

# POLICY

## Collection Development

*(Adopted 05/20/21)*

### **Purpose of Policy:**

The Collection Development Policy of the New City Library is presented with the intent of clarifying the criteria used in selecting, maintaining, and withdrawing items from the Library's collection.

This Policy shall be reviewed from time to time by the Board of Trustees.

### **Mission Statement:**

The New City Library connects people, information, and ideas to promote lifelong learning, literacy development, and community involvement to improve the quality of life for its patrons.

### **Intellectual Freedom:**

1. Free and open access to information is every citizen's right. Because the Library serves people of diverse backgrounds and interests, every effort is made to provide material representative of that diversity. Works treating all aspects of human experience, theoretical ideas, historical topics, and current issues are freely available to Library users to meet the wide variety of cultural and recreational needs of the community.
2. The Library's responsibility to serve all citizens requires that prejudice and self-interest play no part in collection management. The nationality, religion, or political views of an author or artist will not cause their work to be automatically included or excluded. Nor will the controversial nature of certain subjects, authors, or language be cause for automatic inclusion or exclusion. Each item will be selected on its individual merit and role in the collection.
3. The Library believes in open access to a diverse collection and incorporates as an integral part of this Policy the "Library Bill of Rights," the "Freedom to Read Statement" and the "Freedom to View Statement" as adopted by the American Library Association. These documents are attached in Appendices A, B, and C.
4. Free and open access is the cornerstone of public library service. The Library's belief in this philosophy means that it adheres to the American Library Association's

*(Revised 05/20/21-KC)*

interpretation of the “Library Bill of Rights” relative to “Free Access to Libraries for Minors” (Appendix D).

5. Labels or other devices that flag or rate materials in some way as dangerous, subversive, obscene, or undesirable will not be used. The Library upholds the American Library Association’s “Statement of Labeling and Rating Systems” (Appendix E).
6. Library materials will be housed in publicly accessible locations. Occasionally, however, it may be necessary to place materials in secured areas in order to protect them from theft or willful damage. In other cases, storage may be necessary because of limited shelving space.

**Reconsideration of Material:**

1. Any person who wishes the Library to reconsider the selection of an item must fill out a “Request for Reconsideration of Material” form (Appendix F). This form is available at the Adult and Children’s Information Desks. The Request is reviewed by a committee consisting of appropriate department heads. A written response will be sent to the complainant. If the complainant is not satisfied with the decision, the complainant may then appeal in writing to the Library Director. The Director will review the material and issue a response. If the complainant is still not satisfied, the complainant may appeal to the Board of Trustees. The decision of the Board is final.
2. The basis for selection of all materials is the criteria set forth in the Collection Management Policy. Reconsideration of all materials is also based on this Policy.

**Privacy:**

In accordance with applicable laws, the Library protects each user’s right to privacy regarding information sought and materials borrowed. A copy of the New York State law on confidentiality of records is attached (Appendix G).

**Responsibility for Selection:**

Ultimate responsibility for selection rests with the Director, who works within a framework of policies and guidelines approved by the Board of Trustees. The Director delegates the authority to select materials to Department Heads. Within each department, responsibility for portions of the collection may be delegated to other professional librarians. In all cases, the selectors are professional librarians with Master’s degrees from accredited schools of library science.

The Head of Adult Services is responsible for selecting and maintaining adult and teen level material of all types, including supervision of librarians responsible for developing the

reference, local history, periodical, young adult collections, digital, and audiovisual materials.

The Head of Children’s Services is responsible for selecting and maintaining all juvenile print materials, as well as audio and video recordings, and digital media. Materials for children are selected by professional librarians in the department who are experts in their field and knowledgeable about child development.

**Purchase Requests:**

The Library readily accepts suggestions for purchase of all material formats from the public. A fillable form is provided on the Library’s website. Requests will go to the Head of Adult Services or the Head of Children’s Services who will forward them to the librarian in charge of ordering that collection. Every attempt will be made to fulfill these requests, but items that are overly specialized or costly, available through interlibrary loan, unavailable through reputable vendors, or falling far short of our selection standards may not be purchased.

**Gifts and Memorials:**

Gifts to the Library will be accepted in accordance with the Library’s Gifts Policy (Appendix H).

**Maintenance of Collection (withdrawal and replacement):**

**Criteria for Withdrawal:** To maintain the quality of the Library’s collections, ongoing review and evaluation is required. The Library recognizes that information is ever-changing and that incorrect or out-of-date materials often are worse than no materials at all. Housing obsolete items also interferes with the efficient allocation of the Library’s resources. It is, therefore, the policy of the Library to systematically remove items that are outdated, in poor physical condition, or no longer in demand. Discarded materials will be disposed of as the Library deems best.

Special care will be taken to retain local materials and works by local authors.

**Criteria for Replacement:** Lost or withdrawn material is not automatically replaced. Each item must meet relevant selection criteria anew, taking into consideration patron interest, existing coverage, duplicate copies, out of print status, and the availability of newer or better materials.

**Audience Age Groups:**

The Adult collection is designed to enrich the personal, professional, cultural, and recreational needs of the community. Classic works of history, literature, philosophy, science, and art form the foundation upon which the remaining collection is built.

Young adults (YA) are generally served by the Adult and Young Adult collections. The YA collection is maintained to assist these readers in the transition from the Children's Department. Materials in this area are chosen with an awareness that adolescence covers a wide range of ages, reading levels, interests, and maturity levels. The Young Adults area is intended primarily to encourage pleasure reading and to provide content that is pertinent to the interests and needs of young people. Young Adult nonfiction is labeled YA and is intershelved with the Adult nonfiction. This practice promotes the greatest use of both collections for adults of all ages.

The Children's (or Juvenile) collection is maintained for those patrons in their preschool years through early teens. The Library recognizes these patrons as creative, inquiring individuals with unique capacities for intellectual and emotional growth. In order to serve all of the community's children, primary emphasis is placed on building a diverse collection of quality materials of interest to young people. Items will be added to the children's collection in order to:

- Encourage and satisfy children's curiosity about the world around them and support them in exploring new ideas
- Contribute to their aesthetic and intellectual experiences
- Develop pride in their heritage and an understanding of other cultures
- Enhance their enjoyment of reading, listening, and viewing in order to develop a lifelong love of learning

The resources of the entire Library are accessible to all ages. The Library upholds the Library Bill of Rights and believes that it is the responsibility of parents and guardians to determine what is appropriate for children's and young adults' reading and viewing.

**Format Selection:**

Library collections should evolve with the times. Space constrictions, budgetary restrictions, and patron demand dictate the extent of the Library's holdings. Vinyl records, audiocassettes, and videocassettes are examples of previously-collected formats that have been removed from the Library due to declining patron interest and the introduction of more advanced home technology.

The Library will be monitoring closely the ever-changing landscape of content format and make collection decisions based on space, budget, prevalence of the home technology required, and patron demand.

**Materials Selection:**

**Selection Criteria – General:** One or more of the following criteria are applied in selection. Works are evaluated in their entirety, not by isolated passages, segments, or tracks.

The Library adheres to the American Library Association’s *Diverse Collections: An Interpretation of the Library Bill of Rights* (Appendix I) in an effort to build and sustain a collection that serves and represents its community.

- Reputation and significance of an author or artist
- Authority and accuracy of information
- Comprehensive coverage or depth of treatment of a subject
- Literary merit or artistic excellence based on standard review journals
- Relevance to present or anticipated needs and interests of the community
- Permanent value as a resource, including consideration of physical durability when known
- Timeliness, reflecting new areas of knowledge, or changing conditions in contemporary life
- Relation to existing materials in the collection, including relevance to a balanced collection representing many points of view
- Readability and clarity (format, vocabulary level) in relation to the intended audience
- Critical evaluation in reviewing media
- Availability of materials in area libraries
- Local history interest
- Format
- Price
- Ease of acquisition

**Collections:**

**Fiction:** The Library has set no arbitrary, single standard of literary quality. An attempt is made to satisfy a public that varies in education, interests, tastes, and reading skill. Under these circumstances, fiction selection means choosing not only the most distinguished novels, but also those that are competently written, pleasing, and in high demand. Additional copies of some titles may be purchased to fulfill heavy reader demand.

Materials collected should reflect the diversity of the population and, when available, should be authored by diverse authors.

**Nonfiction:** The nonfiction collection emphasizes the practical application of knowledge.

Although the Library supports formal education, it does not function as a substitute for college or school libraries. The Library's mission requires that it place greater emphasis upon non-school educational needs, such as preschool enrichment, extracurricular information, and self-instruction. The Library does not usually choose textbooks or college and post-graduate level materials that are highly specialized. The Library provides materials that explain human physical development and reproduction in a simple and scientific manner. Materials are also selected that address sexual orientation, gender expression, and non-traditional families. Text, illustrations, and format should be suited to the age levels for which the item is intended.

**Reference:** Reference sources provide current and accurate information needed for daily living, business and public service, and personal and scholastic research. Subject value is stressed in reference materials more than style or presentation. Practical works, as well as scholarly, are included in the collection. Highly specialized and professional works are outside the scope of the Library's service and, thus, are not included. The demonstrated and anticipated interests, as well as the educational and informational needs of the community, are the basis for much of the selection. Also considered is whether the information is available through the Ramapo Catskill Library System or elsewhere in the area. The Library maintains a very small collection of ready reference materials for in-library use only and a much larger collection of electronic reference materials to facilitate greater access for the community.

Electronic reference databases are purchased using some or all of the following criteria:

- Comprehensiveness of coverage
- Currency of information
- Reputation and reliability of vendor
- Uniqueness of the content
- Enhancement of reference services
- Frequency of updates
- Value for money
- Ease of use
- Price
- Anticipated demand by patrons

- Ability to fill a need in providing information
- Availability of usage reports
- Ability to access remotely

Some electronic resources are provided via NOVEL (New York Online Virtual Reference Library) and Newburgh Library, the central library for the Ramapo Catskill Library System (RCLS).

Renewals of online resources are scrutinized at the conclusion of each subscription. Monthly usage statistics are collected and cost per search and/or cost per session is analyzed and evaluated to justify continuing or terminating the subscription.

**Local History (located in the Rockland Room):** The aim of the Rockland Room collection is to acquire and preserve Library materials pertaining to the history of New City and the Town of Clarkstown in particular, and Rockland County in general, along with works about New York State and New Jersey that may assist patrons to place local events in a larger historical context. The collection is intended to meet the general informational needs of interested citizens, local historians, genealogists, school children, and casual readers. Special collection emphasis is placed on genealogical research, including subscriptions to electronic databases.

The Library maintains a collection of digital objects in partnership with the Library Association of Rockland County and the Southeastern NY Library Resources Council at New York Heritage <https://nyheritage.org/>. This collection contains transcripts and audio recordings of oral histories, scans of photographs and postcards, and some digital representations of works in the Rockland Room collection.

**International Language:** At present, the Library selects adult materials in Spanish, Korean, and Russian. Books in other languages or in translation are available through interlibrary loan. In addition, the Library selects international language materials (including English as a second language) for the purpose of learning.

The Children's Department collects materials in several international languages, as well as bilingual editions, when available, of popular materials ranging from beginning board books to chapter books and some easy nonfiction.

**Braille Books:** The Library does not purchase adult books in Braille. Qualified patrons may acquire Braille books through the New York State Talking Books and Braille Library. Applications can be downloaded from those websites.

Braille books and magazines are available to juvenile patrons.

**Large Print Books:** The Adult collection of large print books is targeted toward senior citizens and the visually impaired. The collection consists of fiction and a small amount of nonfiction. Titles are purchased in large-print format as soon as they become available.

Children's Large Print titles are intershelved with the regular fiction collection.

**Periodicals (include digital and microform):** A wide range of popular magazines, scholarly journals, newspapers, business and investment serials, and other periodicals are made available in print and electronic formats to provide information on current issues and events, recent research material for personal and scholastic study, and general and topical recreational reading. In addition, some periodicals are acquired to serve as materials selection aids and to provide professional reading for the staff of the Library.

Whenever possible, sample copies and/or critical reviews are read. All periodicals are evaluated relative to other publications in the same general subject area. Many periodicals in the Library are available in full-text, electronic format only.

General criteria governing selection are: community interests, accuracy of presentation, accessibility of content through general and specific subject indexes, the need for such periodicals in reference work, editorial and design quality, and the representation of a variety of viewpoints.

Periodical acquisitions must meet the following standards:

- Be a general publication, of interest to the layperson
- If essentially informational (as opposed to recreational) in content, be indexed in at least one of the indexing services to which the Library subscribes
- Have been in print for at least one year, to guard against the publication ceasing shortly after the Library subscribes to it
- Have been favorably reviewed in the professional literature
- Be published by a known commercial or scholarly publisher or professional association with a reputation for accuracy and authority

Other criteria used in the selection process include: whether the journal or newspaper is available at other libraries in the Ramapo Catskill or the Southeastern New York library systems, and whether the Library has other periodicals in its collection that substantially overlap or duplicate the subject area.

Periodicals for children are selected on the basis of their interest to children, literary quality, authority and accuracy of the content, and the magazine's visual appeal. Periodicals may be offered in print and/or digital formats.

Microfilm and digital editions of newspapers and periodicals are purchased to provide more permanent back files for reference purposes. Digital periodicals and back issues may be subject to vendor availability and/or resources shared by other Ramapo Catskill Library System member libraries. Materials no longer available in their original form, such as old Rockland County newspapers and federal and state census reports, may also be made available digitally.

**Parent Collection (Children’s Department):** The Parent Collection primarily offers a selection of children’s picture books on topics that deal with the areas of physical, social and emotional development of young children which parents may find helpful to explain these concepts to their children. A small selection of nonfiction titles which help parents explain some of these concepts to children are also collected. Practical advice, including manuals on child rearing, are collected in the Adult nonfiction collection.

**Local Authors and Artists:** Works by local authors and audiovisual artists are acquired according to their own intrinsic merits, evaluated by the same criteria applied to other works of fiction and nonfiction, music, and film and shelved in those general respective collections.

**Picture Books:** Generally designed for the preschool or primary grade child, picture books may be either fiction or nonfiction. They are distinguished by the art work which may be integrated with, or take precedence over, the text. The quality of illustration and format are of equal importance to the literary merit.

**Easy Reader Books:** Designed for the child who is beginning to read, easy reader books usually contain more text than picture books. These books are distinguished by large, well-spaced print, short sentences, wide margins and art work integrated with the text. These books may or may not have controlled vocabulary.

**Graphic Format:** Graphic nonfiction titles are selected using the same criteria as traditional print nonfiction with the added criteria of judging how well the artwork used relates to the text and subject matter.

Graphic Novels are purchased to enhance the reading experience of all ages using standard selection guidelines with the additional criteria of how well the artwork relates to the characters, setting, and storyline, and its ability to move the story forward.

**Audiovisual – Physical Format:**

**Audio Recordings:** In addition to the general criteria listed in the main text of the collection management policy, selection for this collection is based on quality of interpretation and technique, plus the value of sound in conveying the subject matter to the

listener. The collection contains fiction and nonfiction. As with print material, audiobooks are purchased in the unabridged version when available. This collection is not necessarily intended for use by the visually or physically disabled. The New York State Talking Book and Braille Library maintains an excellent collection of talking-books for qualified citizens. Applications are available at the adult reference desk.

**Music Recordings:** The purpose of the Library's music audio collection is to acquire musical recordings of lasting value, representing a wide variety of genres. The Library currently acquires audio compact discs.

Audio recordings are selected based on critical reviews in general and specialized audio magazines and books. The selection criteria used for musical recordings include: composition, performance, recording quality, and patron interest reflected by previous requests and circulation patterns.

As with other media, the collection emphasizes quality and diversity, and does not avoid controversial material. Also, as with all other media, recordings are evaluated in their entirety, not by isolated passages or tracks.

**Video Recordings (films, television, and live video events):** The Library acquires videos on DVD to serve the audiovisual needs of the community. The collection avoids specialized material and strives to serve the largest number of people. The collection does not include material purchased specifically for school or college curriculum use.

No single set of criteria is applied to all videos. Some items are judged primarily in terms of artistic merit or documentation of the times, while others are selected to satisfy the recreational and informational needs of the community. Stress is placed on acquiring videos of contemporary significance and permanent value.

The collection includes videos of cultural, recreational, and instructional worth. Consideration is given to popular demand, the relationship of the videos to the existing collection, and to other videos available on the subject. The importance of the material in film history and the cost of the videos relative to its value are also considered.

If an artist, in seeking realistic representation of the human condition, includes material that is sexually candid or dialogue with vulgar diction, such inclusion will not be considered a reason for rejection if the video otherwise meets the standards for acquisition.

General quality criteria also include the following:

- Present and potential relevance to community needs and interests
- Insight into the human condition
- Accurate presentation of factual information

- Usefulness to intended audience
- Public demand resulting from the attention of critics and reviews
- High-quality performance and accurate content
- Technical skill in production
- Provides a presentation most effectively or appropriately delivered by the video format
- Provides information or offers a presentation that is unique to or only available in video format

**Videogames:** Videogames are created and produced in a variety of gaming platforms. Given the ever-changing platforms for this media, the Library shall collect games in formats most requested as long as they remain available for purchase. Older games for systems for which new material is no longer produced may be deselected from the collection. Games that are produced in a strictly downloadable format are not collected as their single user license is not suitable for library lending purposes.

Some criteria used to select videogames:

- Current well-paced, accurate, non-stereotyped, and age appropriate
- Appeal
- Reviewed in professional literature or recommended in gaming magazines or websites
- Children’s videogames must be rated “E” for Everyone or “E+10”
- Games rated “T” for Teens and “M” for Mature are not collected in the Children’s Department
- Parents and guardians are responsible for determining what is appropriate content for children’s and young adults’ videogame selections

***Digital Resources (downloadable ebooks, digital audiobooks, and downloadable and streaming video):*** Digital content made available through public libraries is subject to a different copyright model than the print and physical audiovisual formats the Library collects. Physical formats may be lent to patrons lawfully according to the First Sale Doctrine of U.S. Copyright Law. This exemption allows the owner to resell, lend, or otherwise dispose of a particular lawfully-acquired copy of a work without obtaining permission from the copyright holder.

The Digital Millennium Copyright Act (DMCA) of 1998 was passed to confer greater copyright protection for digital works and presents unique challenges to library acquisition and lending. For public library lending purposes, digital copies of works are not infinite in number as may be assumed. Circulation of digital content is strictly controlled by several different methods that continue to evolve or expire. Currently, these methods are:

- Pay-per-use: The Library pays a fee each time the item is checked out. Multiple users may checkout the same title simultaneously. The Library may limit the number of checkouts per patron per month in order to maintain budgetary control.
- Perpetual: The Library pays a one-time fee to have perpetual access to the item. Lending is sequential; that is, only one patron can check out the item at a time, much like a physical item.
- Metered access: The Library pays for a set number of checkouts or finite length of time of access to the item. Lending is sequential.

Digital collections may be developed through the purchase of licenses to individual titles by the Library. These titles are selected according to the criteria set forth in this policy. However, some digital collections are offered as a whole to the Library; the Library does not take an active part in selection of individual titles.

The Library regularly evaluates patron demand and seeks to minimize wait times for patrons for digital materials within the framework of our annual materials budget. We also work cooperatively with the Ramapo Catskill Library System to build digital collections.

# 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.
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 by the ALA Council 06/19/39)*

*(Amended 10/14/44, 06/18/48, 02/02/61, 06/27/67, 01/23/80 and 01/29/19)*

*(Inclusion of "age" reaffirmed 01/23/96)*

*Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.*

## APPENDIX B

### Freedom to Read Statement

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 or limit access to reading materials, to censor content in schools, to label "controversial" views, 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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. 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 or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 the less able to deal with controversy and difference.

Now, as always, in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 toward 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.

The freedom to read is guaranteed by the Constitution. Those with faith in free people 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 that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that 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 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 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 can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

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 people can flourish that 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 expression 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 learn to 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 values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. 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 individuals are free to determine for themselves what they wish 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, they 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 the reader cannot obtain matter fit for that reader's 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 the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is 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 was originally issued in May of 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 by the ALA Council and the AAP Freedom to Read Committee 06/25/53)  
(Amended 01/28/72, 01/16/91, 07/12/00, and 06/30/04)*

A Joint Statement by:

- American Library Association
- Association of American Publishers

Subsequently endorsed by:

- American Booksellers for Free Expression
- The Association of American University Presses
- The Children's Book Council
- Freedom to Read Foundation
- National Association of College Stores
- National Coalition Against Censorship
- National Council of Teachers of English
- The Thomas Jefferson Center for the Protection of Free Expression

## APPENDIX C

### 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 guarantee 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 01/10/90)*

## **APPENDIX D**

# **Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights**

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.<sup>1</sup> Constitutionally protected speech cannot be suppressed solely to protect children or young

adults from ideas or images a legislative body believes to be unsuitable for them.<sup>2</sup> Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.<sup>3</sup>

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”<sup>4</sup> Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.<sup>5</sup>

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

*(Adopted by the ALA Council 06/30/72)*

*(Amended 07/01/81, 07/03/91, 06/30/04, 07/02/08 under previous name "Free Access to Libraries for Minors", 07/01/14 and 06/25/19)*

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*(See page 3 for footnotes)*

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<sup>1</sup>*Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

<sup>2</sup>*Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

<sup>3</sup>"Privacy: An Interpretation of the Library Bill of Rights," adopted by the ALA Council 06/19/022; amended 07/01/14 and 06/24/19.

<sup>4</sup>"Libraries: An American Value," adopted by the ALA Council 02/03/99.

<sup>5</sup>"Rating Systems: An Interpretation of the Library Bill of Rights," adopted by the ALA council 06/30/15; amended 06/25/19.

# APPENDIX E

## Labeling and Rating Systems:

### An Interpretation of the Library Bill of Rights

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's Library Bill of Rights and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid

access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see “Expurgation of Library Materials: An Interpretation of the Library Bill of Rights”). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

*(Adopted by the ALA Council 07/13/51)*

*(Amended 06/25/71, 07/01/81, 06/26/90, 01/19/05, 07/15/09 and 07/01/14)*

# APPENDIX F

## Request for Reconsideration of Materials

The trustees of the New City Library have established a Materials Selection Policy and a procedure for gathering input about particular items. If you wish to request reconsideration of a resource, please return this completed form to the Library Director.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Who do you represent? (*please select one*): Yourself: \_\_\_\_\_ or an Organization: \_\_\_\_\_

If an organization, what is the name of organization: \_\_\_\_\_

*Resource on which you are commenting:*

Book (e-book): \_\_\_\_\_ Movie: \_\_\_\_\_ Magazine: \_\_\_\_\_ Audio Recording: \_\_\_\_\_

Digital Resource: \_\_\_\_\_ Game: \_\_\_\_\_ Newspaper: \_\_\_\_\_ Other: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

*What brought the resource to your attention?:*

\_\_\_\_\_

*Have you examined the entire resource? If not, what sections did you review?:*

\_\_\_\_\_

*What concerns you about the resource?:*

\_\_\_\_\_

*Can you suggest other resources which will provide additional information and/or other viewpoints on this topic?:*

\_\_\_\_\_

*What action are you requesting the committee consider?:*

\_\_\_\_\_

## **APPENDIX G**

### **Library Records:**

#### **Civil Practice Law & Rules**

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

# APPENDIX H

## Gifts to Library

### **Policy:**

The New City Library acknowledges the great importance of gifts and donations to enrich and improve the Library's resources. The Library welcomes gifts of money, books, equipment, works of art, documents, photographs or property of any kind that promotes the mission of the Library. The Library reserves the right to refuse any gift that the Board of Trustees, in its sole discretion, deems not to be in the best interest of the Library to accept.

### **Practice:**

Gifts may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate, sell or discard them. The Board of Trustees will take under advisement specific requests for the disposition of an item but the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the Library. Accordingly, if the Library accepts a gift, that gift shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be effective, unless approved by the express vote of the Board of Trustees and memorialized in writing.

1. Monetary gifts, gifts of stock, bonds, endowments, estates, land, etc., will be accepted provided conditions of such gifts are acceptable to the Board of Trustees, and shall be deposited and/or used as determined by the Board.
2. Gifts of books, periodicals, audio/visual items, equipment, etc., which are in good condition shall be added to the Library's collection only as such gifts are useful and fit in with the Library's needs, goals and programs. The Library reserves the right to refuse books or other items. Gift materials shall be subject to the same selection standards for the selection of purchased materials.

### **Recognition of Gifts:**

Generally, the appropriate means of recognizing donors of gifts to the Library shall be determined by the Board of Trustees. The Library welcomes monetary gifts in recognition of individuals or organizations. Appropriate notations may be placed on the Library premises, or affixed to books or other library materials, in the discretion of the Library Director. If gifts or funds for the purchase of books or other library materials are accepted, the donor may have the choice of selecting one of the following three dedications to be affixed to the materials:

1. In Tribute to Proper Name;

2. In Memory of Proper Name;
3. Donated to the New City Library by Proper Name.

**Valuation:**

The Library will provide a timely, written acknowledgement of the receipt of gifts to the donor. Income tax regulations leave determination of the gift's monetary value to the donor. Any donor wishing to have an appraisal of a gift done for income tax purposes should do so prior to donation. The acceptance of a gift that has been appraised by a neutral party does not imply an endorsement of the appraisal by the Library.

**Taxation:**

Gifts and donations to the Library are tax deductible as allowed by law.

# APPENDIX I

## Diverse Collections:

### An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: "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." A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library's selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

1. selecting content in multiple formats;
2. considering resources from self-published, independent, small, and local producers;
3. seeking content created by and representative of marginalized and underrepresented groups;
4. evaluating how diverse collection resources are cataloged, labeled, and displayed;
5. including content in all of the languages used in the community that the library serves, when possible; and
6. providing resources in formats that meet the needs of users with disabilities.<sup>1</sup>

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.<sup>2</sup>

*(Adopted by the ALA Council 07/14/82)*

*(Amended 01/10/90, 07/02/08, 07/01/14 under previous name "Diversity in Collection Development, and 06/24/19)*

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<sup>1</sup>*"Services to People with Disabilities: An Interpretation of the Library Bill of Rights," adopted by the ALA Council 01/28/09 under the title "Services to Persons with Disabilities"; amended 06/26/18.*

<sup>2</sup>*"ALA Code of Ethics, Article VII, adopted by the ALA Council at the 1939 Midwinter Meeting; amended 06/30/81, 06/28/95, and 01/22/08.*