

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Tuesday, June 15, 2010

Attendance

Members Present: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Members Absent:

Staff Present: Mr. Dickinson, Ms. Miller, Mr. Piskac, Ms. Switzer

Others: Evelyn Krent, League of Women Voters Representative

Dr. Whyte called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:34 p.m. in the Bertram Woods Community Room.

Approval of Minutes

Dr. Whyte asked for a motion to approve the May 11, 2010 regular meeting minutes.

2010-53 Mr. McGovern moved and Mr. Miller seconded the motion to approve the May 11, 2010 regular meeting minutes.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

President's Report

A. Memorial Day Parade Update

Dr. Whyte said Mr. Dickinson and she participated in the Memorial Day Parade along with library staff. She said the Library book cart brigade and Bee were very impressive and expressed Board appreciation to staff who participated in the parade.

B. Board Meeting Dates for Remainder of 2010

Dr. Whyte said her Monday night class work schedule will continue in the fall, which is going to require the Board meeting dates for the second half of 2010 to remain on Tuesdays. Dr. Whyte also said due to the Anisfield-Wolf book awards scheduled for September 14, the regular Board meeting would be rescheduled for September 21, 2010 at Main Library.

Dr. Whyte asked for a motion to approve the Tuesday following the second Monday of the month as the regular Board meeting day for the second half of 2010 with the exception of September, when the Board meeting will be held September 21.

2010-54 Ms. Shatten moved and Mr. Anderson seconded the motion to approve the Tuesday, following the second Monday of the month as the regular Board meeting day for the

second half of 2010 with the exception of September, when the regular Board meeting will be held September 21.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

Special Presentation – Erik Johnson, Director of Operations, Shaker Prevention Coalition

Mr. Dickinson introduced Mr. Erik Johnson and said he met him when Mr. Johnson was participating in the Executive Fellowship program of the Cleveland Foundation. Mr. Johnson said the Shaker Prevention Coalition is a partnership that includes the City of Shaker Heights, the Shaker Heights City School District, the Shaker Heights Public Library, the Shaker Youth Center, the SAY coalition, (Social Advocates for Youth, Bellefaire JCB), the Shaker Heights Parent Teacher Organization, South Shaker MyCom, and interested Shaker Heights residents. He said the SHARP (Student Health Advocates Reaching Peers) program of the Prevention Coalition is a health advocacy program comprised of adolescents in grades 9-12. SHARP, formerly the Shaker Teen Health Corps, (STHC) was founded in 1998 to empower youth to take charge of their own health, while recognizing and respecting the differing perspectives of adults and teens. Mr. Johnson said during the summer of 2002, the STHC was renamed SHARP in order to more accurately reflect the mission of the group. He said the ability to make sound decisions is an important critical thinking skill adolescents must acquire and apply to achieve and maintain a healthy, substance free lifestyle. He said the SHARP program consists of four components: 1) Peer educator training; 2) Peer health education sessions focusing on 6th graders at Woodbury School; 3) Parent education through community forums with the SPC; and, 4) Social inclusion activities. Mr. Johnson said members of SHARP are teen health advocates that promote healthy decision making to peers through education, community awareness, media literacy and outreach. He said one of the goals of SHARP is to create healthier, happier youth by reducing risky behaviors and preventing substance abuse. Mr. Johnson discussed the Shaker MAPS program and said it is an organization for parents of adolescents that provides a social network to support responsible parenting by utilizing a neighborhood watch approach. He said the “adult protective shield” refers to the responsibility adults have to establish a protective environment that facilitates safe and healthy growth and development among the children in their family and their community. Dr. Whyte asked Mr. Johnson the process the Shaker Prevention Coalition uses to select students involved in their programs. Mr. Johnson said potential candidates must complete an application, be interviewed, and be evaluated to see if they are a good fit. In addition, he said candidates must possess leadership skills and be committed to the success of the program. In closing, Mr. Johnson presented the Library Board of Trustees with a plaque for the 2010 Martin Luther King, Jr. Award for Human Relations, which the Library shared with the Prevention Coalition, the Schools, and the Youth Center.

Fiscal Officer’s Report

A. Financial Statements

Mr. Piskac reviewed the May 2010 revenue and expenditure financial statements and reported the following:

Revenue Summary

- Mr. Piskac reported year-to-date revenue was \$2,319,261.33 (\$2,778,116.13 – 2009), which is \$458,854.80 lower than 2009 revenue.

- Mr. Piskac reported May PLF was \$14,901 less than May 2009 and the year-to-date PLF receipts were \$102,696.51 less than 2009. He said the Library received June PLF funding numbers and reported the Library received 3% less than the June monthly estimate and 14.4% less than cumulative PLF funding in comparison to 2009. Mr. Piskac said the 2010 PLF cumulative actual to estimate was approximately 3.2% less.
- He said the Library did not receive \$223,292.03 of HERB revenue during May due to a delay in processing by the State. He said the Library received the HERB receipt in early June. Mr. Piskac said the \$458,854.80 revenue shortfall would be reduced to \$235,562.77 if the Library received the HERB receipt in May. He also said if the late 2010 May HERB payment was factored into the May comparative real estate revenue collection years, the real estate revenue would be \$142,037.70 less than 2009.

Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$2,095,223.67 (\$2,246,229.92 – 2009), which is \$151,006.25 less than 2009. He said the Salaries expenditure line item was approximately \$240,000 less than last year. He said \$110,000 of the \$240,000 was related to the three pay January month during 2009, \$13,000 in furlough days, and approximately \$60,000 in early retirement wage savings during 2010. He said the remaining \$57,000 was due to reduced Sunday hours and reduced non-full time employee schedules.
- He said the Library paid \$158,016.93 for the annual leasehold improvement note with the City. He said last year the Library received the invoice for the annual leasehold improvement note later in the year from the City.
- He reported the Books and Pamphlets and Audiovisual Materials expenditure line items were each approximately \$43,000 less than 2009.
- He said the total year-to-date expenditures were approximately 42% (5/12) of the annual budget, which is in-line with a 12-month budget model.

Bank Reports

Mr. Piskac reported the month-to-date deposits of \$201,260.19 were \$150,532.45 less than month-to-date withdrawals of \$351,792.64. He again stated the Library did not receive the \$223,292.03 HERB receipt during the month of May so the cash withdrawals exceeded the receipts. He also reported the year-to-date deposits of \$2,319,261.33 were \$224,037.66 greater than year-to-date withdrawals of \$2,095,223.67. He said the \$1,047,355.23 ending cash balance should remain close to the May ending balance amount due to the timing difference of the HERB receipt.

Combined Month-to-Date/Year-to-Date Fund Report

Mr. Piskac reported the General Fund had an unexpended balance of \$956,187.04, \$1,244,626.67 in encumbrances, and an unencumbered balance of \$(288,439.63). Mr. Piskac also reported the unexpended balance for all funds was \$1,047,355.23, \$1,287,231.12 in encumbrances, and \$(239,875.89) in unencumbered funds. Mr. Piskac said Fund 211 previously had a negative balance due to recent purchases and since has received reimbursement from the Friends of Shaker Library.

Investment Report

Mr. Piskac reported the May 2010 investment balance was \$873,248.96 and the Star Ohio interest rate increased to 0.12% from 0.10% in April. He said the Star Ohio Building account balance was transferred to the Main Star Ohio account to offset the renovation note payment to the City.

Mr. Piskac recommended the Board of Trustees approve the May 31, 2010 financial statements as submitted.

2010-55 Mr. Anderson moved and Dr. Hutt seconded the motion to accept the May 31, 2010 financial statements.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

B. Banking/Credit Card Agreement

Mr. Piskac reported he received banking bids from Charter One Bank, Huntington Bank, and PNC Bank. He said that all three bids were lower than Fifth Third Bank's current fee structure. Mr. Piskac said all bids contained an earnings credit but evaluated the bids based on the cost to provide banking services such as daily deposit, check processing, and credit card. He said the earnings credit percentage is so low for all three bids that interest earnings do not exceed monthly banking service costs. He also said the Library's available cash balance is decreasing so interest earnings will be low. Mr. Piskac reported various bank services and the related costs among the competing banks. He said PNC Bank offered a \$59.99 bundled monthly fee service for all banking services and \$0.14 for each ACH received debit/credit and \$0.25 for each ACH originated debit/credit. Mr. Piskac reported PNC Bank charged a credit card processing base percentage of 1.79%, Charter One Bank 2.35%, Huntington Bank 1.89%, and Fifth Third Bank 3.295%. He reported various other credit card charges and said PNC Bank offered the Library the best overall credit card rate for the needs of the Library. He said in order for the Library to be covered under PNC Bank credit card fraud insurance policy, the Library would be required to terminate and prosecute any employee that uses a credit card for fraud. Mr. Piskac said the Library would purchase the credit card terminals so the Library does not have to pay a monthly lease payment. He also said the Library would pay the daily courier service directly because none of the bidders offered courier services. Lastly, he said the term of the proposed banking and credit card service contract is three years starting July 1, 2010 and ending June 30, 2013.

Mr. Piskac recommended the Board of Trustees approve the PNC Bank proposal for Library banking and credit card services from July 1, 2010 to June 30, 2013 as submitted.

2010-56 Ms. Shatten moved and Ms. Allen seconded the motion to approve the PNC Bank proposal for Library banking and credit card services from July 1, 2010 to June 30, 2013 as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

C. Five Year Forecast

Mr. Piskac said he was working with the City and Schools on projecting financial needs for each public entity. He said that he prepared two five year forecast models, one that shows an OLC based projected PLF funding reduction and one that reflects a 12.5% reduction in the second half of 2011 and an annual 25% reduction in State funding during 2012. Mr. Piskac said he has concerns regarding the upcoming State biennium budget, which starts July 1, 2011. He said that he has read

reports that the State has funding deficits for the current fiscal year and has concerns that the State may reduce Library funding to help offset the State deficit. Mr. Piskac reviewed the first 5-Year Forecast and noted the PLF was estimated at a 9% reduction for the current year and an additional 5% for 2011 and flat revenue activity during 2012 to 2015. He said Real Estate revenue projections are expected to remain at the 2010 devaluation amounts and anticipates very little recovery in Real Estate revenue estimates during the projection. He said the Other category revenue items are relatively consistent from year-to-year and anticipates little increase over the projection period. Mr. Piskac said the only Other revenue item he is concerned about is the Verizon cellular tower rent revenue. He said Verizon may elect to not use the Library for one of their cellular tower locations in the future resulting in an approximate \$27,000 loss in revenue.

Mr. Piskac said the Salaries and Leave Benefits are projected to be flat for the duration of the projection. He said the decrease during 2011 is due to the retirement incentive offered to qualifying staff during 2009 and paid during 2010. He said based on the level of funding, the Library would not be able to provide any employee raises and the current salary and wages levels would be maintained during the projection. Since the Salaries and Leave Benefits would remain constant over the projection, Mr. Piskac said the Retirement Benefits expenditure line item would also remain constant. Mr. Piskac said the Health Insurance expenditure line item shows annual premium increases; however, during 2013 the Library would probably change providers to realize some savings. Mr. Piskac said the Materials budget would remain at near 2010 funding levels throughout the projection and the Library also has no Capital Outlays budgeted for the projection. He expressed concerns over the Library not being able to fund at least replacement computer equipment. He said the Library computer equipment is aging and the Library may be faced with unexpected computer failures. Mr. Piskac said the Other expenditure line item includes supplies, maintenance, utilities, insurance, contracted services, professional services, building improvements, furniture and equipment repairs. He anticipates slight increases in these areas once the Main Library renovation is completed. He also said the Transfers and Advances to Other Funds include the last renovation note repayment to the City in 2011. Mr. Piskac said, according to the projection, the Library would be able to maintain a positive cash balance through 2013.

Mr. Piskac reviewed the second 5-Year Forecast with further PLF revenue reductions only. He said this 5-Year Forecast reflects a 12.5% reduction in the second half of 2011 and an annual 25% reduction in State funding during 2012. Mr. Piskac said the line item assumptions for this forecast were the same as the first forecast. He said under this forecast model, the Library would be able to maintain a positive cash balance through 2011. Mr. Piskac said currently the Library would need to place a levy on the ballot of 1 to 1.25 mills to make up for the lost State and Real Estate revenue since 2007.

Mr. Piskac said that he would know the current year Library financial position better after the second half real estate advances are received in July and would know more about the State funding levels around July 1, 2011 or earlier if the State approves the next biennium budget before June 30, 2011. At that time, he said the Library could accurately know its funding levels and determine if a levy was needed.

D. Authorization to Establish a PayPal Account

Mr. Piskac requested the Board of Trustees authorize him to open a PayPal account so the Library is able to receive on-line donations from the Library website. He said PayPal charges \$0.30 per transaction and 3% of the transaction amount. He said the net proceeds would be sent to the Shaker Heights Public Library - Cleveland Foundation.

Mr. Piskac recommended the Board of Trustees authorize the Fiscal Officer to open a PayPal account so the Library is able to receive on-line donations from the Library website.

2010-57 Mr. McGovern moved and Ms. Shatten seconded the motion to authorize the Fiscal Officer to open a PayPal account so the Library is able to receive on-line donations from the Library website.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

E. Return of Fund 212 Advance

Mr. Piskac requested authorization to return the \$10,000 advance to Fund 212 from Fund 101 when the Library receives all reimbursements from Starting Point. He said the Library should receive all reimbursements during the summer months.

2010-58 Mr. McGovern moved and Dr. Hutt seconded the motion to authorize the Fiscal Officer to return the \$10,000 advance from Fund 212 to Fund 101 when all reimbursements are received from Starting Point.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

Director's Report

A. Written Report

- Mr. Dickinson provided a summary of meetings he attended.
- He said he is now the Security Supervisor since Mr. Tompkins left the Library at the end of May.
- Mr. Dickinson said an All Staff Meeting was held on June 4 at the Main Library. He said Mr. Harchar discussed fire safety with staff.
- He said the 12-dwarf pear tree orchard at Bertram Woods was completed. He commented the young pear trees already show signs of growth.
- Mr. Dickinson reported the Library received a \$15,000 MyCom grant to fund the Teen Center during the summer months and to provide homework helper services during September.
- He said a recent court decision has caused some uncertainty as to whether County Prosecutors may legally represent public libraries.
- Mr. Dickinson reported the Ice Cream Social, which kicks off the Summer Reading Program, was held at Bertram Woods on Friday, June 11.
- Mr. Dickinson distributed stats showing Library circulation has been dropping throughout the State of Ohio due to funding cuts. He noted the Shaker Library's year-to-date circulation has decreased 9% compared to 2009. He said DVD circulation decreased more than book circulation and commented that the circulation of the Willoughby-Eastlake Library increased by 8% due to restored operating hours.
- He said that he was attending the ALA conference in Washington on June 26-29.

B. Collection Development Policy – 2nd Review

Mr. Dickinson reported the draft Collection Development Policy revision was distributed at the May Board meeting for review. Mr. Dickinson referred discussion to Ms. Switzer. Ms. Switzer summarized that the policy includes time lines, clarification of language and updated terminology. Dr. Hutt asked about the change from the term “patron” to “customer”. Mr. Dickinson said according to library best practices, the term customer is being phased in due to the service model libraries are using, which is customer service driven.

Mr. Dickinson recommended the Board of Trustees approve the Collection Development Policy revision as submitted.

2010-59 Mr. McGovern moved and Mr. Anderson seconded the motion to approve the Collection Development Policy as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

C. Circulation, Reference and Information Policies, 1st Review

Mr. Dickinson reported the draft Circulation, Reference and Information Policies were included in Board packets and asked Board members to review them for tentative Board approval at the September meeting. Mr. Dickinson asked Ms. Switzer for some background on the recommended revisions. Ms. Switzer said the Reference and Information Services Policy is new from 1981 and one revision limits Library customer service to the amount of available time and the knowledge of staff. For example, Ms. Switzer said staff would not be expected to provide medical advice to a Library customer seeking medical information. She said the staff member would help locate the sources of information but would not provide any interpretation. Ms. Switzer said a revision under the Circulation Policy would allow parents to decide if they want their children to be able to check out videos at the time of card registration. She also reported that library cardholder responsibilities regarding the use of their Library card were updated for regular cardholders, Golden Buckeye cardholders and senior citizens. In addition, Ms. Switzer reported other circulation policy updates such as cardholder responsibilities for lost, stolen or damaged cards and confidentiality of Library cardholder information. Ms. Switzer also commented that the fine category for VHS or DVD movies was changed to Movies and the fine was reduced from \$1.00 to \$0.50 per day. She reported the maximum overdue fine would be \$5.00 per item and fines shall not exceed the cost of the item. Mr. Anderson asked Ms. Switzer about the three-item limit under the old bankruptcy section and inquired about why it was changed. Ms. Switzer said the Library would recognize a customer bankruptcy discharge and said the Library would not continue to punish a customer that filed bankruptcy and limiting the number of items they check out would be on-going punishment. She said the Library would honor a bankruptcy as long as the policy was followed. Mr. Dickinson asked Board members to review these policies so they may be approved this fall.

D. Renovation and Construction Update

Mr. Dickinson reviewed the Library Court Senior Housing construction timeline he received from PIRHL. He reported the site work construction is scheduled to begin this summer and the building should be completed in approximately one year. He said Library traffic and parking will be impacted by the construction at various times.

Mr. Dickinson reported bidding for the Library renovation project is scheduled for August 2010 and construction is scheduled to start in October 2010. He said construction should be completed by March 2011 assuming everything goes to plan.

New Business

A. Gifts to be accepted and appropriated to the designated funds

Bertram Woods Branch Fund – Reading Garden (208-79-6110)
In memory of Helen and Donald Freiberg
Judy Freiberg \$1000.00
Patricia Freiberg and Steven Schulman \$1000.00

Marilyn Kammer Memorial Fund (209-6510)
Randy Kammer
In memory of Ann Aldrich \$25.00
In memory of Beverly Cross \$25.00
In memory of Christian Milstead \$25.00
In memory of Janet Phelps \$25.00
In memory of Dorn Wamble \$25.00
In memory of Brittany Whitcomb \$25.00

Frances Belman Fund (210-6110)
In memory of Frances Belman
Barbara Winicki \$50.00

2010-60 Mr. McGovern moved and Mr. Anderson seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

B. Personnel Actions (information only)

Shawndra Maxey, Young Adult Associate, Level 109, terminated, effective May 17, 2010

Matthew Tompkins, Security Supervisor, Level 109, resigned, effective May 28, 2010

Announcements

Mr. Dickinson said we will once again be calling the Bertram Woods Community Room the David Dietz Community Room. The Board approved the room naming in 1977 to honor Mr. Dietz who was an original Board member and served for forty years. He said the Community Room would be rededicated to Mr. Dietz during the Bertram Woods 50th Anniversary celebration.

Community Comments

None

Executive Session

Dr. Whyte asked for a motion to enter Executive Session to discuss items of personnel and stated action may be taken afterwards.

2010-61 Ms. Allen moved and Mr. McGovern seconded the motion to enter Executive Session to discuss items of personnel.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

Entered executive session: 8:28 p.m.

Returned to regular session: 8:55 p.m.

Vacation Payout

2010-62 As a means to correct a vacation accrual rate error since starting with the Library, Mr. Anderson moved and Mr. McGovern seconded the motion to pay Mr. Dickinson a one-time vacation payout of 165.75 hours at \$52.75 per hour for a total of \$7,673.67 on pay date July 2, 2010, with a pay period ending date of June 19, 2010.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

Adjournment

Dr. Whyte said that there being no further business, Ms. Allen moved and Mrs. Shatten seconded the motion to adjourn the regular board meeting at 8:58 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, September 21, 2010 at 6:30 p.m. in the Main Library Boardroom.

Dr. Whyte, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary

Shaker Heights Public Library Collection Development Policy

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I. Mission

Shaker Heights Public Library's mission is to provide an extraordinary range of books and other resources and activities for a lifetime of enrichment and enjoyment in an environment that exemplifies the inclusive ideals of our community. The appropriate selection of material is central to carrying out this mission.

II. Description of Community

The Shaker Heights Public Library's legal service area is the Shaker Heights City School District, which includes all of Shaker Heights and a portion of Cleveland in the Shaker Square area. This cosmopolitan, residential community is home to diverse cultural, economic, and religious groups.

III. Intellectual Freedom

Shaker Heights Public Library supports and is supported by the American Library Association's Library Bill of Rights, the Freedom to Read, the Freedom to View, Free Access to Libraries by Minors, and The Universal Right to Free Expression, which affirm that free and convenient access to ideas, information, and the creative experience is of vital importance to every citizen today. These documents are guiding principles for this collection development policy.

Material is selected on the basis of the work as a whole and is not excluded because of isolated passages. The race, gender, sexual preference, religion, national origin, disability, or political views of an author, frank or coarse language, the controversial content of an item, or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically included or excluded.

Access to library material shall not be restricted based on a library user's age, race, gender, income, sexual preference, education, religion, national origin, or disability. Library material will not be marked or identified to show approval or disapproval of its contents.

Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library material by children and young adults rests with their parents or legal guardians. At no time will library staff act in place of the parent or guardian. Selection of library material will not be inhibited by the possibility that it may come into the possession of children.

IV. Copyright Law

The Shaker Heights Public Library abides by copyright law. Customers using library material are responsible for the legal use of that material.

V. Scope of the Collection

The Library provides, within its financial limitations, a general collection of material on a wide range of topics of interest to the general public. Material is purchased in a range of formats to meet the various accessibility needs of the community. The library's collection is intended to meet the cultural, informational and recreational needs of all ages and to reflect the diversity of the population it serves. Multiple copies of high-demand titles may be purchased in order to satisfy customer needs. Material beyond the scope of the library's collection may be available through the CLEVNET Consortium and interlibrary loan.

VI. Selection Criteria

Professional librarians of the Shaker Heights Public Library are responsible for the selection of material. Suggestions from customers and staff are encouraged and given serious consideration in the selection process. The final responsibility for selection rests with the Director, who administers under the authority of the Library Board of Trustees.

The Shaker Heights Public Library selects material that is of optimum use to the citizens of our library district. Because of budget limitations and space constraints, the library must be highly selective. The library endeavors to enlarge the scope of the collection to reflect expanding fields of knowledge and to emphasize those areas of greatest community interest.

The library recognizes the importance of making available a variety of topics and viewpoints, realizing that a resource which might offend one person may be considered meaningful by another. The addition of material to the library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented. Selection of library material will not be influenced by the liability of material to theft or mutilation.

The Shaker Heights Public Library bases its selection on criteria developed by its professional staff and on criteria generally recognized in the public library field. A resource which does not meet the standards for its type may still be selected if it presents a point of view not otherwise represented in the collection or if community demand justifies purchase or access.

Criteria include one or more of the following:

1. Community need and interest
2. Subject matter and the scope of the material
3. Reputation and authority of the author and publisher
4. Literary merit
5. Timeliness of the material
6. Accuracy of the material
7. Suitability of format to library purposes
8. Quality of technical production
9. Cost of the material and shelving limitations
10. Availability of the material elsewhere
11. Balance of viewpoints
12. Popularity of an author

The Adult and Youth Services Librarians read reviews in professional journals and consult publishers' catalogs as well as other review sources to aid in selection of material. An attempt is made to include material by Shaker Heights authors that meet the criteria stated above. In addition, the library encourages customer suggestions to be considered for purchase.

VII. Gift Material

The library welcomes gift material under the following guidelines. Gifts are accepted with the understanding that they become the property of the Shaker Heights Public Library and can be retained or disposed of at the discretion of the library. Items added to the collection are judged according to the same criteria as new material. The library can provide a receipt for tax purposes stating the number and type of items donated but cannot assign a monetary value to them.

Gifts of large collections will receive careful study. The implications of cost, maintenance and growth must be considered before acceptance.

VIII. Memorials, Bequests, and Trusts

The library welcomes gifts, trusts, or bequests for the purchase of every type of library material. An appropriate bookplate will identify the donor and organization or person for whom the donation was made.

IX. Reevaluation of Library Material

The Library will re-evaluate the selection or placement of a specific item in its collection upon submission of a properly completed *Request for Reevaluation of Library Material* form. These forms are available at the Information Desks at the Main Library and the Bertram Woods Branch. Forms will be accepted from adult cardholders who are residents of the Library's legal service area and who have read, viewed, or listened to the material in its entirety.

Forms must be completed in their entirety, including the date, and the cardholder's name, address, phone number, library card number, signature, and rationale for reevaluation and requested action.

The appropriate Manager, in consultation with the Deputy Director and the Director, will make the initial decision regarding the item's disposition. The Manager's decision may be appealed to the Director. In such cases the Director, in consultation with professional librarians, will make a decision regarding the item's disposition. The Director's decision may be appealed to the Library Board of Trustees, whose decision is final and binding. Material will remain in circulation during the reconsideration process.

Future requests for reevaluating the same item will be addressed only if the grounds for reconsideration are substantially different from previous requests.

Procedure:

1. Completed forms should be delivered, as appropriate, to the Bertram Woods Branch Manager, Adult Services Manager, or Youth Services Manager, with copies to the Deputy Director and the Director.
2. Within two weeks, the Manager, in consultation with the Deputy Director and Director, will make an initial assessment of the request and contact the cardholder in writing.
3. If the cardholder is not satisfied with the Manager's decision, he or she may appeal in writing to the Director within two weeks. In such cases, the Director will convene a committee of appropriate professional librarians to review the request.

The committee will:

- Read, watch, or listen to the item in question in its entirety;
 - Read reviews of the item from authoritative review sources;
 - Judge the overall merit of the item based on its entirety rather than individual parts, passages or excerpts;
 - Meet to discuss and prepare a report of its recommendation regarding the item's disposition;
 - Deliver the final report to the Director.
4. Informed by the committee's recommendation, the Director will make a decision on the disposition of the item in question, and will inform the cardholder in writing within thirty days.
 5. If the cardholder is not satisfied with the Director's decision, he or she may appeal in writing to the Library Board of Trustees within two weeks.

By the date of the second regularly scheduled meeting following its receipt of the appeal, the Board of Trustees will:

- Consider the rationale used by the Manager and the Director in reaching their decisions;
- Read, watch, or listen to the item in question in its entirety;
- Read reviews of the item from authoritative review sources;
- Judge the overall merit of the item based on its entirety rather than individual parts, passages or excerpts;
- Apply the library's selection criteria to the item;
- Meet to discuss and prepare a report of its recommendations regarding the item's disposition.

6. Within five business days the Board will notify the cardholder and the Director in writing of its decision regarding the item's disposition.

X. Collection Maintenance

The Library maintains an attractive, up-to-date collection through continual evaluation of material. The process and decision to remove an item follows the same criteria as when the item was first selected for inclusion in the collection. In addition, criteria such as obsolete information, insufficient use, excessive wear and tear, space availability and changing customer interests are considered. Duplicate copies and items superseded by newer editions are reviewed for possible removal.

Discarded material becomes surplus property and may be given to and then sold by the Friends of the Shaker Library for fund-raising purposes to benefit the library.

XI. Adult Services Collections

Audiovisual

Shaker Heights Public Library purchases adult audiovisual material in various formats. Movies, music, and audiobooks are selected to serve the diverse needs and interests of our community. The Library will select those formats that are widely used by the community.

Automotive Repair

A circulating collection of automotive repair manuals is maintained at the Main Library.

Black Studies

The Black Studies collection at the Main Library meets the educational needs of general readers and secondary school students. This collection includes material that deals with the heritage of African-Americans beginning with the slave trade and continuing through the present. Emphasis is placed on the history, literature, and fine and performing arts of African-Americans, as well as biographies of historical figures and those who have significantly influenced these areas of African-American history. Biographies of currently popular celebrities are not housed in Black Studies. This is a circulating collection.

Book Discussion

This collection housed at Main Library is available for use by book discussion groups. Multiple copies of a book discussion title may be reserved and borrowed on extended loan as a set at the Main Library. The collection includes current fiction as well as classics, nonfiction and biographies. Literary merit and the book's ability to generate discussion are the criteria considered when adding titles to this collection.

Careers

The Careers collection at Main Library meets the needs of secondary school students and adults seeking post-secondary education, career, and employment information. Subjects covered are educational planning, financial aid, job search skills, and employment opportunities. This collection includes both circulating and reference books.

Fiction

The Main Library and the Bertram Woods Branch each maintain a basic fiction collection in both hardcover and paperback formats of works by U.S. and world authors, and English-language translations of world literature. The collections include notable and popular novels in a variety of genres and styles of writing. Selected works by local authors, award-winning books, media book clubs, and multiple copies of books in demand in regular and large print are also available.

Customer requests for popular titles influence the addition of more copies.

A reference collection of reader's advisory material is also available.

Foreign Language Material

Cleveland Public Library provides the Shaker Heights Public Library with a small rotating collection of foreign language material at both the Main Library and the Bertram Woods Branch. The languages and quantity of material is determined by Shaker Heights Public Library's community demands.

Large Print

A collection of popular fiction and nonfiction books available in large print is located at both the Main Library and Woods Branch.

Local History

An in-depth local history collection is maintained at the Main Library. See Appendix A for a detailed collection development policy for the Local History Collection. The Local History Librarian is responsible for maintaining and developing the Local History Collection.

New Reader

The Adult New Reader collection at Main Library supports literacy programs by providing material for adults who are learning to read or who are learning English.

Fiction and nonfiction, print and nonprint material is chosen to satisfy recreational and informational needs of adults with a reading level below seventh grade.

Newspapers and Periodicals

A representative collection of regional and national newspapers and periodicals that meet the recreational and informational needs of our customers is available at both Main Library and the Bertram Woods Branch. Space and budget considerations preclude the addition of academic or professional journals to the collection. Both collections are evaluated annually. Some magazines and newspapers are kept in storage for customer use. Certain older newspapers and periodicals are available as microform at Main Library.

Nonfiction

Nonfiction material in both print and nonprint formats is selected for the general educational, informational, cultural, and recreational needs of the general adult population and secondary school students and is meant to provide a representative overview of most subjects and reflects the needs and interests of the community. Some material is purchased to supplement the curricula of the Shaker area schools.

The library only purchases textbooks when they provide the best or only information on a particular topic.

Popular/Bestseller

A collection of popular titles in fiction and nonfiction is available at the Main Library (designated Popular / Bestseller) and the Bertram Woods Branch (designated Kammer Memorial Collection in memory of Marilyn Kammer). Titles selected for these collections are on the New York Times Best Seller list or have high local demand.

Reference

The Library maintains a collection of up-to-date, non-circulating, print and virtual reference material which, by virtue of its content and treatment, is consulted for items of information rather than for consecutive reading. The reference collection is oriented to meet the needs of general adult customers and secondary school students. Limitation of funds precludes a comprehensive collection and, when customers require in-depth research, they may be referred to the specialized collections available at other libraries in the area. Most reference books are available only at the Main Library.

Test Preparation

A collection of the most popular test preparation handbooks is maintained at Main Library. Bertram Woods purchases these on a limited basis but does not maintain a separate collection.

XII. Youth Services Collections

The Children's collections at the Main Library and Bertram Woods Branch are designed to serve the needs and interests of children from birth through age 12. The Teen collections in both buildings are designed to serve the needs and interests of customers from age 12 through 18. The purpose of the Youth Services collection is to encourage an appreciation of reading, both for learning and for fun and to make available a well-balanced selection of informational and reference material that will enable high quality reference service to children and that supplement the curriculum of Shaker area schools. The children's and teen collections at both libraries will be kept fresh and attractive and continually updated with current material. The collection shall include the following formats.

CHILDREN'S MATERIAL

Audiovisual

The Children's collection includes children's audio books, book and cassette/CD sets for preschooler and beginning readers, music, and movies. Movies are selected for entertainment and curriculum enhancement and include feature films for children, educational and instructional movies, and dramatizations and adaptations of children's books and musical performances. Computer software, including educational programs and interactive books on CD-ROM are available for use in the library. A collection of non-

circulating toys and puzzles are available in special areas of the children's room for use by preschool-aged children.

Books

Both fiction and nonfiction books are selected for the educational, informational, and entertainment needs of our younger customers. A diversity of subjects, presenting different viewpoints, is provided. Selection of material represents various reading levels. Board books are provided for very young preschoolers.

Material for adults and students of children's literature, including discussions of such topics as literary and artistic quality of writing and illustration for children, use of books with young people, and information about authors and illustrators of children's books, are kept behind the reference desk in the children's department.

The fiction collection shall represent popular and current literature for children. Books include all reading levels, including fiction, graphic novels, easy fiction, series books, beginning readers, board books and picture books.

Easy fiction includes beginning readers and simple short stories and chapter books that feature larger than average print size.

Picture books include nursery rhymes, alphabet, counting and concept books, simple books for one-to-three year-olds, and an extensive collection of stories for children aged three to six.

Ohio Educational Testing Material

A collection of material consisting of flashcards and games, purchased for preparation for Ohio's educational testing is available at both libraries.

Parenting

This special collection includes material relating to physical care of children from birth to the pre-teen years as well as information on child rearing, covering topics such as: dealing with behavior problems, education, toilet-training, new siblings, and play. The Parenting Collection is available at both the Main Library and Bertram Woods branch.

Periodicals

A representative selection of popular periodicals is available for children of all ages. These titles are reviewed annually.

Reference

A non-circulating collection that meets the needs of school age children is interfiled with the adult reference books. Items that pertain only to the children's collection, as well as books for educators and parents are available in the children's area.

Teen

The teen collections at the Main Library and Bertram Woods Branch consist of material about subjects of high interest to teens, and which meet the browsing needs of young people between the ages of 12 and 18.

In addition to contemporary novels reflecting teens' real life experiences, by authors who write specifically for this age group, the fiction collection includes fantasy, science fiction, mystery and graphic, or illustrated novels. High demand material, including media tie-ins, comic books and popular series are also collected.

The nonfiction collection consists of browsing material of specific interest to teens, such as biographies of popular figures and books dealing with current fads, hobbies, and issues that teens face. Material accurately and authoritatively exploring controversial and timely subjects is available.

The Teen collection does not attempt to furnish in-depth reference material to fulfill the curriculum needs of teens. Users are encouraged to explore the resources in the children's and adult departments for these purposes. Study aids such as Cliffs Notes are maintained within the Teen collection. The Suggested Reading collection provides audio books and multiple copies of books included on reading lists of area schools. Material is available to assist secondary school students in preparation for Ohio's educational testing. Periodicals and audiobooks of interest to teens are also part of this collection.

Teen Center

The Teen Center houses a collection of books and magazines to serve the entertainment and homework needs of teens ages 12-17. A collection of core curriculum textbooks for grades 7-12 of the Shaker Heights School System is kept in the Teen Center. A small nonfiction collection exists to assist with homework questions. The Teen Center also houses a collection of hardcover and paperback fiction that is of interest to teens. Items in the Teen Center are primarily there for recreational purposes, and are not intended to serve in-depth academic needs.

Approved by the Shaker Heights Public Library Board of Trustees September 2007, June 15, 2010

Appendix A – Local History Collection Development Policy

I. *Mission Statement*

The Local History Collection strives to make local history material pertaining to the Shaker Heights Public Library, the City of Shaker Heights, the schools of Shaker Heights, and the community, organizations, institutions, and people of Shaker Heights accessible and useful to customers through systematic collection, acquisition, organization, cataloging, publications, reference and research assistance, and programming.

II. *Scope of Collection*

The Local History Collection is a repository of primary and secondary source material that furthers the understanding of the civic, social, religious, cultural, political, and economic life of Shaker Heights and the adjacent Shaker Square area of Cleveland, past and present. The Local History Collection gathers, organizes, catalogs, and makes accessible to the public documents and publications that reflect activities, events, places, organizations, institutions, and services of the community of Shaker Heights and the North Union Shakers.

Secondary material about the history of adjacent communities, of Cleveland and its metropolitan area, of Cuyahoga County, and of the Shaker experience may also be added to the Collection at the discretion of the Local History Librarian. Cleveland- or region-focused publications should offer a context for the history of an aspect of community life relevant to residents in Shaker Heights.

The Local History Collection also collects material of the community of Shaker Heights and/or Cleveland that is not strictly historical. Examples include community cookbooks (publications by Shaker Heights- and some Cleveland-based organizations) and material that contextualizes the experience of Shaker Heights in a social science, architectural, or other disciplinary framework, and that ideally compares Shaker Heights to other communities.

The Local History Collection is also the home of the Shaker Authors Collection. The Shaker Authors Collection includes books and booklets written by current or former residents of Shaker Heights with significant ties to the community as made clear in biographies about or interviews with the authors. The majority of the text should be originally created by and attributed to the Shaker Heights resident. Books or booklets should be published by a known publishing house or respected commercial vanity press. All books must meet the Shaker Heights Public Library's collection guidelines. Manuscript material or self-published works may be considered for inclusion within the collection as personal papers if criteria for that collection are met.

III. *Acquisition of Material*

Published material is added to the Collection by donation and by purchase. Donations are solicited from Shaker Authors and local historians as far as is possible and practical. Purchases are made through online and local used-book stores, from local authors directly, and through library contract reduced-rate purchasing for new publications. Duplicates of local history and Shaker Authors material useful for circulation are also acquired, as funds and availability allow.

Unpublished and primary material is added to the Collection by solicitation of and subscription to newsletters and mailing lists; electronic and paper distribution of City and School minutes and agendas; transfer and delivery by the City and Schools of material deemed of archival value; donation of personal collections of memorabilia including photographs and correspondence; and other means. Community institutions, such as the League of Women Voters of Shaker Heights, parent teacher organizations, and neighborhood associations, routinely transfer documents and files to the Local History Collection to provide a secure and accessible institutional repository for materials no longer relevant to operations but vital to the historical record.

The Local History Collection advertises its interest in Shaker Heights documents and its purpose as a repository of information about the history of Shaker Heights on its website and in *Shaker Life* magazine and through programming and community involvement.

All material should follow Shaker Heights Public Library criteria for collection development, in that it should be accurate, fitting with community need and interest, in format suitable for standard shelving and storage, and, if it is necessary to purchase items, at a reasonable cost. All donated or collected material will become the property of the Shaker Heights Public Library and will be accessible to the public. All material should be free of dirt, mold, moisture, or pests, and should be in good condition.

IV. *Limitations and Restrictions*

The Local History Collection at the Shaker Heights Public Library strives to preserve the material it collects and to make it available to the public. Nevertheless, due to HVAC and physical space limitations, the Local History Collection cannot serve as a climate-controlled archive for valuable or delicate items.

Donated realia or three-dimensional artifacts may be transferred to the Shaker Historical Society when appropriate.

The Local History Collection does not serve as a legal repository for any material, including City or School material, and is not responsible for selecting, retaining, or providing access to any material required by law to be kept as official documents or archival records.

The donating agency or individual is responsible for determining the legal status and value of any and all documents donated to the Shaker Heights Public Library.

V. *Customers Served by the Collection*

The collection serves the general public, scholars, students, and professional historians by providing access to valuable material for research and personal use.

VI. *Cooperative Agreements and Resource Sharing*

The Shaker Heights Public Library Local History Collection cooperates with the City of Shaker Heights, the public schools of Shaker Heights, and the Shaker Historical Society through resource sharing and research assistance. The Local History Collection cooperates with Cleveland State University's Special Collections through participation in the Cleveland Memory digital image database and website.

VII. *Deaccessioning*

Gifts of material to the Shaker Heights Public Library Local History Collection will be accepted with the understanding and agreement that they become the property of the Shaker Heights Public Library and may be deaccessioned according to the guidelines of the Collection Development Policy. Gift items no longer needed by the Library may be returned to the donor when appropriate.

Approved by Shaker Heights Public Library Board of Trustees May 10, 1999, June 15, 2010

Appendix B - 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.

- 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 18, 1948.

Amended February 2, 1961, amended June 28, 1967, amended January 23, 1980, inclusion of "age" reaffirmed January 24, 1996, by the ALA Council.

Appendix C - 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 material, 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
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 D - 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 material because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual material.
3. To provide film, video, and other audiovisual material 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 material on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

Appendix E - The Universal Right to Free Expression *An Interpretation of the Library Bill of Rights*

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information.

The American Library Association endorses this principle, which is also set forth in the Universal Declaration of Human Rights, adopted by the United Nations General Assembly. The Preamble of this document states that

"... recognition of the inherent dignity and of the equal and inalienable rights of the all members of the human family is the foundation of freedom, justice, and peace in the world. . ." and ". . . the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people..."

Article 18 of this document states:

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

Article 19 states:

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive impart information and ideas through any media regardless of frontiers.

Article 20 states:

1. Everyone has the right to freedom of peaceful assembly and association.
2. No one may be compelled to belong to an association.

We affirm our belief that these are inalienable rights of every person, regardless of origin, age, background, or views. We embody our professional commitment to these principles in the *Library Bill of Rights* and *Code of Ethics*, as adopted by the American Library Association.

We maintain that these are universal principles and should be applied by libraries and librarians throughout the world. The American Library Association's policy on International Relations reflects these objectives: "... to encourage the exchange, dissemination, and access to information and the unrestricted flow of library material in al formats throughout the world."

We know that censorship, ignorance, and limitations on the free flow of information are the tools of tyranny and oppression. We believe that ideas and information topple the walls of hate and fear and build bridges of cooperation and understanding far more effectively than weapons and armies.

The American Library Association is unswerving in its commitment to human rights and intellectual freedom; the two are inseparably linked and inextricably entwined. Freedom of opinion, and expression is not derived from or dependent on any form of government or political power. This right is inherent in every individual. It cannot be surrendered, nor can it be denied. True justice comes from the exercise of this right.

We recognize the power of information and ideas to inspire justice, to restore freedom and dignity to the oppressed, and to change the hearts and minds of the oppressors.

Courageous men and women, in difficult and dangerous circumstances throughout human history, have demonstrated that freedom lives in the human heart and cries out for justice even in the face of threats, enslavement, imprisonment, torture, exile, and death. We draw inspiration from their example. They challenge us to remain steadfast in our most basic professional responsibility to promote and defend the right of free expression.

There is no good censorship. Any effort to restrict free expression and the free flow of information aids the oppressor. Fighting oppression with censorship is self-defeating.

Threats to the freedom of expression of any person anywhere are threats to the freedom of all people everywhere. Violations of human rights and the right of free expression have been recorded in virtually every country and society across the globe.

In response to these violations, we affirm these principles:

- The American Library Association opposes any use of governmental prerogative that leads to the intimidation of individuals which prevent them from exercising their rights to hold opinions without interference, and to seek, receive, and impart information and ideas. We urge libraries and librarians everywhere to resist such abuse of governmental power, and to support those against whom such governmental power has been employed.
- The American Library Association condemns any governmental effort to involve libraries and librarians in restrictions on the right of any individual to hold opinions without interference, and to seek, receive, and impart information and ideas. Such restrictions pervert the function of the library and violate the professional responsibilities of librarians.
- The American Library Association reject censorship in any form. Any action which denies the inalienable human rights of individuals only damages the will to resist oppression, strengthens the hand of the oppressor, and undermines the cause of justice.
- The American Library Association will not abrogate these principles. We believe that censorship corrupts the cause of justice, and contributes the demise of freedom.

Adopted by the ALA Council, January 16, 1991

Appendix F - Free Access to Libraries for Minors

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, material, 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, material, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, material, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship 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 in the library. 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.¹ Librarians and 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 material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. 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." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, material, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See *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 [422 U.S. 205, 214] 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 Tinker v. Des Moines School Dist.*, *supra*. *Cf. West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943)."

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