

Free Library of New Hope and Solebury Collection Management Policy Selection

Policy Statement

The Free Library of New Hope and Solebury recognizes that within our service area there are groups and individuals with diverse cultural, recreational, educational, and information needs. The Library strives to build and maintain a collection of patron-focused materials to meet this wide variety of needs and interests of residents of all ages in New Hope and Solebury.

Materials selected will meet the library's vision to stimulate the imagination of all library patrons with programs and materials that provide pleasurable reading, viewing, and listening experiences, that satisfy their curiosity in areas from homework help to lifelong learning, and that enable young children to enter school ready to read, write and learn.

Community demographics and collection use data are reflected in management of the library collection, which is also governed by The library Code, Act of June 14, 1961, P. L. 324, as amended through July 7, 2006.

With this in mind, the library will provide a collection that upholds the following principles:

- We provide free and open access to collections and services to promote the communication of ideas and information
- We support the rights of library patrons to read, view, and listen to a wide-range of materials
- We protect library materials from censorship

Regulations

General

The breadth and depth of the collection are determined in light of the demographics of the community served, proven use patterns gained from statistical analyses, expectations for use of new items, and available shelf space.

Responsibility for Collection Management

The Board of Trustees delegates to the Library Director the responsibility for selection and purchase of all materials for the library. The Library Director makes decisions about library collections with input from library patrons and staff.

Selection Criteria

Materials selectors use their knowledge, education, training, expertise, and the following criteria to select materials. An item need not meet all criteria to be selected.

- Popular interest/projected demand
- Currency of information
- Accuracy
- Reputation of author, publisher, producer, or illustrator
- Suitability for the intended audience
- Creative, literary, or technical quality
- Listing in professionally recognized selection tools
- Critical assessments in trusted review journals
- Format and ease of use
- Cost and availability
- Relationship to existing materials in the collection
- Space required to house the item
- Local emphasis

Additional criteria that are considered when selecting electronic materials are:

- Accessibility to multiple patrons
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, cost, ability to combine search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

Patron Recommendations

Library patrons are encouraged to request the purchase of items the library does not own. Each request is evaluated in light of the general selection criteria. The Library Director determines the best method for delivery of materials and may elect to borrow materials from other libraries rather than purchase them for the library.

Self-Published/Self-Produced Materials

The Library will only purchase or accept for donation self-published/self-produced materials that are positively reviewed in widely-distributed and highly-regarded review sources. Self-published/self-produced materials are subject to the same selection standards as other materials.

Preview/Review Materials

The Library does not accept unsolicited preview/review materials from any source. When the Library receives unsolicited materials, the library considers these items donations (see Collection Management Policy, CM3: Gifts) and is under no obligation to add them to the collection, to return them to the donor, or to inform the donor of any decisions regarding their status.

Vendors

Materials are purchased through a variety of local, regional, and international vendors. Criteria for the selection of vendors include:

- Discount
- Speed of delivery
- Reliability
- Stock Availability
- Availability and quality of vendor-supplied services including processing and cataloging records

Vendors will be evaluated regularly to ensure they are meeting the above criteria.

Duplication of Material

Multiple copies of materials are purchased in anticipation of or in response to patron demand as evidenced by the number of reserves, anticipated popularity, repeated requests, and monitoring of the collection. Multiple copies may also be purchased in anticipation of demand based on published school reading lists, book club reading lists, and similar resources.

Review and Revision

This collection management policy will be reviewed when a new strategic plan is approved and updated.

Adopted by the Board of Trustees April 15, 2009

Free Library of New Hope and Solebury Collection Management Policy Weeding, Preservation, and Replacement

Policy Statement

The Free Library of New Hope and Solebury strives to provide an attractive, useful, and accurate collection of materials and does this through a continuous process of collection evaluation, weeding, and replacement. Because of lack of space and the high cost of preservation, the library does not seek to preserve most materials.

Regulations

All decisions regarding what to weed, replace, or preserve and the appropriate methods for doing so are the responsibility of the Library Director.

The collection is weeded continuously under the direction of the Library Director who adheres to weeding, replacing, and preserving procedures and practices that represent the highest professional standards.

Items are weeded and withdrawn from the collection when they are worn or mutilated, contain outdated or inaccurate information, have been superseded by newer editions, or are no longer of interest or in demand.

Weeded items are added to library or other book sales, ~~placed in the free distribution box~~, recycled, or otherwise discarded.

The Library may replace weeded items or items that have been lost or checked out and not returned if they are still in demand, still accurate and up-to-date, and have not been superseded by newer editions.

Generally, only items of significant local or historical value that are unattainable elsewhere are preserved.

Adopted by the Board of Trustees April 15, 2009

Free Library of New Hope and Solebury Collection Management Policy Gifts

Policy Statement

In order to strengthen its collection and extend its budget, the Free Library of New Hope and Solebury encourages gifts of materials or funds with which to buy materials.

Regulations

Material Donations

Library Most gift items are not added to the Library's collection, but are offered for sale at ~~branch~~ or other book sales.

The Free Library of New Hope and Solebury will not appraise donations or provide evaluation of gifts for tax deductions or other purposes. Upon request, however, the Library will provide acknowledgement of material donations.

The Library accepts gifts that fall within needed subject categories as determined by the Library Director.

Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift
- The Library makes the final decision on the use or other disposition of the gift
- The Library reserves the right to determine the conditions of display, housing, and access to materials

The Free Library of New Hope and Solebury reserves the right to limit or refuse material donations.

Donated materials are reviewed by the Library Director. Items selected for the collection are managed by Library staff; items sent to the Book Sale are managed by the Book Sale manager designated by the Board of Trustees.

Funds for Collections

The Library accepts monetary donations, for memorial or other purposes, for the purchase of materials for the Library's collection when donors' intentions for the gifts are consistent with the Library's collection objectives.

Donors may specify broad types of materials to be purchased (i.e. children's materials, DVDs, etc). Specific titles will be chosen by the Library Director.

The Library, at its discretion, will affix gift plates, identification plaques, or other recognition identifying the donor or person being honored.

The Library will make every effort to purchase materials in the desired subject area. Because the Library may not have an immediate need for multiple items in a given subject, the Library reserves the right to hold funds in reserve until items in that subject are needed or the Library will work with the donor on an alternative plan.

Adopted by the Board of Trustees April 15, 2009

Free Library of New Hope and Solebury Collection Management Policy Request for Reconsideration

Policy Statement

The Free Library of New Hope and Solebury encourages free access to ideas and supports the right of the individual to secure information, even when the content may be controversial, unorthodox, or unacceptable to others. The Library upholds the principles found in the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View" statements (which appear as appendices to this policy).

The Library recognizes the right of library patrons to question both materials in the library's collection and those excluded from it.

Regulations

The Library seeks to meet the needs of all of the residents of New Hope and Solebury and recognizes that some materials may be controversial. The library will not determine the appropriateness of an item for an individual patron by refusing to lend it, housing it in a location where the intended audience is unlikely to find it, or labeling it in a way that may limit its potential audience. It is the responsibility of library patrons to restrict for themselves materials that they find objectionable. Library patrons may not restrict the freedom of others to read, view, or hear what they desire.

The responsibility for children's use of library materials rests with their parents or legal guardians. Selection of materials for adults or young adults will not be inhibited by the possibility that such materials may be accessible to children. Individuals wishing to question materials in the collection or those excluded from it should first discuss the situation with the Library Director.

If the situation cannot be resolved to the library patron's satisfaction, he or she is welcome to share that opinion with the Library Director and Board of Trustees in writing using the attached form. No reply will be offered for anonymous opinions.

The Board will consider the appeal at their next regularly scheduled Board meeting to which both the library patron and the Library Director or their designees will be invited to share their views and concerns. The decision of the Board will be final.

The President of the Board of Trustees or such person as the President may designate will respond to the library patron in writing regarding the outcome of the materials review.

In the event that a complainant charges that a particular item is not protected under the First Amendment to the Constitution, the onus of proof rests with the complainant.

Material under question will remain in the active collection during the review process.

Adopted by the Board of Trustees April 15, 2009

Request for Reconsideration

Please use this form for titles owned by the Free Library of New Hope and Solebury.
Return to: Board of Trustees, Free Library of New Hope and Solebury
93 West Ferry Street, New Hope, PA 18938

Material Information

Title	
Author	
Publisher/Production Company	
Copyright date	
Format (book, CD, audio book, etc)	

Library Patron Information

Name	
Library Card Number	
Address	
City, State Zip	
Phone	
E-Mail	
If complaint is being made on behalf of another person or a group, please list name, address, phone number:	
Have you read/viewed/listened to the material in its entirety?	YES _____ NO _____
Reason for Reconsideration (use other side or attach additional sheets if necessary)	
Action you would like to see taken	

Appendix A

Library Bill of Rights

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

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

Appendix B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe

that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted 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.

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 C

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed January 10, 1990, by the ALA Council