose labeling any work of literature or art, or any persons responsible for its creation, as subversive, dangerous, or otherwise undesirable.

Labeling attempts to predispose users of the various media of communication, and to ultimately close off a path to knowledge. Labeling rests on the assumption that persons exist who have a special wisdom and who, therefore, can be permitted to determine what will have good and bad effects on other people. But freedom of expression rests on the premise of ideas vying in the open marketplace for acceptance, change, or rejection by individuals. Free men choose this path.

6. We, as guardians of intellectual freedom, oppose and will resist every encroachment upon that freedom by individuals or groups, private or official.

It is inevitable in the give-and-take of the democratic process that the political, moral, and esthetic preferences of a person or group will conflict occasionally with those of others. A fundamental premise of our free society is that each citizen is privileged to decide those opinions to which he will adhere or which he will recommend to the members of a privately organized group or association. But no private group may usurp the law and impose its own political or moral concepts upon the general public. Freedom cannot be accorded only to selected groups for it is then transmuted into privilege and unwarranted license.

7. Both as citizens and professionals, we will strive by all legitimate means open to us to be relieved of the threat of personal, economic, and legal reprisals resulting from our support and defense of the principles of intellectual freedom.

Those who refuse to compromise their ideals in support of intellectual freedom have often suffered dismissals from employment, forced resignations, boycotts of products and establishments, and other invidious forms of punishment. We perceive the admirable, often lonely, refusal to succumb to threats of punitive action as the highest form of true professionalism: dedication to the cause of intellectual freedom and the preservation of vital human and civil liberties.

In our various capacities, we will actively resist incursions against the full exercise of our professional responsibility for creating and maintaining an intellectual environment which fosters unrestrained creative endeavor and true freedom of choice and access for all members of the community.

We state these propositions with conviction, not as easy generalizations. We advance a noble claim for the value of ideas, freely expressed, as embodied in books and other kinds of communications. We do this in OUT belief that a free intellectual climate fosters creative endeavors capable of enormous variety, beauty, and usefulness, and thus worthy of support and preservation. We recognize that application of these propositions may encourage the dissemination of ideas and forms of expression that will be frightening or abhorrent to some. We believe that what people read, view, and hear is a critically important issue. We recognize, too, that



ideas can be dangerous. It may be, however, that they are effectually dangerous only when opposing ideas are suppressed. Freedom, in its many facets, is a precarious course. We espouse it heartily.

Adopted June 25, 1971, by the ALA Council.

Endorsed June 18, 1971, by the Board of Trustees, Freedom to Read Foundation.

Placed in the historical file by the ALA Council in 1982 by request of the IFC.

## **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 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.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

## **FREEDOM TO READ**

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 his 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 pressure 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.

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 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.

Freedom to read is guaranteed by the Constitution. Those with faith in free men 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 his 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 may be held by any single librarian or publisher or government or church. It is wrong that what one man 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 men 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 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.*  
The idea 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 each individual must be directed in making up his mind about the ideas he examines. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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 each individual is free to determine for himself what he wishes 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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, bookmen 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 for his 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 means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires all bookmen the utmost of their faculties, and deserves of all citizens the fullest 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 originally issued in May 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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## **FREEDOM TO VIEW**

The freedom to view, along with the freedom to speak, 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 possible 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 guarantee of freedom of expression.
2. To provide 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 and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed by the ALA/IFC and by the ALA Council on June 28, 1979. Adopted February 16, 1979 by the Educational Film Library Association; updated 1989 by the American Film and Video Association Board of Directors.

**MISSISSIPPI STATE LAW PERTAINING TO  
PRIVACY OF LIBRARY RECORDS**

SENATE BILL NO. 2065

AN ACT TO CREATE SECTION 39-3-365, MISSISSIPPI CODE OF 1992, TO PROVIDE FOR THE CONFIDENTIALITY OF CERTAIN LIBRARY RECORDS; AND FOR RELATED PURPOSES.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

*SECTION 1. The following shall be codified as Section 39-3-365, Mississippi Code of 1992:*

39-3-365. Records maintained by any library funded in whole or in part by public funds, which contain information relating to the identity of a library user, relative to the user's use of books or other materials at the library, shall be confidential. Such records may only be released with the express written permission of the respective library user or as a result of a court order.

*SECTION 2.* Aggregate statistics shown from registration and circulation records, with all personal identification removed, may be released or used by a library for research, planning and reporting purposes.

*SECTION 3.* No provision of this act shall be construed to prohibit any library, or any business operating jointly with a library, from disclosing information for the purpose of collecting overdue books, documents, films or other items or materials owned or otherwise belonging to such library. No provision of this act shall be construed to prohibit or hinder any such library or business office from collecting fines on such overdue books, documents, films or other items or materials.

*SECTION 4.* This act shall take effect and be in force from and after July 1, 1992.

**\*\*S.B. No. 2065 St: Provide confidentiality for certain library records.**

S06.S92R226. ASG

## **MISSISSIPPI STATE LAW ON THE PUBLIC DISPLAY OF SEXUALLY ORIENTED MATERIALS**

### **Mississippi Code 1972, Annotated**

#### **Section 97-5-29. Public Display of Sexually Oriented Materials.**

(1) Any person who intentionally and knowingly places sexually oriented materials upon public display, or who knowingly and intentionally fails to take prompt action to remove such a display from property in his possession after learning of its existence shall be guilty of a misdemeanor and upon conviction shall be fined for each offense not less than five hundred dollars (\$500.00) nor more than five thousand dollars (\$5,000.00) or be imprisoned for not more than one (1) year in the county jail, or be punished by both such fine and imprisonment.

(2) For purposes of this section any material is sexually oriented if the material consists of representations or descriptions of actual or simulated masturbation, sodomy, excretory functions, lewd exhibition of the genitals or female breast, sadomasochistic abuse (for the purpose of sexual stimulation or gratification), homosexuality, lesbianism, bestiality, sexual intercourse, or physical contact with a person's clothed or unclothed genitals, pubic area, buttocks, or the breast or breasts of a female for the purpose of sexual stimulation, gratification or perversion.

(3) A person places sexually oriented material upon public display within the meaning of this section if he places the materials on or in a billboard, viewing screen, theater stage or marquee, newsstand, display rack, window, showcase, display case or similar place so that sexually oriented materials is easily visible from a public street, public road or sidewalk or from areas of public business in which minors are normally business invitees.

**Sources: Laws, 1979, ch. 475, 2, eff from and after July 1, 1979.**

#### **Section 97-45-3. Computer Fraud; Penalties.**

(1) Computer fraud is the accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof with the intent to:

- (a) Defraud; or
- (b) Obtain money, property or services by means of false or fraudulent conduct, practices or representations; or through the false or fraudulent alteration, deletion or insertion of programs or data.

(2) Whoever commits the offense of computer fraud shall be punished, upon conviction, by a fine of not more than Ten Thousand Dollars (\$10,000.00), or by imprisonment for not more than five (5) years, or by both such fine and imprisonment.

**Sources: Laws, 1985, ch. 319, 2, eff from and after July 1, 1985**



**Section 97-45-7. Offense Against Computer Equipment; Penalties.**

(1) An offense against computer equipment or supplies is the intentional modification or destruction, without consent, of computer equipment or supplies used or intended to be used in a computer, computer system or computer network.

(2) Whoever commits an offense against computer equipment or supplies shall be punished, upon conviction, by a fine of not more than One Thousand Dollars (\$1,000.00), or by imprisonment for not more than six months or both such fine and imprisonment. However, when the damage or loss amounts to a value of One Hundred Dollars (\$100.00) or more, the offender may be punished, upon conviction, by a fine of not more than Ten Thousand Dollars (\$10,000.00) or by imprisonment for not more than five (5) years, or by both such fine and imprisonment.

**Sources: Laws, 1985, ch. 319, 4, eff from and after July 1, 1985.**

**Section 39-3-25.**

- (1) The state, or any of its agencies, or a public library (hereafter, "the contracting party") may offer digital or online resources or databases to minors only if the vendor or other person or entity providing the resources verifies that all the resources will comply with the provisions of subsection (2) of this section. For purposes of this section, the term "minor" means any person under the age of eighteen (18).
- (2) A vendor or other person or entity providing digital or online resources or databases under the authority of this section must have safety policies and technology protection measures that: (a) Prohibit and prevent a minor from sending, receiving, viewing or downloading materials that are: (i) Child pornography; (ii) Materials that depict or promote child sexual exploitation or trafficking; (iii) Obscene materials, as defined in this act; (iv) Inappropriate materials depicting or dealing with matters of sex, cruelty and violence in a manner likely to be injurious or harmful to a child; or (v) Materials that are sexually oriented, as defined in Section 97-5-27(2); and (b) Block, or otherwise prohibit and prevent, a minor from accessing obscene materials, inappropriate materials, materials that are sexually oriented or materials that depict, describe or promote child pornography or child sexual exploitation.
- (3) (a) The provisions of this section take precedence over any provision in a contract between the contracting party and a vendor or other person or entity providing digital or online resources or databases to the contrary. Notwithstanding any provision in a contract between the contracting party and a provider to the contrary, if a provider of digital or online resources or databases fails to comply with the requirements of this section, the contracting party shall withhold further payments, if any, to the provider pending verification of compliance. (b) No Internet service provider, or its affiliates or subsidiaries, search engine, or cloud service provider shall be held to have violated the provisions of this act solely for providing services that do not constitute the direct provision of digital or online resources or databases to minors. (c) The provisions of this section do not apply to the use of digital or online resources or databases by a student enrolled in a Mississippi institution of higher education or a Mississippi community or junior college, including dual-enrolled students. (d) Upon a first uncured occurrence by a provider of digital or online resources or databases of noncompliance with subsection (2) of this section and failure to verify within thirty (30) days of receiving notice of the noncompliance from the contracting party that the provider is in compliance with this section, the contracting party shall consider the provider's

noncompliance to be a breach of contract.(e) Upon a second uncured occurrence by a provider of noncompliance with subsection (2) and failure to verify within thirty (30) days of receiving notice of the noncompliance from the contracting party that the provider is in compliance with the requirements of this section, the contracting party is entitled to a reduction in the amount of ten percent (10%) of the agreed upon price in the contract to be paid by the contracting party to the provider. The contracting party shall adjust any future payments due to the provider under the contract accordingly to effectuate the ten percent (10%) reduction. However, if the contract price has been paid in full, or if the balance owed on the contract price is equal to less than ten percent (10%) of the contract price, the provider must return to the contracting party such amount that is required to effectuate a ten percent (10%) reduction of the contract price.(f) Upon a third uncured occurrence by a provider of noncompliance with subsection (2) and failure to verify within thirty (30) days of receiving notice of the noncompliance from the contracting party that the provider is in compliance with the requirements of this section, the contract must be considered terminated and the contracting party is entitled to a complete refund of the agreed upon price in the contract to be paid by the contracting party to the provider. The contracting party shall withhold any future payments that may be due to the provider, and the provider must return to the contracting party all amounts previously paid to the provider under the contract.

- (4) Prior to withholding any payment for noncompliance under this act, any contracting party must provide to the database vendor: (i) Written notice of the nature of the violation, including reasonable identification of the prohibited material and the manner of its access.(ii) Thirty (30) days to present evidence that the acts alleged to constitute a violation are not a breach of the provider's obligation.(iii) Thirty (30) days to cure any occurrence of noncompliance.(iv) After having exhausted the administrative remedies referenced in subparagraphs (i) - (iii), the opportunity to tender the disputed contract funds into the registry of a court of competent jurisdiction and to seek a judicial determination of the rights under the contract.
- (5) The Attorney General may investigate compliance with this section. The contracting party must report to the Attorney General a provider's failure to comply with subsection (2) of this section no later than thirty (30) days after the contracting party learns of the provider's noncompliance. Such a report shall constitute a public record under the Mississippi Public Records Act.

**Sources:** Laws, 2023, ch. 512, HB 1315,§ 2, eff. 7/1/2023.

**P407 CATALOGING REQUEST (ALL)****LIBRARY:**

USE THIS FORM FOR:

*Barcoded items not in the catalog. Gift items or locally purchased items. .***DATE:****BARCODE # (if applicable):****CALL # :****AUTHOR:****PRICE:****TITLE:****ISBN:****OTHER:****MATERIAL TYPE (If NOT a Book choose one that applies)**☐ CD ☐ GRAPHIC NOVEL ☐ LARGE PRINT ☐ PERIODICAL ☐ DVD ☐ VIDEO**RATING (choose one that applies – ONLY for DVD/VIDEO):**☐ NR ☐ G ☐ PG ☐ PG13 ☐ R**DATE:****BARCODE # (if applicable):****CALL # :****AUTHOR:****PRICE:****TITLE:****ISBN:****OTHER:****MATERIAL TYPE (If NOT a Book choose one that applies)**☐ CD ☐ GRAPHIC NOVEL ☐ LARGE PRINT ☐ PERIODICAL ☐ DVD ☐ VIDEO**RATING (choose one that applies – ONLY for DVD/VIDEO):**☐ NR ☐ G ☐ PG ☐ PG13 ☐ R**DATE:****BARCODE # (if applicable):****CALL # :****AUTHOR:****PRICE:****TITLE:****ISBN:****OTHER:****MATERIAL TYPE (If NOT a Book choose one that applies)**☐ CD ☐ GRAPHIC NOVEL ☐ LARGE PRINT ☐ PERIODICAL ☐ DVD ☐ VIDEO**RATING (choose one that applies – ONLY for DVD/VIDEO):**☐ NR ☐ G ☐ PG ☐ PG13 ☐ R**DATE:****BARCODE # (if applicable):****CALL # :****AUTHOR:****PRICE:****TITLE:****IN:****OTHER:****MATERIAL TYPE (If NOT a Book choose one that applies)**☐ CD ☐ GRAPHIC NOVEL ☐ LARGE PRINT ☐ PERIODICAL ☐ DVD ☐ VIDEO**RATING (choose one that applies – ONLY for DVD/VIDEO):**☐ NR ☐ G ☐ PG ☐ PG13 ☐ R**P416 PRINTING REQUEST (ALL)**

Keep form in portfolio to be picked up during branch visits.

BRANCH \_\_\_\_\_

Barcode # \_\_\_\_\_ Title/Name \_\_\_\_\_

Replacement Barcode ( ) New spine label ( )

Other request \_\_\_\_\_

Barcode # \_\_\_\_\_ Title/Name \_\_\_\_\_

Replacement Barcode ( ) New spine label ( )

Other request \_\_\_\_\_

Barcode # \_\_\_\_\_ Title/Name \_\_\_\_\_

Replacement Barcode ( ) New spine label ( )

Other request \_\_\_\_\_

Barcode # \_\_\_\_\_ Title/Name \_\_\_\_\_

Replacement Barcode ( ) New spine label ( )

Other request \_\_\_\_\_

Barcode # \_\_\_\_\_ Title/Name \_\_\_\_\_

Replacement Barcode ( ) New spine label ( )

Other request \_\_\_\_\_

Barcode # \_\_\_\_\_ Title/Name \_\_\_\_\_

Replacement Barcode ( ) New spine label ( )

Other request \_\_\_\_\_

Barcode # \_\_\_\_\_ Title/Name \_\_\_\_\_

Replacement Barcode ( ) New spine label ( )

Other request \_\_\_\_\_

Barcode # \_\_\_\_\_ Title/Name \_\_\_\_\_

Replacement Barcode ( ) New spine label ( )

Other request \_\_\_\_\_

Barcode # \_\_\_\_\_ Title/Name \_\_\_\_\_

Replacement Barcode ( ) New spine label ( )

Other request \_\_\_\_\_

## Weeding Schedule

To aide in continuous and systematic review, the following weeding schedule is established:

**Dixie Regional Library System  
Weeding Schedule - ODD YEAR**

January	READ: 000-099
January	READ: Fiction A-B
January	READ: Graphic Novels
February	WEED: 000-099
February	WEED: Fiction A-B
February	WEED: Graphic Novels
March	READ: 100-199
March	READ: Fiction C-D-E
March	READ: E Readers
April	WEED: 100-199
April	WEED: Fiction C-D-E
April	WEED: E Readers
May	READ: 200-299
May	READ: Fiction F-G
May	READ: J Non-Fiction 000-499
June	Summer Library Programs No Weeding
June	
June	

July	WEED: 200-299
July	WEED: Fiction F-G
July	WEED: J Non-Fiction 000-499
August	READ: 300-399
August	READ: Fiction H-I-J
August	READ: J Non-Fiction 500-999
September	WEED: 300-399
September	WEED: Fiction H-I-J
September	WEED: J Non-Fiction 500-999
October	READ: 400-499
October	READ: Fiction K-L-M
October	READ: DVDs
November	WEED: 400-499
November	WEED: Fiction K-L-M
November	WEED: DVDs
December	READ: 500-599
December	READ: Fiction N-O-P
December	

Dixie Regional Library System  
Weeding Schedule - EVEN YEAR

January	WEED: 500-599
January	WEED: Fiction N-O-P
January	
February	READ: 600-699
February	READ: Fiction Q-R
February	READ: Audio
March	WEED: 600-699
March	WEED: Fiction Q-R
March	WEED: Audio
April	READ: 700-799
April	READ: Fiction S
April	READ: Reference
May	WEED: 700-799
May	WEED: Fiction S
May	WEED: Reference
June	Summer Library Programs No Weeding
June	
June	

July	READ: 800-899
July	READ: Fiction T-U-V
July	READ: Large Print
August	WEED: 800-899
August	WEED: Fiction T-U-V
August	WEED: Large Print
September	READ: 900-999
September	READ: Fiction W
September	READ: YA Fiction
October	WEED: 900-999
October	WEED: Fiction W
October	WEED: YA Fiction
November	READ: Fiction X-Y-Z
November	READ: Biographies
November	READ: E Board Books
December	WEED: Fiction X-Y-Z
December	WEED: Biographies
December	WEED: E Board Books

\*adapted from King County Library System, Washington.

Cited in The Weeding Handbook: A Shelf-by-Shelf Guide by Rebecca Vnuk

## DRLS Weeding Guidelines

### Weeding considerations for all collections:

Outdated information & popular interest (including dated appearance - less likely to circulate)

Duplicate copies

Poor condition

Little used

Oversaturation on topic

No long-term or historical significance

Space

Source: The Weeding Handbook: A Shelf-By-Shelf Guide by Rebecca Vnuk

### Delete items that are “MUSTIE”:

**M** = **Misleading** (and/or factually inaccurate)

**U** = **Ugly** (worn and beyond mending or rebinding)

**S** = **Superseded** (by a truly new edition or by a much better book on the subject)

**T = Trivial** (of no discernible literary or scientific merit; usually of ephemeral interest at some time in the past)

**I = Irrelevant** to the needs and interests of your community

**E =** The material or information may be obtained expeditiously **Elsewhere** through interlibrary loan, reciprocal borrowing, or in electronic format.

Source: <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/crew/crewmeth08.pdf>

**Retain:** Items of local significance (genealogy, history, etc.) and classics (in good condition)

**Reallocate:** Consider items that may need to be kept but catalogued differently to increase usage.

Juvenile fiction book that is more geared to YA and vice versa

Dewey items that are apart from their subject counterparts – submit to cataloger for review

## Weeding Procedure

### “Reading” Month

- **Conduct a Shelf Read:** Ensure the section is organized correctly before weeding.
  - **Alphabetize Titles:**
    - Organize by call numbers.
    - For fiction, alphabetize by author, then title regardless of series order.
    - Ignore initial words like "a," "an," and "the" for alphabetization.
    - Shelf titles starting with numbers in numeric order before alphabetical titles.  
Ex. James Patterson’s The #1 Lawyer shelved before 1<sup>st</sup> Case (etc.) which is shelved before Alex Cross’s Trial.
  - **Mark Significant Titles:**
    - Identify titles with local or historical significance.
    - Note "Retain for Historical Significance" on the inside front cover with a label or handwritten.

### “Weeding” Month

- **Consult Shelf List Report:** Identify items for weeding based on criteria listed above.
- **Document Worst Weeds:** Keep or photograph examples of poor-condition / outdated items to demonstrate the benefits of weeding to funders and stakeholders.
- **Follow Specific Guidelines:** Adhere to any additional section-specific instructions provided in the related email.
- **Pull Items for Deletion:** Scan and email barcodes to cataloguer and await deletion confirmation; upon confirmation of deletes, mark through barcodes, and dispose of the items according to the established policy.

Helpful tips to send out along with monthly email:

## Odd Year

January	READ: 000-099
January	READ: Fiction A-B
January	READ: Graphic Novels
February	WEED: 000-099
February	WEED: Fiction A-B
February	WEED: Graphic Novels

## 000-099

Computer/Technology – Current software release and one release back

Readers' Advisory – No older than 10 years

General Encyclopedias – No older than 5 years

Specialized Encyclopedias – Until newer edition is available.

Guinness World Records, Farmers' Almanac, etc. – Keep most current edition and one previous edition

## Fiction

Large series with multiple gaps

Aged appearance that cannot be "spruced up"

Not circulating

Space

Author's name recognition / popularity

## Graphic Novels

Primarily on circulation and condition.

It is acceptable to weed non-circulating issues of series containing 15+ volumes

March	READ: 100-199
March	READ: Fiction C-D-E
March	READ: E Readers
April	WEED: 100-199
April	WEED: Fiction C-D-E
April	WEED: E Readers

## 100-199

100-149 Primarily on circulation and condition

150-160 Keep classics, replace if in worn condition. "Popular" psychology weed after older than 5 years

170 Keep classics, replace if in worn condition. Primarily watch for outdated material

## Fiction

Large series with multiple gaps

Aged appearance that cannot be "spruced up"

Not circulating

Space

Author's name recognition / popularity

## E Readers

Primarily on condition & circulation

Consider replacing well-worn classics

Pull non-classic items that are date & unappealing

May	READ: 200-299
May	READ: Fiction F-G
May	READ: J Non-Fiction 000-499
July	WEED: 200-299
July	WEED: Fiction F-G
July	WEED: J Non-Fiction 000-499



## 200-299

- Keep classics, consider replacing worn copies
- Try to maintain current on each of the major international religions

## Fiction

- Large series with multiple gaps
- Aged appearance that cannot be “spruced up”
- Not circulating
- Space
- Author’s name recognition / popularity

## J Non-Fiction 000-499

- Pull items that are dated and/or inaccurate
- Review condition & circulation

August	READ: 300-399
August	READ: Fiction H-I-J
August	READ: J Non-Fiction 500-999
September	WEED: 300-399
September	WEED: Fiction H-I-J
September	WEED: J Non-Fiction 500-999

## 300-399

- 300 Watch for currency of topic as well as circulation and condition
- 320 Aim for materials representing “both sides” of an issue
- 330 10-year copyright cutoff unless classic
- 340 Keep current edition, weed previous. Keep general guides if in good condition. LSAT no longer than 3 years
- 350 3 year cutoff on entrance test guides, all other 5 year cutoff
- 360 Primarily on circulation and condition. Only keep “Hot button” topics no more than 5 years old. Disability and major illness based on currency both in terminology and treatment options
- 370 Ensure test guides are for current version of test; Education theory no more than 10 years old unless classic.
- 380 Primarily on usage
- 390 Primarily on usage and condition, as well as outdated trends; Etiquette is classic

## Fiction

- Large series with multiple gaps
- Aged appearance that cannot be “spruced up”
- Not circulating
- Space
- Author’s name recognition / popularity

## J Non-Fiction 500-999

- Pull items that are dated and/or inaccurate
- Review condition & circulation

October	READ: 400-499
October	READ: Fiction K-L-M
October	READ: DVDs
November	WEED: 400-499
November	WEED: Fiction K-L-M
November	WEED: DVDs

400-499

Use and condition

Fiction

Large series with multiple gaps

Aged appearance that cannot be “spruced up”

Not circulating

Space

Author’s name recognition / popularity

DVDs

Primarily based on condition

Non-fiction based on up-to-date

December	READ: 500-599
December	READ: Fiction N-O-P
December	

500-599

500 Pull anything over 5 years old and examine for currency. Keep classics

510 Retain a collection of basics. Weed primarily on condition and use, consider replacing gaps with new edition.

520-550 Primarily on currency

560 Primarily on condition and currency, even if well circulating

570 Currency & appeal

580 Primarily on condition but also make sure medicinal plants guides adhere to current safety guidelines

Fiction

Large series with multiple gaps

Aged appearance that cannot be “spruced up”

Not circulating

Space

Author’s name recognition / popularity

## Even Year

January	WEED: 500-599
January	WEED: Fiction N-O-
January	P

500-599

Fiction

Large series with multiple gaps  
 Aged appearance that cannot be “spruced up”  
 Not circulating  
 Space  
 Author’s name recognition / popularity

February	READ: 600-699
February	READ: Fiction Q-R
February	READ: Audio
March	WEED: 600-699
March	WEED: Fiction Q-
March	R
March	WEED: Audio

600-699

600 1-to-3 year copyright cutoff unless classic; only current year *Physician’s Desk Reference* and similar

620 Consider if material available promptly in digital format  
 630 Primarily on usage & condition; review organic titles for currency  
 640 Usage and out-of-date appearance; delete “fad” cookbooks no longer popular  
 650 3-to-5 year copyright cutoff unless classic  
 670 Usage and currency  
 690 Adhere to current codes

Fiction

Large series with multiple gaps  
 Aged appearance that cannot be “spruced up”  
 Not circulating  
 Space  
 Author’s name recognition / popularity

Audio

Outdated formats and condition – missing parts, scratched discs, damaged ports, etc.  
 Keep classics

April	READ: 700-799
April	READ: Fiction S
April	READ: Reference
May	WEED: 700-799

May	WEED: Fiction S
May	WEED: Reference

## 700-799

- 700 Primarily usage & condition. Monitor to ensure “modern art” is indeed modern.
- 712 Consider if any need to be re-catalogued under gardening
- 720 Look for quality illustrations/photographs and condition. 10 year copyright cutoff on homebuilding
- 737 3-to-5 year copyright cutoff
- 745-749 5 year copyright cutoff on general interior decorating; special attention to celebrity/TV show titles that are no longer popular; General craft books on usage, condition, & style currency
- 780 Ensure titles represent variety of musical styles
- 790 Usage and condition. Do any titles need to be re-catalogued as biography?
- 793 Sports 10 year copyright cutoff unless classic

## Fiction

- Large series with multiple gaps
- Aged appearance that cannot be “spruced up”
- Not circulating
- Space
- Author’s name recognition / popularity

## Reference

- Usage. Consider having re-catalogued for regular shelves

July	READ: 800-899
July	READ: Fiction T-U-V
July	READ: Large Print
August	WEED: 800-899
August	WEED: Fiction T-U-V
August	WEED: Large Print

## 800-899

- Do local teachers/universities require a certain copyright or newer?
- 817 Check for currency and circulation. Are there classics that readers return to?

## Fiction

- Large series with multiple gaps
- Aged appearance that cannot be “spruced up”
- Not circulating
- Space
- Author’s name recognition / popularity

## Large Print

- Primarily on condition and circulation
- Non-Fiction – subject still relevant

September	READ: 900-999
September	READ: Fiction W
September	READ: YA Fiction
October	WEED: 900-999

October	WEED: Fiction W
October	WEED: YA Fiction

900-999

910-919 Look for currency on country/place names (ex. “Soviet Union” in present tenes) as well as boundaries; travel guides on 4-year copyright;

Fiction

Large series with multiple gaps  
Aged appearance that cannot be “spruced up”  
Not circulating  
Space  
Author’s name recognition / popularity

YA Fiction

Watch for dated elements which would make it unappealing  
Condition & Circulation

November	READ: Fiction X-Y-Z
November	READ: Biographies
November	READ: E Board
November	Books
December	WEED: Fiction X-Y-Z
December	WEED: Biographies
December	WEED: E Board
December	Books

Fiction

Large series with multiple gaps  
Aged appearance that cannot be “spruced up”  
Not circulating  
Space  
Author’s name recognition / popularity

Biographies

Primarily on circulation; popular figures who are no longer popular; retain historical figures and consider replacing worn; weed down to one or two titles on lesser known historical figures, unless classics.

E Board Books

Primarily on condition

Sources:

The Weeding Handbook: a shelf-by-shelf guide by Rebecca Vnuk

“Notes from the Field: Weeding Graphic Novels” <https://www.booklistonline.com/Notes-from-the-Field-Weeding-Graphic-Novels/pid=9720662>