



Collection Development Policy

Wicomico Public Libraries

It is the mission of Wicomico Public Libraries to serve the people of Wicomico County by supporting education, enriching lives, and building community.

In order to fulfill our mission, it is Wicomico Public Libraries' vision to be an accessible, welcoming community center that is known as the best source for information by supporting education in all forms, providing excellent library service, leading in bridging the digital divide, and working with its partners to meet the needs of the community it serves.

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***ALA Policy Statements are available at www.ala.org**

1. INTRODUCTION

Wicomico Public Libraries serve all those who live, work or attend school in Wicomico County. One of the foundations of Wicomico Public Libraries is its collection of materials and resources. Wicomico Public Libraries are a member of the Lower Shore Library Consortium (Dorchester County, Somerset County, Worcester County, Wicomico County, and the Eastern Shore Regional Library). This membership provides access to a shared materials catalog and a shared collection.

Communities Served

Wicomico County is a mix of rural and urban communities located on the Eastern Shore of Maryland. According to the 2010 U.S. Census, Wicomico County has a population of 98,733. The County has a strong urban core, located in the city of Salisbury. The remaining towns and communities are primarily rural, with some suburban areas located in Hebron to the west, Pittsville to the east, and Fruitland to the south.

Wicomico Public Libraries have three locations. The largest or main library is located in Downtown Salisbury. This 50,000 sq. ft. building houses the administrative and processing functions as well as a large public service area. It is the largest library on Maryland's eastern shore.

The Centre Branch is located in the Centre at Salisbury mall. This 2400 sq. ft. branch serves as a boutique library, carrying the newest titles and focusing on supporting technology and digital services.

The Pittsville Branch is located on the grounds of the Pittsville Elementary and Middle School and is a pure community library. Its collection and programs reflect the variety of interests for those living in this small community.

The Bookmobile provides collection and resource support for most of the local elementary schools, including all Title I schools. Additionally, it stops at local child care and adult care centers as well as several community and business stops. It accounts for nearly 15% of all items loaned and is a source of informational and recreational reading for many in the outlying areas of the County.

Clientele

21% of Wicomico County's population is under 18 years of age. 85% have at least a high school diploma, and the median household income is \$51,092. Approximately 17% of the County population lives below the poverty level, which contrasts with the 10% statewide. 63% of school children receive free or reduced school meals. There is a strong African-American community represented by nearly 25% of the population. A growing Korean community has sprung up as well as an under-represented Haitian sector. Approximately 10% of the population speaks a language other than English in their home.

2. Mission

The purpose of a collection development policy is to assure that the collection of a library always supports its mission.

It is the mission of Wicomico Public Library to serve the people of Wicomico County by supporting education, enriching lives, and building community.

3. Purpose - a Collection Development Policy should:

- Provide a framework of criteria for the selection, maintenance and de-selection of items.
- provide guidelines for receiving gifts to the collection
- reaffirm the Library's commitment to the Library Bill of Right, Freedom To Read Statement, and Freedom to View Statements

The goal of the Collection Development Policy is to provide a standard to assist selectors in maintaining a balanced collection.

4. Selection Philosophy – Maintaining a Balanced Collection

The Library endeavors to provide information covering a range of opinions on many subject areas. A balanced collection provides information in a variety of formats and reflects the interests, ideals and needs of the community and also allows for discovery, exploration and enlightenment. In order to achieve a balanced collection, selectors need to exercise open-mindedness, flexibility and promptness when evaluating materials for inclusion into the collection. Library visitors can make selections of material to borrow for themselves (or their children) based on their individual preferences.

5. Selection Reconsideration Responsibilities

Wicomico Public Libraries provide access to a wide range of materials which are selected and displayed in accordance with policies established by the Board of Trustees. The public is welcome to review these policies. Individuals who have concerns regarding specific materials may express that concern through a Request for Reconsideration Form. (See Appendix)

Final responsibility for selection lies with the Library's Board of Trustees. The Board of Trustees, however, delegates to the Executive Director the authority to interpret and guide the application of the policy in making day-to-day selections. The Executive Director will authorize other staff to apply this policy to resource selection. Suggestions of materials from the public are always welcome.

6. Selection Sources

Wicomico Public Libraries uses standard library suppliers, online selection and ordering tools. In addition to requests by library members; selectors' sources include: (but are not limited to) publisher's catalogs, online resources such as Amazon.com, professional journals, published reviews, national best seller lists, and other available sources used for special requests.

7. Selection Criteria

Librarians and library staff members use their subject knowledge and expertise in combination with the standards listed below to select and evaluate collection items. An item need not meet all criteria to be selected.

Criteria

Suitability of purpose to meet the demand and interests of the Wicomico County community

Extent to which the item supplements, expands on or supports the existing collection

Contemporary significance or permanent value

Accuracy

Reputation and authority of author, editor or illustrator

Literary merit

Cost relative to the value that the item contributes to the collection

Space needed for item display

Format and ease of use

Relationship to existing resources

Collection Limits

Wicomico Public Libraries do not purchase textbooks, workbooks, or other academically focused works, with the exception of a test preparation series. All items need to fit in standard library collection space and stand up to normal library wear and tear.

8. Scope of the Collection

A. Background

Wicomico Public Libraries, as a member of the Lower Shore Library Consortium, has agreed to consider the Consortium's shared environment when purchasing books and materials for the collection. The Library takes into consideration the overall demand for a title when making a quantity decision for selection. Electronic resources (databases) for Wicomico Public Libraries are provided by the Eastern Shore Regional Library and the Maryland Public Information Network called *Sailor*. The electronic database collection may change yearly, depending on budgetary concerns, usage statistics and other considerations. Wicomico Public Libraries participate in the state of Maryland's Interlibrary Loan service called Marina through the State Library Resource Center and their connection to OCLC, the world's catalog.

B. Special Collections

i. *The Vicki Greene Maryland History Room and Genealogy Collection*

The *Vicki Greene Maryland History Room* and the genealogical collection located in Wicomico Public Libraries' Downtown location contains a non-circulating collection of local materials that are accessible to all residents and interested parties. The core collection contains books on the history of Wicomico County, Worcester County, and Somerset County including old directories, microfilm of Somerset County maps by Harry Benson, land records, individual historic houses, and church histories, indexes to the *Daily Times*, place names, military records, and pension rolls.

The scope of the collection is as follows:

- Regional Delmarva collection
- Boats and Chesapeake Bay and local rivers
- Local islands
- Concentration on Wicomico County and the City of Salisbury which were previously Somerset County and Worcester County.
- Old homes
- Local family genealogies

Wicomico Public Libraries has deferred collection and maintenance of the more rare works to the Nabb History Center. The Library maintains a close partnership with the Nabb Center, a local historical archive which is supported by Salisbury University, and through this partnership provides access to this collection.

ii. *Adult Audio Visual Collection*

Wicomico Public Libraries seek to establish a balanced and diverse collection of popular movies, music, recorded books, and video games to reflect the desires of multiple demographic groups within the County. Materials are evaluated as whole works, not on individual scenes or selected portions. Multiple copies of new releases are ordered to fulfill customer holds in the consortium's queue. A/V materials can be collected in physical media or through digital access providers.

iii. *Professional Collection*

Wicomico Public Libraries purchases a small collection of professionally focused materials for Library Staff. Staff members also have access to a larger collection through the Eastern Shore Regional Library.

iv. *ESL & Literacy Collection*

Wicomico Public Libraries purchase high interest / low reading level material for adults as well as materials to support English as a Second Language programs.

v. *Spanish Collection*

Wicomico Public Libraries collect a variety of popular print material and media for customers who prefer to read and view in the Spanish language.

9. Collection Maintenance

A. Methods of Collection Analysis

Selectors use multiple collection analysis methods to establish collection purchase priorities. Selectors follow generally accepted industry collection maintenance guidelines for specific sections of the collection. Such methods include information on collection use, current interests, longevity of topics, economic and external influences and general knowledge of the community. These responsibilities are carried out by qualified staff authorized by the Executive Director.

B. Collection Maintenance (De-selection Policy)

Systematic evaluation and deselection of items in the collection (the process of removing materials from the active collection for withdrawal or transfer, also known as “weeding”) is necessary in order to keep the collection responsive to customers’ needs, to insure the collection’s vitality and usefulness to the community, and to make room for new materials.

C. Rationale for deselection

Studies show that a regularly weeded collection produces higher circulation statistics. The Library may dispose of any materials by transfer of ownership or discard, as staff deem appropriate. Suggestions for deselection may be made by all staff. Final deselection decisions are made by Selectors with approval of their Supervisor. Guidelines and process for final disposal of materials will be made by the Executive Director. Possible avenues include sale of such items by the Friends of the Library, donation of items to other non-profit organizations, transfer of items to other libraries or recycling of damaged, outdated or otherwise unusable materials

Criteria

- Outdated materials
- Unnecessary or no longer circulating items
- Unused or unnecessary duplicates
- Worn or damaged copies
- Impact of item balanced with contribution of item to the overall collection

10. Gift Policy

Gifts and Donations: Wicomico Public Libraries welcome gifts and donations in support of the Libraries, their collections, programs, services and facilities. Monetary gifts and donations of Library materials, personal property or real property are accepted subject to policies adopted by the Board of Trustees. Unless donors specify otherwise, these funds are used in general support of the Library; its collections, programs, services and facilities. If desired, appropriate donor recognition and notification will be provided.

Gifts of materials are accepted with the understanding that they are non-returnable and may be handled or disposed of in the best interests of the Library. Donated materials may be added to the collection if they meet the standards set forth in the Library's Collection Development Policy. If desired, appropriate donor recognition will be provided.

Gifts of other personal or real property may be accepted by the Library, subject to its needs and in compliance with any applicable policies. If desired, appropriate donor recognition will be provided.

The Library will acknowledge receipts of gifts for tax purposes, but will not assess the monetary value of gifts.

Financial Processes: All expenditures and receipts related to gifts, donations and fundraising are processed through \ Wicomico Public Libraries' financial accounts.
Draft expansion and revision of "Gifts Policy," adopted by Wicomico Public Library Board of Trustees, June 13, 2006 - Amended and Approved by the Library Board of Trustees October 9, 2007

11. Procedures for Reconsideration of Library Resources (see form – appendix)

A customer's objection to Library materials should be handled at the time of complaint by a trained staff member. If a complaint is voiced at the Circulation Desk, a staff member shall refer the patron to the Adult Reference Desk. A staff member shall discuss the problem, and if requested, give the customer a copy of this policy and intellectual freedom manual assembled for public distribution.

If the customer is not satisfied, the customer shall be referred to the Manager of Adult Services or the Manager of Youth Services. A "Request for Reconsideration of Library Resources" form will be given to anyone wishing to pursue a complaint. It must be filled out before a request can be considered for formal action. The request must be hand delivered or sent to the Executive Director by certified mail.

Upon receipt of the completed form, the Executive Director shall gather, or cause to be gathered, copies of critical opinions and/or reviews of the material in question. Using these as a base, the Executive Director shall review the work in question and prepare a written response within five (5) working days from receipt of the request for reconsideration.

The response shall be sent by certified mail to the customer and it shall conclude with the following statement: "if you wish to discuss the matter further, please contact the Executive Director (name)"

Copies of the request for reconsideration, with copies of the response, shall be sent to:

- The Chairperson of the Board of Trustees
- The Manager in charge of that department (Downtown Adult Services, Downtown Youth Services, Branch Manager, Bookmobile Manager)
- The person responsible for the selection of the material

If a member is dissatisfied with the Executive Director's response, he or she may submit a written request a hearing before the Board of Trustees. This request must be in writing and arrive at the Library no more than 15 days from the Executive Director's response. Upon receipt of the written request for a hearing, the Executive Director shall arrange a time and place for a hearing with the Board. The Executive Director will inform the member making this request by certified mail of the time and place of the hearing.

The Board may receive written arguments from the Library member and may hear oral arguments if the member wishes to speak. The Executive Director shall be present at this meeting, and the executive session which will follow. The Board will not respond to the complaint during the hearing, except to question or clarify. It shall then retire into executive session to consider the material. Once a decision has been reached, the Board shall reply in writing. The reply will be written by the President of the Board or their designate. It shall be sent to the member by certified mail which shall be postmarked within five (5) working days of the hearing. Copies of the reply will be given to the President of the Board, the Executive Director, and the person responsible for the selection of the material.

The decision of the Board of Trustees is binding, and shall not be revoked except under orders of a court of competent jurisdiction.

FAILURE TO APPEAR AT A HEARING:

Hearings are arranged at the request of one person but involve the arrangement of work and personal schedules by many others. Therefore, the petitioner must arrange to be at the hearing at the time of designated. Unwillingness to be available at the offered time, or failure to appear at the hearing shall be considered withdrawal of the complaint.

12. Policy Revision

The Collection Development Policy will be revised and updated when needed. Policy revisions will be considered at least once every two years.

APPENDIX

- Request for Reconsideration of Materials Form
- Glossary
- Links:
 - Copyright statement link retrieved on 9/29/10
 - Freedom to Read statement link retrieved on 9/29/10
 - Intellectual Freedom statement link retrieved on 9/29/10
 - Library Bill of Rights link retrieved on 9/29/10

***ALA Policy Statements are available at www.ala.org**

Wicomico Public Libraries

Request for Reconsideration of Library Resources Form

The Board of Trustees of Wicomico Public Libraries has delegated the responsibility of selection and evaluation of Library resources to the Executive Director and under his/her direction to those staff members who are qualified by reason of education and training. The Board has established a reconsideration process to address concerns about these resources. Completion of this form is the first step in this process. You will receive a written response within 5 working day plus mail transit time.

Date: _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Email Address: _____

Resource on which you are commenting: (please circle format)

**Book Book on CD Music CD DVD/Movie Display Magazine Library
Program Audio Recording Newspaper Electronic Information/Internet Site
Other**

Title: _____

Author/Producer: _____

Have you examined the entire resource? _____

What concerns you about the resource? (use other side or additional pages)

Do you know of other resources which would provide additional information and/or other viewpoints on this topic? _____

GLOSSARY

COLLECTION

The Library's collection is the books and audio visual formats used for reference or for loan to the community.

DESELECTION

Deselection is the process of removing materials from the active collection for withdrawal or transfer. Deselection is selection in reverse. Materials are weeded in a systematic manner using commonly used library standard criteria as set forth in the Collection Development Policy.

INTERLIBRARY LOAN

Wicomico Public Libraries are members of the Lower Shore Library Consortium as well as reciprocal borrowers in the state of Maryland. If an item is not housed in the Library, the Library can request it, if available, from the Consortium or the State.

MARINA

Wicomico Public Libraries card holders have access to materials in libraries throughout the state by using Marina. Marina is a statewide interlibrary loan system. Customers with a Maryland Public Library borrower's card can request materials not owned by their local public library system from another Maryland Public Library System using this service.

RESOURCES

A resource is a source of information or expertise. Our resources are contained in our books, media and databases.

TURNOVER RATES

Turnover rate is a ratio of current holdings to the number of times the items are checked out. Turnover rates are used to determine what action staff will take in a particular portion of the collection. For example: If the turnover rate is high, the Library may need to purchase more books to meet the demand. If the turnover rate is low, the Library may need to deselect unused items from the collection to gain space for new items.

* Definition copied or adapted from Wikipedia <http://en.wikipedia.org/wiki>

** Merriam Webster Dictionary; <http://www.merriam-webster.com/dictionary/popular>

APPENDIX LINKS

Retrieved on 9/15/2015

I. LIBRARIES: AN AMERICAN VALUE

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- 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;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted February 3, 1999, by the Council of the American Library Association

II. FREEDOM TO READ STATEMENT

(<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>)

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 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.

III. FREEDOM TO VIEW STATEMENT

(<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>)

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 January 10, 1990, by the ALA Council

IV. LIBRARY BILL OF RIGHTS (<http://www.ala.org/advocacy/intfreedom/librarybill>)

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Approved by the Library Board of Trustees: October 2015