



*Madison  
County*  
**LIBRARY  
SYSTEM**

*Knowledge • Community • Imagination*

## Madison County Library System Collection Development Manual

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Madison County Library System  
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Canton, Mississippi 39046

# Collection Development Manual

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## **COLLECTION STATEMENT**

Materials selected for the five branch libraries in the Madison County Library System are intended to meet the cultural, informational, educational, and recreational needs of the citizens of Madison County. The scope of the branch collections is intended to offer a choice of format, treatment, and level of difficulty.

This plan provides the five libraries in the system with a clear outline of the roles, duties, and responsibilities of all persons involved in the selection process. This document also serves as a uniform plan for the management, development, and evaluation of the individual branch collections and gives direction to the allocation of the overall materials budget. While the plan is essential for stating and maintaining goals across the system, individual judgments from each staff member remains an integral part of the collection development process.

## **MATERIALS SELECTION POLICY**

The public library is the institution in our society that attempts to provide a diversity of viewpoints on a wide range of topics of interest, including political, social, and religious ones—no matter how controversial or objectionable those ideas may be to some people. The future of libraries will depend upon their ability to provide information to the public as a whole. Free speech and the open exchange of information cannot depend solely on the traditional producers of mass communications. Because of this, the Madison County Library System chooses materials representing different points of view, limited only by our selection criteria, budget, and the space in our facilities.

The primary objectives of the Madison County Library System are to collect, organize, produce, and make easily available materials of contemporary significance and of long-term value. The Libraries will always be guided by a sense of responsibility to both present and future in adding materials that will enrich their collections. At the same time, the Libraries recognize an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

All staff members are expected to keep these objectives in mind when selecting materials.

Final staff responsibility lies with the Director. The Director delegates to staff members the authority to interpret and guide the application of the policy in making day-to-day decisions. Problems that cannot be resolved by the Director will be referred to the Board of Trustees of the Madison County Library System.

The Libraries seek to select materials of varying complexity and format.

Each book or type of material is judged on the basis of its overall content or style, not by isolated or random portions. In considering materials to place in the libraries, MCLS will not automatically include or exclude an item based on any of the following:

- Race, religion, nationality or political views of the author
- Frankness or coarseness of language
- Controversial nature of an item
- Endorsement or disapproval of an item by any individual or organization in the community

MCLS supports the Library Bill of Rights and the Intellectual Freedom Statement (see appendices) in providing free access to materials. Children are not restricted to particular areas of the Libraries. Staff does not monitor the materials that children choose. The responsibility for the reading or viewing choices of children rests entirely with parents or legal guardians, with the exception of DVD checkouts. A patron must be eighteen years of age to checkout DVDs.

Library materials are not marked or identified to show approval or disapproval of the contents, and materials are sequestered only for the purpose of protecting them from damage or theft.

MCLS will reconsider any material in its collections upon written request of a patron by using Request for Reconsideration of Library Materials Form (See appendix).

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## **RESPONSIBILITIES AND FUNCTIONS**

The MCLS Director delegates collection development responsibilities through the Assistant Director/Systems Administrator (ADSA), the Collection Development Coordinator (CDC), the Youth Services Director (YSD), and the Branch Managers. These responsibilities include:

- The selection of adult and juvenile print and non-print materials.
- The approval or disapproval of selections from the branch managers, other staff, and the public.
- The authority to make final decisions on the withdrawal of materials; the rebinding of books; the replacement of items; and the addition of gifts to the collection.
- The review of each collection, evaluation of the contents, and submittal of a written report to the Director.
- The initiation of any weeding projects as a result of collection evaluations.
- The recommendation of the individual fund allocations after the budget has been approved.
- The scheduling of regular visits by the CDC and YSD to inspect the collection in each branch, meet with the staff, and submit written collection evaluations.
- The provision of weeding and collection maintenance guidelines and training.



## **PLANS AND GOALS**

1. MCLS will update its collection development and management policies at least every three (3) years based on its current strategic plan.
2. MCLS will use collection analysis data to make measurable improvements based on its strategic plan.
3. MCLS will complete a physical collections inventory at least every three (3) years.
4. MCLS will provide online databases, individually or through consortia agreements, to supplement MAGNOLIA databases.

## **BUDGET ALLOCATION**

The budget is made up of allocations from the state of Mississippi, Madison County, and the cities of Canton, Flora, Madison, and Ridgeland.

All branches keep the money they generate from fines and copies.

Grant monies are credited to the branches where grants have been budgeted.

City **revenue** is credited to the branch located in the contributing city.

Donation monies are credited to the branch to which the donation was given.

Allocation is based on circulation activity/population.

## **ORDER PREPARATION**

The primary selection sources MCLS uses for selection of materials are the reviews in the professional journals. Various publishers' catalogs, newspaper best seller lists, and Internet sources are sometimes used, also. Patron demand is always a major factor in determining what is ordered.

The Youth Services Director submits suggested Acquisitions Selection Lists to assist the Children's Specialists in ordering for their collections.

Adult orders and juvenile orders are kept separate. Adult orders should be forwarded to the Collection Development Coordinator. Teen and children's orders should be forwarded to the Youth Services Director.

To prevent duplication of titles, all branch managers and children's specialists are required to check each order in Sirsi.

Monthly Budget Status Reports are given to Branch Managers and Youth Services Director at each Branch Managers Meeting.

## **EVALUATION OF COLLECTIONS**

Materials collections require continuous evaluation. Statistical tools such as circulation reports, turnover rates, materials' use reports, collection age analysis, and volume counts are studied to determine how the collection is being used and how it should be modified. A major consideration in evaluating materials is available space. For this reason, weeding is done on a regular basis.

The holdings are checked against bibliographies and standard recommendation lists that are appropriate to the various roles of specific branches in the System. Community surveys, patron input, and expert opinion from other professionals are also used in evaluating the collections and the physical condition of the materials.

The Collection Development Coordinator, Youth Services Director, Branch Managers, Heads of Circulation, and Heads of Shelf Maintenance will continually evaluate the collections. A system-wide evaluation and weeding will take place every three years.

## **RECONSIDERATION OF LIBRARY MATERIALS**

Any expression of opinion by patrons about library materials is welcome by MCLS, but all individual branch library collections will be governed by the Materials Selection Policy (see Chapter 2).

All questions, complaints, or requests regarding selection policies or specific items in the collections should be referred to the Branch Manager who will:

- Provide the patron a copy of the “*Request for Reconsideration of Library Materials*” (located in the Appendices of this document).
- Refer the patron to *The Library Bill of Rights*, *The Freedom to Read*, *The Freedom to View*, and *The Intellectual Freedom Statement* located in the Appendices of this document.
- Attach a copy of a review of the contested item to the "Reconsideration of Library Materials" form before sending it to the Director.

No further action is expected, or required, by library personnel until the "Request for Reconsideration of Library Materials" form is completed and returned by the patron.

The patron is asked to complete and return the "Request for Reconsideration" form to the Branch Library within seven (7) days.

This matter will be referred to the Collection Development Coordinator or to the Youth Services Director, who will consult the Branch Manager concerning what action, if any, will be taken. If the complainant requests further action, the Director will consult with the patron to resolve the complaint.

If, after discussing the complaint with the Director, the patron is still not satisfied, the patron can request a hearing within 30 days before the Library Board of Trustees.

Arrangements for this hearing must be made directly by the patron with the Chairman of the Library Board of Trustees. The Director will supply the patron with the name and telephone number of the Chairman.

The Board hearing can be conducted during the regularly scheduled monthly meeting of the Board or during a called meeting of the Board, contingent on the nature of the complaint and the availability of the Board members.

The decision of the Board of Trustees is final.

## GIFTS POLICY

Gifts to the collections can be in the form of money or actual materials. All gifts become part of the general collection and should not require special shelving or circulation procedures. Gift plates and letters of acknowledgment are appropriate stipulations by the donor, but other strings attached to a gift should be evaluated carefully before the gift is accepted.

Gifts of money for the purchase of new materials are preferred. Gifts of money to buy a specific title for a specific library may be accepted. MCLS evaluates the title in the same manner and by the same criteria described in the selection process. A title may be rejected if it does not meet selection criteria.

The ideal gift is format specific, whereby the donor recognized the need for more materials and is not concerned with specific titles or subjects.

The libraries accept gifts of materials (books, compact discs, audiocassettes, and video materials) if they are in good condition. Due to space limitations, magazines are not accepted.

The Madison County Library System reserves the right to make the decision about the final placement of all gifts. They may be added to the collection or sent to Friends of the Library groups for public sale, or they may be discarded. Gifts are not returned to the donor. They become the property of MCLS.

Many donations consist of boxes or bags of materials that are accepted for the sake of public relations. These gifts are inspected by the staff for odor, water damage, wear, age, mold, insects, etc. Appropriate material may be saved for a book sale, distributed to other branches or discarded.

Items that meet library standards are forwarded to the Collection Development Coordinator or the Youth Services Director for evaluation. Each gift is inspected again. The author, title, publisher, date, and edition are checked, and if approved for addition to the collection, the item is processed and assigned to the library to which it was donated.

**Appraisals for the dollar value of materials donations are not made by the libraries.**

However, there is an "Acknowledgement of Donations" form that may be filled out and given to the donor, (see Appendix).

## **WEEDING POLICY**

Weeding of a collection is necessary in order to maintain an up-to-date, useful collection. Worn and obsolete materials must be continuously weeded. Materials may be withdrawn if they are seldom used or superseded by a new edition or better work on the same subject. The Collection Development Policy, in its entirety, serves as a guide for weeding and maintaining the collections as well as for the selection of materials.

Titles are withdrawn from the branch collections through systematic weeding every three years or because of loss or physical damage. Materials that are withdrawn because of loss or damage are reported to the CDC or the YSD who, using the same criteria as for selection, decides whether the items should be replaced. Other factors which affect the decision of replacing an item include the number of copies of a title the system already owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, its cost, and the availability of shelf space. Time-sensitive materials (e.g. serial volumes) should be weeded at least every five years.

Systematic evaluation and weeding of the collections is required of every branch in order to keep each individual collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. It is the responsibility of the Shelf Maintenance Supervisor at each branch to ensure that regular and thorough maintenance schedules are followed. They are also responsible for shelf reading, removal of damaged materials, and shifting of the collection when necessary.

Withdrawn materials that are in good condition will be placed in Friends of the Library book sales. Materials withdrawn from reference collections that retain informational value may be transferred to circulating collections or offered to other branches in the system.

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## **ADULT SELECTION SOURCES**

The selection/order process begins when a title or subject need is identified. *Selection Sources* include:

- Print and Online Reviews
- Publishers' Catalogs
- Patron Title Requests
- Staff & Administration Recommendations
- Interlibrary Loan Requests
- Subject Needs Lists
- Collection Evaluations
- Weeded/Replacement Lists
- Standing Orders
- Gifts
- Bibliographies
- Advertisements
- Best Sellers List

Librarians use many standard and specialized electronic and print review sources. Standard review sources include:

- Baker & Taylor Forecast, Paper Clips, Alert, Booking Ahead
- Booklist
- Fiction Catalog
- Public Library Catalog
- Library Journal
- New York Review of Books
- Amazon Online
- Facets Video
- Bookpage
- Video Librarian
- Midwest Tapes

Each staff member needs to be assigned an area in which he/she will recommend items to purchase.

## **ADULT SELECTION CRITERIA**

*Selection Criteria* serve as standards on which librarians base judgments or decisions. Each title being considered is subject to the following:

- Popular Demand
- Cost
- Currency
- Depth of Coverage
- Need for Materials or Information in an Area
- Adequate Scope
- Authority
- Enduring Value
- Special Features
- Literary or Artistic Merit
- Accuracy
- Reading Level
- Style
- Organization
- Physical Characteristics

MCLS does not attempt to acquire textbooks or multiple copies of materials required by educational institutions. However, MCLS may retain up to two copies permanently per branch of required summer reading books provided they meet our selection criteria.

The format should be appropriate for library use. Books categorized as “novelty items” should not be purchased. Workbooks to be filled out by the user, or those with perforated pages, should not be purchased. Book club and reprint editions are often published on cheaper paper than the original, and their bindings are often weak or dull and unattractive. These are not usually added to the collection unless the titles are important and are available only in these editions.

Price plays a significant role in selection and must be taken into consideration when evaluating each title. The only way price can be assessed is in terms of the value of the material to the collection.

Publishers tend to establish reputations within certain fields. Knowing which fields is helpful to librarians evaluating titles. There are some publishers in each field whose reputation for quality is justification to make a selection decision without further investigation. Other publishers' names will be sufficient cause to avoid a title or at least to look for supporting evidence in the form of reviews or personal examination.

The System avoids Vanity Presses, where authors pay publication costs and are expected to do their own distribution.

Self-published and Desktop Publishers produce works of varying quality that are seldom reviewed. Examination is often necessary if such titles are requested or the subject is in high demand.

## **INTERLIBRARY LOAN**

Books not owned by our library system, photocopies of magazine articles, and information on a particular subject may be requested through the interlibrary loan service. After searching Sirsi to verify that the item is not in our library system, a request can be entered for the item using the patron's ID number and the author and title of the item requested.

Subject requests should be as specific as possible to facilitate locating the appropriate information for the patron. Requests for books should include full author and title information if available. The interlibrary loan department will keep you informed as to the status of your request.

All requests for ILL materials should be reviewed by the branch manager or other designated person to determine if a purchase request rather than an ILL request should be submitted for the materials. This decision should be based on established collection development policies of the Madison County Public Library System.

Most electronically processed interlibrary loan requests require a minimum one-week processing time, so the patron should be informed of the time involved.

The following materials cannot be borrowed or loaned through interlibrary loan.

- Audiovisual, genealogy and reference materials.
- Books published within the last six months.
- Non-circulating materials owned by MCLS.

All interlibrary loan requests must be submitted to the ILL coordinator in Administration. When an ILL is placed, the patron should be informed that the materials will be held for one week before being returned to the lending library. A \$5.00 fine will be assessed for failure to pick up the item. There is a limit of three ILLs per patron.

## **BOOK REPAIR/BINDERY GUIDELINES**

When a book is returned damaged or in poor condition, staff should send it to the Branch Manager who will make the decision for binding, repair, replacement, or disposal. The manager may send it to headquarters where it will be further evaluated.

In deciding which books should be sent to the bindery, managers should be VERY selective. In most cases, it is more cost effective to buy a replacement copy or a new title.

To judge which books should be sent to the bindery, use the following guidelines:

- Items which cannot be replaced
- Items that would be too costly to replace
- One volume of a set still in good condition and important to the collection
- Unbound material that is valuable to the collection

Books that should not go to the bindery include the following:

- Mass market paperbacks
- Books with yellowed or brittle paper
- Books which have an inside gutter of less than 1/2" and/or outside margins of less than 3/8"
- Ephemeral materials, time-dated materials (medical books, tax books, etc.)
- Books with missing pages
- Rare or collectible books

## **STANDING ORDERS AND PREVIEW PLANS**

Standing Orders/Continuation Plans are seldom reviewed, but are important enough to be included in the collection. These may be titles in a series, titles that are significantly revised each year, and titles in which format is as important as content.

Standing orders should be reevaluated each year.

The majority of standing orders are reference books, but they may also be travel guides, repair manuals, tax guides, annual literary anthologies, book clubs, or specific authors who are so widely read that each new title is ordered automatically. The MCLS Acquisitions Department maintains and updates the standing order list for all branches and makes recommendations. The Branch Managers, the Director, the Collection Development Coordinator, or the Youth Services Director may make recommendations for additions or deletions to the standing orders list.

Preview or Approval Plans are not allowed.

## **REPLACEMENTS AND MULTIPLE COPIES**

Replacement designates any order for copies that are already in the cataloged collection. This can be an order for more copies to replace worn, damaged, or lost copies of a title. Because selection for each library is the responsibility of the individual branch managers, many titles are duplicated system-wide. It is up to each selector to determine how many copies of a title should be ordered. For titles with many reserves, it may be necessary to order two or more copies. Because of space limitations, no more than two copies are retained after the popular demand has diminished.

Since it is not the responsibility of the public library to supplement the school curricula, no more than two copies of books on the summer reading and school required reading lists will be permanently retained.

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## **ADULT FICTION**

The Adult Fiction Collection accounts for a major portion of the total System's holdings. The primary purpose of this collection is to satisfy the heavy demand from recreational readers for popular, new titles. High school and college students who use the libraries' collections for classroom assignments in literature also use this collection. Selection tools and patron requests are used to develop the collections. Condition of the material and popularity are the primary factors in weeding adult fiction. However, literary classics and works by Mississippi authors are retained, often in multiple copies.

Because selection for each library is the responsibility of the individual branch managers, many titles are duplicated system-wide. It is up to each selector to determine how many copies of a title should be ordered. For titles with many reserves, it may be necessary to order two or more copies. Because of space limitations, no more than two copies are retained after the popular demand has diminished.



## **ADULT NONFICTION**

### *General Works, 000s*

- 000 – Generalities
- 010 - Bibliographies
- 020 - Library and Information Sciences
- 030 - General Encyclopedic Works
- 040 - [Unassigned]
- 050 - General Serial Publications and their Indexes
- 060 - General Organizations and Museology
- 070 - Documentary, Educational and News Media; Journalism; Publishing
- 080 - General Collections
- 090 - Manuscripts, Rare Books, Other Rare Printed Materials

This collection consists of such subjects as: general knowledge, publishing (history and practice of publishing books, rare books, manuscripts, periodicals, and newspapers), encyclopedic works, parliamentary procedure, controversial knowledge, computers, nonverbal communication, bibliographies, and library science.

Most of the titles in this area tend to be retained, especially standard ones such as parliamentary procedures, classical works, and publishing histories, etc. Library and information materials should be weeded every ten years. The computer titles must be current and should be weeded yearly. Encyclopedias should be updated on a regular schedule. They should be replaced at least every five years. The older set should be placed in circulation and should be retained for no longer than an additional five years.

### *Philosophy and Psychology, 100s*

- 100 - Philosophy, Parapsychology, Occultism, Psychology
- 110 - Metaphysics
- 120 - Epistemology, Causation, Humankind
- 130 - Paranormal Phenomena
- 140 - Specific Philosophical Schools and Viewpoints
- 150 - Psychology
- 160 - Logic
- 170 - Ethics (Moral Philosophy)
- 180 - Ancient, Medieval, Oriental Philosophy
- 190 - Modern Western Philosophy

Most items deal with major philosophies, works by and about the philosophers, as well as descriptions and analyses of their thoughts by others. Subjects covered in the 100s include metaphysics, epistemology, ethics, logic, and the occult and paranormal.

Because of the large number of popular titles in the field of psychology, the author's or the publisher's reputation and quality take on a greater importance when making selection decisions.

Titles intended for professionals in the field are purchased only if they contain information of interest to the general public.

Classic works by and about major philosophers and psychologists are retained.

Replacements are considered for titles by the major philosophers and by well-known authors in the field, as well as popular titles in continuing demand. Weeding of extra copies, infrequently used titles, books in poor condition, and works by ephemeral authors should be done annually. Heavy patron demand and the large publishing output in the 150s (Psychology) means that this area must be kept current.

*Religion and Mythology, 200s*

200 - Religion

210 - Natural Theology

220 - Bible

230 - Christian Theology, Christian Doctrinal Theology

240 - Christian Moral and Devotional Theology

250 - Christian Religious Orders and Local Church

260 - Christian Social and Ecclesiastical Theology

270 - Organized Christian Church History

280 - Christian Denominations and Sects

290 - Comparative Religion, Religions Other than Christianity

The major topics covered include religions of the world, denominations, and sects.

Contemporary inspirational titles and devotional and evangelical literature are included in the collections.

Most titles purchased in mythology deal with classical mythology.

Classic works, histories, sacred texts, and important commentaries should be retained. Titles of a popular nature should not be kept more than ten years unless the author is very well known. One copy of works by major authors should be retained. Each library should have more than one translation of the Bible, plus one Catholic edition.

*Social Sciences, 300s*

300 - Social Sciences

310 - General Statistics

320 - Political Science (Politics and Government)

330 - Economics

340 - Law

350 - Public Administration and Military Science

360 - Social Problems and Services; Association

370 - Education

380 - Commerce, Communications, Transportation

390 - Customs, Etiquette, Folklore

This section deals with social relations between human beings as they interact with each other, as well as the different stages of life. The 300s include: sociology, anthropology, general statistics, political science, economics, law, public administration, social services, social problems, education, commerce, communications, transportation, customs, etiquette, and folklore. Most titles in this section deal with these topics in a national sense, i.e., the United States social situation.

As a whole, the collection is predominantly a popular, introductory one, containing few classical works, historical studies, or methodologies.

Social services and problems (360s), true crime, addiction, abuse, and disease are heavily used.

The 370s are basically intended to provide information about issues in education for the general public; assist parents in educating their children; and to aid students in the education process.

In the areas of political science, law, economics, and public administration are materials on American government and citizenship, law books of interest to the lay reader (wills, probate, adoption, divorce), civil service test materials, personal finance material, military science books, and general works on politics.

The heaviest use tends to be in the self-help/improvement materials in all categories of the social sciences.

Primary consideration is given to keeping the collection current, but classic authors and historical studies are retained. A large percentage of the popular titles in this collection such as tax guides, financial information, lay law books, and many of the self-help titles are quickly dated and must be weeded and replaced regularly.

### *Languages and Linguistics, 400s*

- 400 – Language
- 410 - Linguistics
- 420 - English and Old English (Anglo Saxon)
- 430 - Germanic (Teutonic) Languages, German.
- 440 - Romance Languages, French
- 450 - Italian, Romanian, Rhaeto-Romantic Languages
- 460 - Spanish and Portuguese Languages
- 470 - Italic Languages, Latin
- 480 - Hellenic Languages, Classical Greek
- 490 - Other Languages

Most materials deal with English language. Subjects covered in the 400s include foreign languages as well as books on sign language, grammar and usage, improving vocabulary, and reading speed and comprehension.

In recent years MCLS libraries have begun to include books in Spanish and bilingual books in Spanish/English.

The subject matter of books in the field of languages is stable and does not become outdated. Materials in various formats are retained as long as they are in good condition and are being used. It is important to monitor demand in this area and to keep informed about popular titles available.

### *Pure Sciences, 500s*

- 500 - Natural Sciences and Mathematics
- 510 - Mathematics
- 520 - Astronomy and Allied Sciences
- 530 - Physics
- 540 - Chemistry and Allied Sciences
- 550 - Earth Sciences (Geology, Hydrology, Meteorology)
- 560 - Paleontology, Paleozoology
- 570 - Life Sciences
- 580 - Botanical Sciences
- 590 - Zoological Sciences

The majority of the materials deal with the basic concepts and operations of sciences. These sciences include: mathematics, astronomy and allied sciences, physics, chemistry and allied sciences, the earth sciences, paleontology and paleozoology, the life sciences, botanical sciences, and zoological sciences. Many individual titles in this area are “guides to identification.”

Up-to-date materials are critical in some subject areas, and old titles in the sciences should be weeded after five years. A few classic and standard titles should be retained indefinitely.

### *Applied Science and Technology, 600s*

- 600 - Technology (Applied Sciences)
- 610 - Medical Sciences, Medicine
- 620 - Engineering and Allied Operations
- 630 - Agriculture and Related Technologies
- 640 - Home Economics and Family Living
- 650 - Management and Auxiliary Services
- 660 - Chemical Engineering and Related Technologies
- 670 - Manufacturing
- 680 - Manufacture for Specific Uses
- 690 - Buildings

Selection in this area is primarily for the general reader.

The 610s cover consumer health and alternative medicine. Medical books should be kept current and most should be weeded when over five years old. Classic titles in medicine should be kept without regard to the date of publication.

The 620s (engineering) are primarily practical instructional and do-it-yourself materials. The electronics section consists of collections of projects, maintenance and repair of equipment, and general texts in the areas of electronics, radio and television. Auto repair manuals should be retained and not weeded unless in poor condition.

The 630s (Agriculture) include gardening, pets, and the raising of livestock. The gardening collection emphasizes techniques and plants appropriate to the Deep South.

The Home Economics and Family Living (640s) division is a collection of materials on cooking and parenting, consumer information, and household hints. It contains a wide selection of titles on nutrition, food preservation, and ethnic, regional and diet cooking. Cookbooks should be weeded if in poor physical condition or if based on outdated technology.

Management services (650s) holds titles on job searching, personal success in business, office skills and management, accounting, small business operation, advertising, and marketing.

The manufacturing division, the 670s, includes materials on winemaking, machine technology, textiles, woodworking, and homebuilding.

Engineering, management/business, agriculture, and other technology titles are usually dated after ten years. Statistical sources generally should be maintained due to retrospective comparisons with contemporary data.

### *Arts, 700s*

700 - The Arts, Fine and Decorative

710 - Civic and Landscape Art

720 - Architecture

730 - Plastic Arts, Sculpture

740 - Drawing and Decorative Arts

750 - Painting and Paintings

760 - Graphic Arts, Printmaking and Prints

770 - Photography and Photographs

780 - Music

790 - Recreational and Performing Arts

This section consists of popular books on art and art history, landscaping, architecture, sculpture, drawing, painting, arts and crafts, graphic arts, photography, music, recreation and sports, and the performing arts.

The primary factor for selection is popular demand by general readers. Weeding of infrequently used titles and books in poor condition should be done continually.

*Literature and Rhetoric, 800s*

- 800 - Literature (Belles-lettres) and Rhetoric
- 810 - American Literature in English
- 820 - English and Old English (Anglo Saxon) Literatures
- 830 - Literatures of Germanic (Teutonic) Languages, Germanic Literature
- 840 - Literatures of Romance Languages, French Literature
- 850 - Literatures of Italian, Romanian, Rhaeto-Romanic Languages
- 860 - Literatures of Spanish and Portuguese Languages
- 870 - Literatures of Italic Languages, Latin Literature
- 880 - Literatures of Hellenic Languages, Classical Greek Literature
- 890 - Literatures of Other Languages

This area consists of style manuals and handbooks on English composition; books on preparing and delivering speeches; books on writing term papers, letter writing and technical writing. A large part of this section is American Literature. Collections of speeches, essays, poetry, drama and humorous writings as well as works on literary history and criticism comprise a large portion of the collection. Another area of concentration is English Literature while other literatures are represented in translation.

Much of the literary criticism is classified as reference. Specialized titles may be added when a subject is in demand.

Recommended and standard titles should be retained. Literary classics are collected and replaced as needed.

*Geography and History, 900s*

- 900 - Geography, History, and Auxiliary Disciplines
- 910 - Geography and Travel
- 920 - Biography, Genealogy, Insignia
- 930 - History of Ancient World to ca.499
- 940 - General History of Europe, Western Europe
- 950 - General History of Asia, Orient, Far East
- 960 - General History of Africa
- 970 - General History of North America
- 980 - General History of South America
- 990 - General History of Other Parts of World, of Extraterrestrial Worlds, Pacific Ocean Islands

Areas of concentration include collective biographies, genealogy, geography, travel, and general history of North America. Mississippi history materials (976.2) are heavily used.

Travel books should be current within three to five years.

MCLS acknowledges a particular interest in local, county, and state history. A special effort is made to include works by and about Mississippi authors, as well as general works relating to the State of Mississippi. The libraries will add to its collections works produced by authors, printers, or publishers with Mississippi connections, provided they meet the purposes and objectives of this policy.

The geography and history titles should be selected on the basis of demand and to insure the inclusion of standard works and accurate information. Selectors should be aware of current events and changes in order to keep the collection up-to-date.

## **ADULT BIOGRAPHY**

The Adult Biography collection consists primarily of biographies of individuals. Collective biographies are, for the most part, classified in the 920 section rather than in "Biography". Many titles of a biographical nature may also be found in other parts of the collection, such as sports (790s), sciences (500s and 600s) or the performing arts (790s). This section also includes autobiographies, memoirs, and volumes of correspondence. Biographies are designated by "B" on the spine label, along with the full last name of the person about whom the book is written.

Retention of the titles is based on use and the enduring importance of the subject. A poorly written or outdated biography of an individual in high demand should be replaced by a newer quality title.



## **LARGE PRINT AND BRAILLE**

Most large print titles are duplicates of titles already in the collection in standard type. Popular and genre fiction--including mystery, romance, and westerns--make up most of the collection. The nonfiction portion is made up largely of biographies, inspirational books, and consumer health titles.

The primary influencing factor is popular demand by visually impaired readers.

Large print books are seldom reprinted, so emphasis should be placed on purchasing the most desirable titles soon after publication.

The Mississippi Library Commission provides an extensive collection of large print titles that rotate throughout the state. These are available for long-term loan (six months) to any public library in the state of Mississippi.

The libraries do not purchase books in *Braille*. For those who are eligible, these materials are available through Blind and Physically Handicapped Library Services (BPHLS). BPHLS has books on audiotape and descriptive video and in Braille or large print for those meeting eligibility requirements of the National Library Service for the Blind and Visually Handicapped. Eligible persons include children and adults unable to read standard printed material due to blindness, visual impairment, physical limitations, or reading disability due to organic dysfunction.

Librarians are urged to call for information at: 1-800-446-0892 outside the Jackson area or (601) 432-4116 within Jackson or by email [lbph@mlc.lib.ms.us](mailto:lbph@mlc.lib.ms.us). Applications for service and other information are available upon request. Applications may also be downloaded from the Mississippi Library Commission website (<http://www.mlc.lib.ms.us>).

## **MASS MARKET PAPERBACK COLLECTION**

Mass-market paperbacks are seldom processed. However, some branches have paperback swap collections. Those branches keep a running total of exchanges. Paperbacks for swap are not purchased and supply depends entirely upon donations and patrons swapping newly purchased paperbacks for those on hand at the library at the time.

## **Chapter 5            Juvenile/Teen Collection**

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## **OBJECTIVE**

MCLS's objective in selecting materials for children and young adults is to create a well balanced collection. The juvenile and teen collections serve to encourage children of all ages to develop lifelong reading habits for both recreational and informational needs. Materials are chosen on the basis of reviews, popularity, awards, and classical relevance.

- The **Juvenile** collection serves children from infancy through Grade 8.
- Young Adults/**Teens** form a service population who have unique information and reading interests. The Young Adult/Teen collection is therefore separately identified to provide a transition between the juvenile or adult collections. This collection serves, but is not limited to, teens in grades 9 through 12. The TEEN Collection serving Grades 9 and 10, exclusively, will be identified as **TEEN**. The TEEN Collection serving Grades 11 and 12 exclusively, because of subject matter, will be identified as **TEEN+**.

Parents use a wide variety of criteria to determine what materials are suitable for their children to read. For this reason, it is the Madison County Library System's position that parents or guardians assume final responsibility for their children's reading choices borrowed from the library.

## **JUVENILE COLLECTIONS**

Juvenile Collections include but are not limited to:

- Picture Books
  - Board Books
  - Concept Books
  - Wordless Books
  - Beginning Readers
- Fiction
  - Low-level, High-Interest Selections
  - Large-Print Selections
- Nonfiction
  - Biographies
  - Reference
  - Low-level, High-Interest Selections
  - Graphic Novels
- English as a Second Language (ESL) Selections
- Periodicals
- Professional Materials for Programs
- Materials Designed for adults who work with children(May also be located in the Adult section)

## **JUVENILE SELECTION CRITERIA**

### Easy / Picture Books

- Relationship of illustration to text
- Appeal of story and illustrations to children
- Age appropriateness of illustrations, vocabulary, and topic
- Durability of format
- Inclusion of material on recommended reading lists

### Board Books

The following will not be purchased:

- Board books with plastic or moving parts or pop-up books
- Books with scent strips or sticks
- Board books smaller than 4" x 4"
- Consumable board books
- Cloth books

### Juvenile Fiction

- Appropriate reading and interest levels
- Appeal of author, genre, and series for children
- Inclusion of material on recommended reading lists

### Juvenile Graphic Novels

- Favorable review in literary and trade journals
- Included on recommended reading lists
- Public demand
- Quality of graphics
- Quality of binding

### Juvenile Nonfiction

- Suitability for intended audience
- Accurate and objective
- Ease of use, including index, bibliography, and illustrations
- Quality of illustrations, maps, graphics, and photographs
- Relationship to existing collection
- Usefulness of material for research
- Subject relationship to annual school assignments

### Juvenile ESL

- Community Needs
- Appeal to foreign speaking children
- Quality of work
- Date of publication

### Juvenile Media Kits

- Popularity and notability of original book title
- Cost

### Website Links for MCLS Homepage

- Meets information and related needs of patrons
- Authority
- Accuracy
- Scope
- Relevance
- Quality of information
- Organization
- Currency

Links to sites will be deleted or removed when they are outdated or superseded by newly identified sites.

**JUVENILE PERIODICALS:**

Each branch maintains a collection of periodicals that appeal to children. Periodicals will be retained for one year.



## **TEEN COLLECTIONS**

Teen Collections include but are not limited to:

- Fiction
  - Large-Print Selections
- Nonfiction
  - Low-level, High-Interest Selections
  - Graphic Novels
- ESL Selections
- Periodicals

## **TEEN SELECTION CRITERIA**

### Teen Fiction

- Reputation and popularity of author or title among teens
- Presentation at a level and format that appeals to teens
- Inclusion of material on recommended reading lists
- Subject matter of special interest to teens

### Teen Graphic Novels

- Favorable review in literary and trade journals
- Included on recommended reading lists
- Public demand
- Quality of graphics
- Quality of binding

### Teen Nonfiction

- Presentation at a level and format that appeals to teens
- Accurate and objective text
- Usefulness of material for research
- Subject matter of special interest to teens
- Relationship to existing collection

### Teen Periodicals

Each branch maintains a collection of periodicals that appeal to teens. Periodicals will be retained for one year.

### Teen ESL

- Community Needs
- Appeal to foreign speaking teens
- Quality of writing
- Date of publication

**JUVENILE/TEEN SELECTION SOURCES:**

- Reviews
- Patron Title Requests
- Publishers' Catalogs
- Mississippi Statewide Curriculum
- Local Schools' Curriculum
- Online Newsletters
- Collection Evaluations
- Weeding/Replacement Lists
- Donations
- Bibliographies

**SPECIALIZED REVIEW SOURCES:**

- Baker & Taylor
- School Library Journal
- Library Sparks
- New York Times Book Reviews
- Book Page
- Novelist

## **ORDERING PROCEDURES**

*The Youth Services Director (YSD) assisted by the Children's Specialist is responsible for ordering juvenile and teen materials.*

### **Monthly Ordering Procedures:**

- Compiled list from Baker & Taylor is sent electronically to YSD monthly. Children's Specialists choose new titles within budget allowances.
- Staff picks and patron requests are included and submitted to the YSD in accordance with monthly budgets.
- Juvenile/Teen donation books are sent to the YSD for determination of collection inclusion.
- Juvenile/Teen Books that are weeded periodically because of worn condition are sent to the YSD for replacement only.

## **ORDERING CRITERIA**

Duplicate copies of juvenile/teen titles will not be purchased without the approval of the YSD.

Duplicate copies of juvenile/teen titles on school reading lists will not be purchased without the approval of the YSD.

Due to budget and space concerns, the maximum number of copies in each branch collection of titles on school reading lists is two.

## **Chapter 6            Local History / Genealogy Collection**

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## **THE STATEMENT OF PURPOSE**

The purpose of the local history and genealogy collection is to collect and preserve information on the history of Madison County, Mississippi. The library will make these materials available on a restricted basis to patrons and preserve them for future generations. The collection will support outreach on behalf of the county, commercial companies, schools, exhibits, genealogical, and historical research by local patrons, professional researchers, historians, writers and students. All original historical information such as photos and family histories will be digitalized and cataloged for easier access.

## **TYPES OF MATERIALS IN THE COLLECTION**

The collection consists of materials that relate to the history of Madison County, Mississippi area such as books, photographs, manuscripts, and maps.

**Book** titles are purchased with emphasis on genealogical and historical research. The collection consists of books that mainly focus on Madison County, the state of Mississippi and introductory genealogy books.

**Searchable databases** of original photos, family history and other data will be provided library patrons as soon as cataloguing is completed. Audio, slide, film and video materials relating to Madison County, Mississippi history are acquired when possible and maintained as archival, non-circulating items. The library's oral history project will be a part of this collection when completed.

**CD-ROMs and DVDs** are available to the public for research only.

**Online databases** are available. Heritage Quest can be used by patrons at home with a library card.

**Periodicals** include magazines and newsletters that focus primarily on genealogical subject areas and those published by local historical societies. Selected periodicals published by historical societies in other states are included in the collection as well.

**Photographs** in the MCLS Photograph collection are one of the most valuable assets. Patrons have access to the collection through DVDs and CDs. Photographs, family histories, newspaper articles and other documents are digitalized with the originals stored. The collection consists of pictures of buildings, neighborhoods, places and events in Madison County, Mississippi from the late 19<sup>th</sup> century to the present. Due to the historic nature of the collection, photographs and negatives are not permitted to circulate.

**Digitized Files** of local newspapers and newspaper clippings have been collected since the establishment of the MCLS. The clippings are filed by subjects and pertain to Madison County, Mississippi and some of the surrounding areas. Selected copies of post and pre-civil war newspapers are also part of the collection.

## **GIFTS AND DONATIONS**

Gifts and donations are important to supplementing the collection. The MCLS will accept gifts of county records, histories and family histories from a broad range of localities. Gifts of money given outright, or as memorials, are accepted. If the donor has a special area of interest, it will be taken into consideration when making the purchase. All gift materials are acknowledged and gift-plated.



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## THE REFERENCE COLLECTION

Each of the five branches in MCLS has a Reference Collection in both the adult and the juvenile sections. However, the size and the scope of reference sources vary widely depending generally upon the size of the individual branch library.

The larger branch libraries provide a basic collection of reference and bibliographic tools.

There are two Specialized Reference Collections in the System: Genealogy and local history collections at the Canton and Flora Branches.

Selection Criteria for Reference Materials are:

- Currency
- Accuracy
- Authenticity
- Scope and depth of coverage
- Arrangement
- Usefulness

Some good review sources for reference titles are:

- *The Reader's Advisor*
- *American Reference Books Annual*
- *Best Reference Books*
- *Sheehy's Guide to Reference Books*
- *Booklist*
- *Library Journal*
- "Best Reference Books" lists published annually by *American Libraries* and *Library Journal*

The reference book collections should be weeded annually and encyclopedias should be updated every five years.

## **THE PERIODICAL COLLECTION**

The Periodical Collection consists of magazine and newspaper subscriptions. All of the library branches have browsing collections of periodicals in paper format. These include magazines of general and specialized interest, and newspapers with the emphasis on local newspapers and significant national ones. The collection is not cataloged.

There is no current binding of periodicals. The primary access to periodicals throughout the system is the *EBSCO* database, which is in abstract or full-text form on the libraries' Website.

The libraries acquire and maintain periodical collections to serve the informational, educational, recreational, and entertainment needs of the individual communities. The diversity of the communities is a major factor in periodical selection for each library.

The libraries objective is to have a general periodical collection in keeping with the roles of the system. Each branch manager evaluates patron and staff suggestions for purchase.

Evaluation of current holdings and reviews of new titles are performed on a yearly basis. A final review of each periodical order will be conducted by the MCLS Director, Collection Development Coordinator, and the Youth Services Director.

Periodical titles are kept for varying lengths of time. Those that have historical or local research interest become part of the Local History Collections. The holdings policy is based on community needs, interests, and the availability of space. Longer runs of popular periodicals (more than two years) should not be retained. As a general rule, weekly newspapers should be retained for six months and dailies for three months. Weekly magazines should be discarded after six months and monthly magazines should be kept for one year.

Newsletters and house publications of local businesses, industries, and social and civic groups are treated on an individual basis by the branch managers. The object of the system's development plan overall is to keep the collections current to satisfy patrons needs, interests, and demands.

MCLS periodicals are not checked out to the public. They are for in-library use only.

## **RARE AND ARCHIVAL MATERIALS**

The mission of the public library is to make materials available to the public. For this reason, only under extenuating circumstances, will *Rare or Unusual Materials* that require special handling be added.

If an item already owned has become rare or expensive, or if such an item is received as a gift, the decision will be made on an individual basis to keep the item or to find an appropriate library or archive that could house the material. Some material may be protected in a special area or by classification. They will be designated as “closed stacks” in Sirsi and the records will be shadowed from the public.

When these materials are found, they should be referred to the Branch Manager, who may then consult headquarters if they feel the need for further evaluation of the material.

## **GENEALOGY MATERIALS**

The Genealogy Collection consists of general instructional material intended to provide a starting point for researchers. It includes recommended procedures for conducting a search and for recording and organizing information, including oral histories and use of audio and videotape. Priority is given to materials on Madison County history and genealogy.

The System does not attempt to duplicate the holdings of other state or regional genealogy societies or libraries. Gift copies of local family histories may be added because of special interest. These titles are classified as reference and do not circulate.

MCLS subscribes to Heritage Quest online database that may be accessed free by patrons.

Selection is based on subject coverage, usefulness, and affordability. Sources that have indexes are preferred over less specific items.

Once selected, most items are retained. When duplicates are received through donations, they are kept if a spare copy is needed, or they may be sent to other branches with genealogy collections. Otherwise, they are added to book sales.

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## **AUDIO VISUAL MATERIALS**

The formats include: Audio books, multimedia kits, downloadable audio books, eBooks, and adult and juvenile DVDs.

## **SPOKEN WORD AUDIO**

The Audio Collection has both fiction and non-fiction titles for children, young adults, and adults. Formats include CD and downloadable digital format.

Because they are a fragile format, audio items need to be weeded and discarded more often than other types of materials.



## **DVDS AND BLU-RAY**

The Circulating Video Collections contain adult and juvenile titles with informational, educational, and entertainment based content and features, in DVD and Blu-Ray format.

All branches attempt to provide a comprehensive collection of classic, critically acclaimed theatrical movies and musicals. Foreign films may also be included in the collection, as well as television programs of enduring artistic value.

Videos for home use are restricted to individual or family viewing. Public performance videos are those for which the libraries have purchased the rights for group viewing, either in library programs or for organizations use for their members.

Selection Sources for DVDs and Blu-Ray include:

- Review sources, including *Library Journal*, *Booklist*, *Video Librarian*.
- Reference sources, including *Bowker's Complete Video Directory* and *Video Source Book*.
- Catalogs, including National Geographic, PBS and Special Interest Video.
- Academy Awards Website, <http://www.oscars.com/>
- Golden Globe Awards Website, <http://www.hfpa.org>
- Specialized lists and bibliographies, agency subject needs lists and patron title requests.
- Baker & Taylor *Alert*
- Internet Movie Database, <http://www.imdb.com>
- Facets Multimedia, <http://www.facets.org>
- Movie Review Query Engine, <http://www.mrqe.com>
- Midwest Tapes <http://midwesttapes.com>

Preference is given to the purchase of new titles rather than replacements, but available titles in high demand are replaced.

## **ELECTRONIC RESOURCES**

Access to the Internet is provided free to the public at all MCLS branches.

As a service to patrons, MCLS subscribes to various online resources. Presently, these include:

- Heritage Quest
- Mississippi Alliance for Gaining New Opportunities through Library Information Access (MAGNOLIA)
- OverDrive Digital Library Reserve
- Mango
- Learning Express Library
- Bookmyne
- Local History Digital Collection
- AR Bookfinder

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## GLOSSARY OF LIBRARY TERMS AND ACRONYMS

**AACRII:** Anglo-American Cataloguing Rules, used as a standard for cataloging procedures and decisions in most libraries and revised periodically.

**ABRIDGED EDITIONS:** Some parts of the text, illustrations, or some other part of the original have been deleted. This is done sometimes to shorten the book in order to lower printing costs. It may also be done as censorship of specific material in the original, or to simplify it for a different audience than the author intended. Libraries generally avoid abridged editions regardless of the intention.

**ACCESS:** The availability of library and information services to any personal user. Access is complicated by such things as architectural barriers, illiteracy, and inadequate physical plants.

**ACCREDITED LIBRARY SCHOOL:** A school teaching library and information science at the master's degree level that has qualified for accreditation under requirements of the American Library Association.

**ACQUISITIONS:** The process of selecting and procuring books, periodicals, and other materials by purchase, exchange, and gift; of processing invoices for payment; and of keeping the necessary records of these acquired items.

**ADA:** Americans with Disabilities Act, a comprehensive and complex act of Congress passed in 1990. The act is intended to eliminate discrimination against the disabled. Title III deals with access to public accommodations including libraries. ADA also deals with employment practices.

**ALA:** American Library Association, the national professional organization.

**ALAWON:** American Library Association Washington Office Newsletter.

**ALTA:** American Library Trustees Association, a division of ALA.

**AUTOMATION:** Application of computers and other technology to library operations and services.

**A -V:** Audiovisual. Communication resources that rely on a device for transmission, reproduction, or enlargement to be fully utilized (e.g., films, records, cassettes, compact discs). Print and print substitutes are excluded.

**BAR CODE:** Vertical bar patterns representing numbers or letters, that can be read by electronic hardware and software. Used for inventory control, tracking, and identification of materials. Also used in library circulation systems for checking out materials to patrons.

**BIBLIOGRAPHIC CONTROL:** The uniform identification of items of recorded information in various media and the availability of a mechanism for gaining subsequent access to such information.

**BIBLIOGRAPHIC INSTRUCTION:** The process whereby library staff members teach users to develop independent skills in using the library and to gain access to information. Activities include tours and orientation to the library's services, arrangement, and materials; instruction in using the catalog and reference tool; and instruction in using technology.

**BIBLIOGRAPHY:** A complete or selected list of print or nonprint materials on a particular subject or by a particular author.

**BOARD OF TRUSTEES:** The governing board of a public library.

**BPHLS:** Blind and Physically Handicapped Library Services, located at the Mississippi Library Commission in Jackson, is one of 57 network libraries of the National Library Service for the Blind and Physically Handicapped, Library of Congress. The service is free to eligible residents and includes formats in audio tape, Braille, large print and descriptive video ([lbph@mlc.lib.ms.us](mailto:lbph@mlc.lib.ms.us) or 1-800-446-0892).

**BRANCH LIBRARY:** An auxiliary library with separate quarters, a permanent basic collection of books, a permanent staff, and a regular schedule under the administration of the central library.

**CALL NUMBER:** Letters and numbers indicating the location of a book or other material, usually composed of the classification number and the author's last initial.

**CATALOG:** A listing of books, periodicals, maps, etc., arranged in a definite order and serving as a guide to the material found in the library. Common formats include card, book, microform, or online.

**CATALOGING:** The process of preparing a catalog or entries for a catalog. This includes the classification and assignment of subject headings for books and materials and determining all points of access to the record.

**CD-ROM:** Compact Disc-Read Only Memory, a medium for storing data electronically. Alternative to printed hardcopy directories, encyclopedias, and online databases.

**CE:** Continuing Education.

**CENSORSHIP:** The act of attempting to prohibit or restrict access to materials or information.

**CENTRAL OR MAIN LIBRARY:** Headquarters of a city, county, or regional system.

**CENTRALIZED CATALOGING:** The preparation of catalog records for libraries at diverse locations by a central department or agency.

**CHAPBOOKS:** Small books or pamphlets of thirty pages or less, most often containing poems or stories. For writers, it is an intermediary step between publication in periodicals and book form.

**CIRCULATION:** The activity of a library in lending books and other materials to borrowers and keeping a record of such loans.

**CLASSIFICATION:** A systematic scheme for the arrangement of books and other material according to subject or form. The two most common systems in use in the United States are the Dewey Decimal and the Library of Congress classifications.

**COLLECTION:** A group of library materials having a common characteristic, such as Juvenile Collection, Reference Collection, Pamphlet Collection, etc. The term may also refer to the aggregate of the library's entire holdings.

**COLLECTION DEVELOPMENT:** The process for selecting library materials to meet a library's needs, goals, objectives, and priorities, as well as developing criteria for removing items no longer needed for the collection.

**COMPUTER PROGRAM:** A sequence of instructions that causes a computer to complete a desired task.

**CONFIDENTIAL RECORD:** Records prohibited from public disclosure because access to information may cause harm or embarrassment to the state, its citizens, or other individuals or organizations. Includes information exempt from disclosure under the provisions of the Freedom of Information Act (FOIA), proprietary information, protected business data, and other information as outlined in agency or locality policies, directives, or regulations.

**CONSORTIUM:** A formal or informal association of libraries or other organizations having the same or interrelated objectives.

**COPYRIGHT:** A legal way to protect ownership of a creative work by the artist, writer, or photographer who made it. Provides the copyright owner the exclusive right to authorize reproduction or other uses of the work for a specific period of time.

**DATA:** A term for facts, numbers, letters, or symbols describing an object, idea, situation, etc.

**DATABASE:** A large compilation of information that can be immediately accessed and operated on by a computer data-processing system. Any organized collection of data, gathered and stored in a computer.

**DATA PROCESSING:** The systematic manipulation of data by a machine resulting in a desired arrangement of information.

**DISASTER PLAN:** A document that outlines a systematic and planned response to safeguard records and other materials from potential disasters (floods, fire, earthquakes, etc.). Identifies most valuable and vulnerable parts of collection and provides method for removal and recovery of materials. Disaster planning is the physical act of gathering information, identifying resources, outlining resources, outlining responsibilities, and formulating plans in response to possible disasters.

**DISTANCE EDUCATION:** Conducting educational activities across geographical space where the teacher and students are not in the same location. Can be delivered via television, correspondence, radio, Internet, etc. Emphasis is on increasing opportunities by overcoming barriers of geography, personal or work commitments, and conventional course structures.

**DOCUMENT DELIVERY:** The provision of a required item to a user. Originally the physical supply of a book or journal. Now also includes delivery by photocopy, fax, E-mail, and other electronic means.

**E-MAIL:** Electronic mail—the sending of messages from one location to another using computers and electronic communications channels; an on-line messaging service between computer users.

**FAIR USE:** Provision of the copyright law stipulating the allowable and legal use of short passages of copyrighted material without permission, for instance, as quotations in a magazine or book.

**FAX:** Facsimile transmission—sending an image (picture or page of text), usually on paper, from one point to another by electronic means.

**FOLUSA:** Friends of Libraries-USA.

**FTE:** Full-time equivalent.

**FY:** Fiscal Year.

**GENEALOGY AND LOCAL HISTORY:** Local history is the history of local geographic area. It includes historical documents, photos, folklore, family histories, censuses, oral history, maps, regional history and newspaper articles.

**GOAL:** A general aim or direction developed in response to a library's mission that is qualitative and abstract, long-term in nature, and convertible into manageable, measurable objectives.

**GOVERNING BODY:** The board or council that governs a local government unit.

**GOVERNMENT DOCUMENT:** Any publication originating in, or issued with the imprint of, or at the expense and by the authority of, any office of a legally organized governmental organization.

**VUC/ILL Group resource-sharing program.** In Mississippi primarily used by libraries that are not full OCLC members for searching and interlibrary loan.

**HARDWARE:** The physical equipment in a data-processing system.

**HOME PAGE:** The first page a user sees at an Internet Web site.

**INTELLECTUAL FREEDOM:** The ability to pursue any idea or expression to its limits. Freedom of inquiry.

**INTERLIBRARY COOPERATION:** Two or more libraries agree to share library materials, staff, or facilities in an attempt to improve each individual library's services.

**ILL:** Interlibrary loan—a cooperative arrangement among libraries by which one library may borrow materials from another library. Also refers to a loan of library materials by one library to another.

**ISBN:** International Standard Book Number—a unique reference number assigned to each book by the Library of Congress, which is used for cataloging and procuring materials.

**INTERNET:** An international system of computer networks through which libraries and others may communicate and share information via electronic mail, databases, and other methods.

**JOBBER:** A company that sells products from many producers and publishers.

**KEYWORD:** A significant word in a database entry that can be used to recall the entry on demand.

**LAN:** Local Area Network—a network that operates within a limited geographic area, typically within a building or group of buildings.

**LIBRARY EDITIONS:** Specially bound editions to make them last longer. Most children's books in the libraries' collections should be library editions.

**LC:** Library of Congress.

**LIMITED EDITIONS:** Special editions signed by the author or otherwise designed to attract collectors.

**LJ:** Library Journal, a trade publication for all interested in libraries.



**LSTA:** Library Services and Technology Act, enacted in 1996 as the successor to the Library Services and Construction Act. The title of federal legislation under which Congress appropriates money for library use. Its primary focus is to improve library services through technology, to encourage sharing resources, and to target library and information services to underserved people.

**LYRASIS:** Created from the merger of SOLINET, PALINET, and NELINET in 2009.

**MAGNOLIA:** (Mississippi Alliance for Gaining New Opportunities Through Library Information Access) Mississippi's statewide consortium, is funded by the Mississippi Legislature. It provides online databases for publicly funded K-12 schools, public libraries, community college libraries, and university libraries in Mississippi.

**MARC:** Machine Readable Cataloging. A standard format for computer data about library materials, originated by the Library of Congress. MARC records facilitate information sharing and reduce the need for individual libraries to prepare original cataloging for common acquisitions.

**MASS MARKET:** Paperback editions designed to appeal to a large market. These are inexpensively bound, printed in vast numbers on poor quality paper and priced low to attract buyers.

**MICROFORM:** Greatly reduced images of a printed page copied on photographic film, which can be enlarged for reading on special projection machines. Microforms are used to conserve space and deter pilferage.

**MICROFICHE:** Refers to sheet film.

**MICROFILM:** Refers to roll film.

**MISSISSIPPI CENTER FOR THE BOOK:** A nonprofit organization (affiliated with the Library of Congress Center for the Book) that supports reading and book culture.

**MISSION:** Overall or basic purpose, the primary reason for existence. A mission statement is generally expressed in abstract terms and communicates the library's purpose to internal and external constituencies. The statement should explain what the library does, differentiate it from other organizations, and provide guidance for related subsequent planning activities such as the development of goals, objectives, and strategies.

**MLS:** Master's Degree in Library Science. The graduate professional degree in library science. Also called MSLS, MSLIS, MALS.

**NCLIS:** National Commission of Library and Information Science.

**NEH:** National Endowment for the Humanities.

**NETWORK:** A group of computers that is interconnected to allow the exchange of data or information and the sharing of software, printers, etc.

**NLW:** National Library Week. Sponsored by the American Library Association annually in April.

**NONRESIDENT:** A person who resides outside the taxing area of a public library.

**OBJECTIVE:** A specific expected outcome as a result of certain actions. Usually stated in terms of what is to be done for or by whom, in what length of time, and to what standard of performance.

**OCLC:** Online Computer Library Center. A national shared cataloging data-service.

**ONLINE SYSTEM:** A system by which the terminals and other data collection and displaying devices are connected directly to the computer, enabling immediate and constant access to the database.

**OPAC:** Online Public Access Catalog—an automated library catalog directly available to users. The OPAC contains the library's catalog of bibliographic records and usually provides a variety of other features and information such as circulation status and periodical check-in records. The OPAC often provides access to other online resources and services made available to users by the library.

**OUTPUT MEASURE:** The result of the collection, analysis, and organization of objective, quantitative data.

**OUTREACH:** Programs and activities that extend beyond the library building. Examples include service to local area schools, nursing homes, jails, and other correctional facilities, books-by-mail service to geographically remote areas; and service to the homebound.

**PAC:** Public Access Catalog—an electronic “card catalog” for the public.

**PERIODICAL:** Magazine, newspaper, or other material normally issued at regular intervals. Each issue is numbered consecutively and/or dated.

**PLA:** Public Library Association, a division of the American Library Association.

**PROCESSING:** The carrying out of the various routines before material is ready for circulation, including cataloging and physical preparation.

**PUBLIC LIBRARY:** A library supported mainly by local taxes and open to all users.

**PUBLIC RECORDS ACT of 1983, MISSISSIPPI:** State law governing the procedures used to manage, preserve, and destroy public records (see § 25-61-1 through §25-61-17 of the Code of Mississippi).

**PUBLISHERS:** Different publishers tend to establish reputations within certain fields. Knowing which fields is helpful to librarians evaluating titles. There are some publishers in each field whose reputation for quality is justification to make a selection decision without further investigation. Other publishers' names will be sufficient cause to avoid a title or at least to look for supporting evidence in the form of reviews or personal examination.

**RDA (Resource Description and Access):** the new cataloging standard intended to succeed AACR2 as the preferred standard for library cataloging. RDA goes beyond earlier cataloging codes in that it provides guidelines on cataloging digital resources and places a stronger emphasis on helping users find, identify, select, and obtain the information they want. RDA also supports the clustering of bibliographic records in order to show relationships between works and their creators. This important new feature makes users more aware of a work's different editions, translations, or physical formats.

**READY REFERENCE:** A part of reference service concerned with questions of a factual nature which can be answered quickly, often from dictionaries, almanacs, directories and other standard sources.

**REALIA:** Art objects, games, paintings, toys, and similar items circulated by some libraries.

**RECIPROCAL BORROWING:** An arrangement by which a person registered at one library may borrow books and other library materials in person from another library.

**REFERENCE SERVICE:** A library's activity in seeking to locate and supply specific information requested by library users and in assisting patrons to use the resources of the library.

**REISSUE:** Another term for reprint.

**REPRINTS:** Printed from unchanged plates and are sometimes published in a cheaper form than the original.

**RETROSPECTIVE CONVERSION:** The conversion of previously cataloged library materials to machine (computer) readable form.

**RFP: Request for Proposal—**A document requesting potential suppliers to submit proposals to sell goods or services at a proposed price. Also called a request for bid. Usually the RFP contains detailed specifications of the goods or services wanted.

**SELF-PUBLISHED/DESKTOP PUBLISHERS:** Works produce with varying quality that are seldom reviewed. Examination is often necessary if such titles are requested or the subject is in high demand.

**SELECTION:** The process of choosing the books and other materials to be bought by a library.

**SERIAL:** An item that is published in successive parts and intended by the producer to continue indefinitely. Can be issued at predictable or irregular intervals and usually carries numerical or chronological designations.

**SERVER:** A computer system which provides services such as electronic mail routing, database sharing, or file transfer to local or remote users.

**SOFTWARE:** The programs required in order for the computer to produce desired results.

**STANDARDS FOR LIBRARIES:** Guidelines or criteria developed at state and national levels suggesting or requiring certain minima deemed essential for proper operation of libraries.

**STRATEGIES:** Specific means or activities by which objectives are accomplished.

**SUMMER READING PROGRAM:** Special programs and materials offered to children by public libraries during the summer to promote reading and use of the library.

**TECHNICAL SERVICES:** Those services connected with purchasing, cataloging, binding, and preparing for library use materials added to a collection, and maintaining the collection with necessary repairs and renovation of all library materials.

**TELECOMMUNICATIONS:** Transmission and reception of data by electromagnetic means.

**TELNET:** Telecommunications Network – the procedures used to log in (or gain access to) remote computers on the Internet.

**TERMINAL:** Keyboard and monitor used to access data and programs stored on a mainframe or minicomputer system. Relies on the central processing unit of the mainframe or minicomputer to execute programs and process the information and cannot perform its own processing.

**TEXT:** An edition that contains questions, annotations, etc., as aids to classroom study. For library purposes, trade editions are preferred.

**TRADE:** A hardcover edition printed for and supplied to the book trade.

**TRADE PAPERBACK:** These editions use better quality paper and binding than those produced for mass-market editions.

**UNION CATALOG:** A catalog listing the holdings of two or more libraries, generally established through cooperative effort; used especially for interlibrary loans.

**VANITY PRESSES:** Publishers whom authors pay publication costs and are expected to do their own distribution. MCLS does not buy from these.

**VENDOR:** A commercial or institutional distributor of products, a book wholesaler, or an owner of a computer database to which a library may subscribe.

**VERTICAL FILE:** A collection of pamphlets, clippings, and/or pictures kept in a filing cabinet and arranged for ready reference, generally by subject. Also called Pamphlet File or Information File.

**VIDEO CONFERENCING:** The transmission of conferences and special events through computer networks. Video cameras and microphones at the transmitting site, such as a classroom, capture the images and sounds. These are processed and digitized, packaged according to “protocols,” and then transferred over the Internet. A computer on the receiving end captures the stream of data, reassembles it into a digital signal, and then displays the signal on a TV monitor or large screen.

**VIRTUAL LIBRARY:** Library and information services are provided electronically, through networked document delivery and access, to users as if contained within the library building. Often used to refer to networked access to conventional library resources.

**WEEDING:** The process of examining books, pamphlets, and various other materials and removing from the current collection those items that are out-of-date, obsolete, shabby, or unneeded duplicates.

**WHCLIS:** White House Conference on Library and Information Services.

**WWW:** World Wide Web. A menu system for finding and accessing resources on the Internet that gathers Internet resources from all over the world into a series of menu pages, or screens, that appear on a user’s computer.

**Z39.50:** A national standard defining a protocol for computer-to-computer information retrieval, which makes it possible for a user in one system to search and retrieve information from other computer systems without knowing the search syntax used by those other systems.

## **Graphic Novels and Collection Development at MCLS**

### **Selection**

- I. Sources (Scholarly and Professional Journals)
  - a. *Library Journal*
  - b. *School Library Journal*
  - c. Publisher Websites
- II. Currency
  - a. Keep collection current but be mindful of the publisher.
  - b. Can collect material over one year old (provided titles form part of a “core collection.”)

### **Processing**

All cataloging will be done at MCLS Administrative Offices in Canton.

- I. All graphic novels will be listed in the catalog GN. GN will appear on the spine label as well. Shelved in the graphic novel location at each branch.
- II. All graphic novels will be inspected for content upon arrival at each branch. *(If a graphic novel is found to have questionable content, send the material in question to MCLS Technical Services, with an explanation, for further review.)*
- III. New graphic novels will not be placed on the “New Books” shelf. Instead, they will be shelved in the Graphic Novel section and the “new sticker” will be kept on for the three-month period.
- IV. All adult graphic novel sections should have a visible sign, which reads: “Adult Graphic Novels may contain mature content.”
- V. Challenges to graphic novels should be handled like all other challenged material. See MCLS Reconsideration of Library Materials statement below.



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS  
RETURN TO LIBRARY WITHIN 7 DAYS

BRANCH: \_\_\_\_\_

Request initiated by:

Name \_\_\_\_\_

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

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

Do you represent:

Yourself

An organization or group (name) \_\_\_\_\_

Resource on which you are commenting:

Book

Audio-visual Resource

Magazine

Newspaper

Other

Title of work: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher/Publication Date: \_\_\_\_\_

1. To what do you object? (Please be specific—cite page numbers)
2. Have you read or listened or viewed the entire content? If not, what parts?
3. Is there anything positive about the material?
4. Are you aware of judgments of this work by literary critics?  Yes  No
5. What would you recommend the library to do with this material?
6. In its place, what material of equal or better quality would you recommend?
7. Additional comments:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## ACKNOWLEDGEMENT OF DONATION

The staff and Board of Trustees of the Madison County Library System appreciate your gift and are grateful for your support of the Library. The Library System welcomes gifts but accepts them with the understanding that it has the right to handle or dispose of the donation in the best interest of the institution. Due to lack of storage space, magazine donations cannot be accepted. Donated material may be added to the collection provided it meets the standards of selection. Priority will be given to place materials at the branch to which they were given. However, gifts must be unqualified. Once donated, the material becomes the property of the Madison County Library System and cannot be returned to the donor.

Although the Library System acknowledges gifts for tax purposes, it cannot be responsible for assessing the monetary value of the gifts.

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

Donor's signature: \_\_\_\_\_

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

Received by (staff member): \_\_\_\_\_

Number of Hardback Books \_\_\_\_\_ Number of Paperback Books \_\_\_\_\_

Number of Audiotapes/CDs \_\_\_\_\_ Number of Videotapes/DVDs \_\_\_\_\_

Other Donation (Specify) \_\_\_\_\_





## MONETARY DONATIONS

Date: \_\_\_\_\_ Amount Donated: \$ \_\_\_\_\_

### Donor Information:

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

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### ◆MEMORIAL◆

In Memory of: \_\_\_\_\_

### Family Information:

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

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### ◆OTHER GIFTS◆

### Honoree Information:

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

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Special Recognition       Birthday

Gift       Other \_\_\_\_\_

### ◆BOOK CHOICE◆

No Preference       Special Subject Area \_\_\_\_\_

Adult Book       Juvenile/ Teen Book

Audiovisual (CD, DVD)

## FREEDOM TO READ STATEMENT

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

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

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

*We, therefore, affirm these propositions:*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We state these propositions with conviction, not as easy generalizations. We advance a noble claim for the value of ideas, freely expressed, as embodied in books and other kinds of communications. We do this in OUT belief that a free intellectual climate fosters creative endeavors capable of enormous variety, beauty, and usefulness, and thus worthy of support and preservation. We recognize that application of these propositions may encourage the dissemination of ideas and forms of expression that will be frightening or abhorrent to some. We believe that what people read, view, and hear is a critically important issue. We recognize, too, that ideas can be dangerous. It may be, however, that they are effectually dangerous only when opposing ideas are suppressed. Freedom, in its many facets, is a precarious course. We espouse it heartily.

Adopted June 25, 1971, by the ALA Council.

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

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

## **LIBRARY BILL OF RIGHTS**

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

## ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER NONPRINT FORMATS

### An Interpretation of the LIBRARY BILL OF RIGHTS

Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. 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 American Library Association's principles protect minors' access to sound, images, data, games, software, and other content in all formats such as tapes, CDs, DVDs, music CDs, computer games, software, databases, and other emerging technologies. ALA's [Free Access to Libraries for Minors: An Interpretation](#) of the Library Bill of Rights states:

. . . The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

. . . [P]arents—and only parents—have the right and responsibility to restrict 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, materials, 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.

Policies that set minimum age limits for access to any nonprint materials or information technology, with or without parental permission, abridge library use for minors. Age limits based on the cost of the materials are also unacceptable. Librarians, when dealing with minors, should apply the same standards to circulation of nonprint materials as are applied to books and other print materials except when directly and specifically prohibited by law.

Recognizing that librarians cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Libraries should provide published reviews and/or reference works that contain information about the content, subject matter, and recommended audiences for nonprint materials. These resources will assist parents in guiding their children without implicating the library in censorship.

In some cases, commercial content ratings, such as the [Motion Picture Association of America](#) (MPAA) movie ratings, might appear on the packaging or promotional materials provided by producers or distributors. However, marking out or removing this information from materials or packaging constitutes expurgation or censorship.

MPAA movie ratings, [Entertainment Software Rating Board](#) (ESRB) game ratings, and other rating services are private advisory codes and have no legal standing ([Expurgation of Library Materials](#)). For the library to add ratings to nonprint materials if they are not already there is unacceptable. It is also unacceptable to post a list of such ratings with a collection or to use them in circulation policies or other procedures. These uses constitute labeling, "an attempt to prejudice attitudes" ([Labels and Rating Systems](#)), and are forms of censorship. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people's access to materials and services that reflect diversity of content and format sufficient to meet their needs.

Adopted June 28, 1989, by the ALA Council; amended June 30, 2004.

## **ACCESS TO DIGITAL INFORMATION, SERVICES AND NETWORKS**

### **An Interpretation of the LIBRARY BILL OF RIGHTS**

#### **INTRODUCTION**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.<sup>1</sup> Libraries and librarians protect and promote these rights regardless of the format or technology employed to create and disseminate information.

The American Library Association expresses the fundamental principles of librarianship in its Code of Ethics as well as in the Library Bill of Rights and its Interpretations. These principles guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to digital information, services, and networks.

Libraries empower users by offering opportunities both for accessing the broadest range of information created by others and for creating and sharing information. Digital resources enhance the ability of libraries to fulfill this responsibility.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information in the context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are upheld. Although digital information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it, many people lack access or capability to use or create digital information effectively.

In making decisions about how to offer access to digital information, services, and networks, each library should consider intellectual freedom principles in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

#### **THE RIGHTS OF USERS**

All library system and network policies, procedures, or regulations relating to digital information and services should be scrutinized for potential violation of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association, including “Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities.”

Users’ access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.



Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults (“Free Access to Libraries for Minors”; “Access to Resources and Services in the School Library Media Program”; “Access for Children and Young Adults to Nonprint Materials”; and “Minors and Internet Interactivity”).<sup>2</sup>

Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with “Privacy: An Interpretation of the Library Bill of Rights,” and “Importance of Education to Intellectual Freedom: An Interpretation of the Library Bill of Rights.”

### **EQUITY OF ACCESS**

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access.

Digital information, services, and networks provided directly or indirectly by the library should be equally, readily, and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds (50.3 “Free Access to Information”; 53.1.14 “Economic Barriers to Information Access”; 60.1.1 “Minority Concerns Policy Objectives”; 61.1 “Library Services for the Poor Policy Objectives”). All libraries should develop policies concerning access to digital information that are consistent with ALA’s policies and guidelines, including “Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights,” “Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities,” and “Services to Persons with Disabilities: An Interpretation of the Library Bill of Rights.”

### **INFORMATION RESOURCES AND ACCESS**

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user’s age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Libraries and librarians should not deny or limit access to digital information because of its allegedly controversial content or because of a

librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to digital information solely on the grounds that it is perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children. Some information accessed digitally may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.<sup>3</sup>

Digital resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to digital resources as much as they do to the more traditional sources of information in libraries ("Diversity in Collection Development").

<sup>1</sup>Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information, 95 Law Library Journal 2 (2003).

<sup>2</sup>Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

<sup>3</sup>"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: "Questions and Answers on Access to Digital Information, Services and Networks: An Interpretation of the Library Bill of Rights."

Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.

## CHALLENGED MATERIALS

### An Interpretation of the LIBRARY BILL OF RIGHTS

*Libraries: An American Value* states, “We protect the rights of individuals to express their opinions about library resources and services.” The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged materials. Selection of online resources, including Web sites, should also be governed by this collection development policy and be subject to the same procedures for review of challenged materials. This policy reflects the *Library Bill of Rights* and is approved by the appropriate governing authority.

Challenged materials should remain in the collection during the review process. The *Library Bill of Rights* states in Article I that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Supreme Court has held that the Constitution requires a procedure designed to examine critically all challenged expression before it can be suppressed.<sup>1</sup> A hearing is a part of this procedure. Materials that meet the criteria for selection and inclusion within the collection should not be removed.

Therefore, any attempt, be it legal or extra-legal,\* to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990; January 28, 2009, by the ALA Council.

\* “Extra-legal” refers to actions that are not regulated or sanctioned by law. These can include attempts to remove or suppress materials by library staff and library board members that circumvent the library's collection development policy, or actions taken by elected officials or library board members outside the established legal process for making legislative or board decisions. “Legal process” includes challenges to library materials initiated and conducted pursuant to the library's collection development policy, actions taken by legislative bodies or library boards during official sessions or meetings, or litigation undertaken in courts of law with jurisdiction over the library and the library's governing body.

<sup>1</sup> *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963)

[ISBN 8389-6083-9]

See also: [Reporting a Challenge](#), [Conducting a Challenge Hearing](#), [Coping with Challenges: Kids and Libraries](#), and [Coping with Challenges: Strategies and Tips for Dealing with Challenges to Library Materials](#)

## **DIVERSITY IN COLLECTION DEVELOPMENT**

### **An Interpretation of the LIBRARY BILL OF RIGHTS**

Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: “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.” Library collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials and resources legally obtainable should be assured to the user, and policies should not unjustly exclude materials and resources even if they are offensive to the librarian or the user. This includes materials and resources that reflect a diversity of political, economic, religious, social, minority, and sexual issues. A balanced collection reflects a diversity of materials and resources, not an equality of numbers.

Collection development responsibilities include selecting materials and resources in different formats produced by independent, small and local producers as well as information resources from major producers and distributors. Materials and resources should represent the languages commonly used in the library’s service community and should include formats that meet the needs of users with disabilities. Collection development and the selection of materials and resources should be done according to professional standards and established selection and review procedures. Librarians may seek to increase user awareness of materials and resources on various social concerns by many means, including, but not limited to, issuing lists of resources, arranging exhibits, and presenting programs.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Examples of such censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting resources about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information or materials from or about non-mainstream political entities. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron’s right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials and resources based on personal bias or prejudice.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable.

Librarians must not permit their own preferences to limit their degree of tolerance in collection development.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008.

## EVALUATING LIBRARY COLLECTIONS

### An Interpretation of the LIBRARY BILL OF RIGHTS

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of each library and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials that might be viewed as controversial or objectionable. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles I and II of the Library Bill of Rights, which state:

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.

The American Library Association opposes internal censorship and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008.

## **EXPURGATION OF LIBRARY MATERIALS**

### **An Interpretation of the LIBRARY BILL OF RIGHTS**

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agents, or its parent institution (if any) when done for the purposes of censorship. Such action stands in violation of Articles I, II, and III of the Library Bill of Rights, which state that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval,” and that “Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”

The act of expurgation denies access to the complete work and the entire spectrum of ideas that the work is intended to express. This is censorship. Expurgation based on the premise that certain portions of a work may be harmful to minors is equally a violation of the Library Bill of Rights.

Expurgation without permission from the rights holder may violate the copyright provisions of the United States Code.

The decision of rights holders to alter or expurgate future versions of a work does not impose a duty on librarians to alter or expurgate earlier versions of a work. Librarians should resist such requests in the interest of historical preservation and opposition to censorship. Furthermore, librarians oppose expurgation of resources available through licensed collections. Expurgation of any library resource imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008.

## **FREE ACCESS TO LIBRARIES FOR MINORS**

### **An Interpretation of the LIBRARY BILL OF RIGHTS**

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

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of 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. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

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 through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> 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 and guardians. As *Libraries: An American Value* states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." 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. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

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.

See also *Access to Resources and Services in the School Library Media Program* and *Access to Children and Young Adults to Nonprint Materials*.

<sup>1</sup> See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975) "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*,. 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; and July 2, 2008.

## FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove 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.

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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.

## **FREEDOM TO VIEW**

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**

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

SENATE BILL NO. 2065

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

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

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

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

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

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

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

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

S06.S92R226. ASG

## RESTRICTED ACCESS TO LIBRARY MATERIALS

### An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries are a traditional forum for the open exchange of information. Restricting access to library materials violates the basic tenets of the *Library Bill of Rights*.

Some libraries block access to certain materials by placing physical or virtual barriers between the user and those materials. For example, materials are sometimes placed in a “locked case,” “adults only,” “restricted shelf,” or “high-demand” collection. Access to certain materials is sometimes restricted to protect them from theft or mutilation, or because of statutory authority or institutional mandate.

In some libraries, access is restricted based on computerized reading management programs that assign reading levels to books and/or users and limit choice to those materials on the program’s reading list. Materials that are not on the reading management list have been removed from the collection in some school libraries. Organizing collections by reading management program level, ability, grade, or age level is another example of restricted access. Even though the chronological age or grade level of users is not representative of their information needs or total reading abilities, users may feel inhibited from selecting resources located in areas that do not correspond to their assigned characteristics.

Physical and virtual restrictions on access to library materials may generate psychological, service, or language skills barriers to access as well. Because restricted materials often deal with controversial, unusual, or sensitive subjects, having to ask a librarian or circulation clerk for access to them may be embarrassing or inhibiting for patrons desiring the materials. Even when a title is listed in the catalog with a reference to its restricted status, a barrier is placed between the patron and the publication. (See also “[Labels and Rating Systems](#).”) Because restricted materials often feature information that some people consider objectionable, potential library users may be predisposed to think of the materials as objectionable and, therefore, be reluctant to ask for access to them.

Although federal and state statutes require libraries that accept specific types of state and/or federal funding to install filters that limit access to Internet resources for minors and adults, filtering software applied to Internet stations in some libraries may prevent users from finding targeted categories of information, much of which is constitutionally protected. The use of Internet filters must be addressed through library policies and procedures to ensure that users receive information and that filters do not prevent users from exercising their First Amendment rights. Users have the right to unfiltered access to constitutionally protected information. (See also “[Access to Electronic Information, Services, and Resources](#).”)

Library policies that restrict access to materials for any reason must be carefully formulated and administered to ensure they do not violate established principles of intellectual freedom. This caution is reflected in ALA policies, such as “[Evaluating Library Collections](#),” “[Free Access to Libraries for Minors](#),” “Preservation Policy,” and the ACRL “Code of Ethics for Special Collections Librarians.”



Donated materials require special consideration. In keeping with the “Joint Statement on Access” of the American Library Association and Society of American Archivists, libraries should avoid accepting donor agreements or entering into contracts that impose permanent restrictions on special collections. As stated in the “Joint Statement on Access,” it is the responsibility of a library with such collections “to make available original research materials in its possession on equal terms of access.”

A primary goal of the library profession is to facilitate access to all points of view on current and historical issues. All proposals for restricted access should be carefully scrutinized to ensure that the purpose is not to suppress a viewpoint or to place a barrier between users and content. Libraries must maintain policies and procedures that serve the diverse needs of their users and protect the First Amendment right to receive information.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; July 3, 1991; July 12, 2000; June 30, 2004; January 28, 2009.

## **LABELING AND RATING SYSTEMS**

### **An Interpretation of the LIBRARY BILL OF RIGHTS**

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

Labels on library materials may be viewpoint-neutral directional aids designed to save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

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

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Many organizations use rating systems as a means of advising either their members or the general public regarding the organizations' opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the Library Bill of Rights. When requested, librarians should provide information about rating systems equitably, regardless of viewpoint.

Adopting such systems into law or library policy may be unconstitutional. If labeling or rating systems are mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute

expurgation. In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009.

## **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 freedom 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 inalienable rights of 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 and 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 PROFESSIONAL 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 materials in all 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 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 prevents them from exercising their rights to 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 rejects 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 to the demise of freedom.

Adopted by the ALA Council, January 16, 1991.

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

### Mississippi Code 1972, Annotated

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

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

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

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

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

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

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

(a) Defraud; \* \* \*

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

(c) Insert or attach or knowingly create the opportunity for an unknowing and unwanted insertion or attachment of a set of instructions or a computer program into a computer program, computer, computer system, or computer network, that is intended to acquire, alter, damage,

delete, disrupt, or destroy property or otherwise use the services of a computer program, computer, computer system or computer network.

(2) Whoever commits the offense of computer fraud shall be punished, upon conviction, by a fine of not more than One Thousand Dollars (\$1,000.00), or by imprisonment for not more than six (6) months, or by both such fine and imprisonment. However, when the damage or loss or attempted damage or loss amounts to a value of Five Hundred Dollars (\$500.00) or more, the offender may be punished, upon conviction, by a fine of not more than Ten Thousand Dollars (\$10,000.00) or by imprisonment for not more than five (5) years, or by both such fine and imprisonment.

**SOURCES:** Laws, 1985, ch. 319, Sec. 2; Laws, 2003, ch. 562, § 5, SB 2756, eff from and after July 1, 2003.

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

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

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

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

### **Section 39-3-365. Confidentiality of Library User Records.**

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

**Sources:** Laws, 1992, ch. 521, 1, eff from and after July 1, 1992.