



# COLLECTION DEVELOPMENT POLICY

## **STATEMENT OF PURPOSE**

The purpose of the Collection Development Policy is to:

- Document collection management procedures;
- Inform the public about the principles upon which North Lake County Public Library (Library) material selections are made;
- Guide the staff in the selection, retention and withdrawal of materials; and
- To establish a framework for continuous collection evaluation and improvement.

## **OBJECTIVE**

The Library's collection is developed based upon community interest and needs, the composition and use of the existing collection, and input from patrons, staff and the Library Board of Trustees. The Library's primary service commitment is to the people within its district. The collection contains information on a variety of subjects and views, and is organized to provide unrestricted access within the limitations of space and budget. All Library materials are intended for public use and, with the exception of selected special or reference collections, are available for checkout. The Library is a member of the Partners Sharing Group of the Montana Shared Catalog and lends its materials to other libraries across the state of Montana for checkout by their patrons. This partnership also allows Library patrons access to materials from these same libraries.

## **COMMUNITY DEFINED**

The Library serves the city of Polson, Montana and its surrounding areas, and is delineated by the same boundaries of Polson High School District #23.

## **COLLECTION RESPONSIBILITY**

The Board of Trustees vests responsibility for selection of Library materials in the Library Director under guidelines established within this policy. The Library Director may assign selection of specific subject areas to other professional staff members. Any Library materials so selected shall be considered to have been selected by the Board.

## **GENERAL COLLECTION DESCRIPTION**

The Library maintains a collection of both popular and core materials directed toward the general public. There is a special collection of materials focused on Montana with selections available for checkout and a locked case for in-Library use for special, rare and/or delicate items. The Library offers governmental documents for review in the Library as well as some free materials provided by various governmental agencies. The Library also offers a selection of specialized materials including but not limited to literary character puppets, life jackets, telescopes and various technology devices.

The Library maintains book collections in Adult Fiction and Non-Fiction, Large Type Fiction and some Non-Fiction, Montana authors and interest, Young Adult Fiction and Non-Fiction, Juvenile Fiction and Non-Fiction, and Children's (Easy and Picture Book) Fiction (Non-Fiction titles are either in Juvenile or Picture Book). The Library also maintains collections of books on CD, and films on DVD and/or Blu-ray. The Library's collection is approximately 28,000 items.

### **COLLECTION PRINCIPLES**

The Library strives to be consistent with the standards recommended by the Montana State Library and the American Library Association, and endorses the following:

- Library Bill of Rights (See Appendix A)
- Freedom to Read (See Appendix B)
- Freedom to View (See Appendix C)

The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. See the appendices to this document, adopted by the Board of Trustees, which include the statements above and various interpretations of the Library Bill of Rights.

### **SELECTION CRITERIA**

Items are selected based on the following criteria. Items do not need to meet all criteria to be selected, nor does fulfillment of criteria necessarily guarantee selection.

- Patron demand and interest
- Critical reviews
- Presentation and readability
- To balance all sides of an issue
- Author's reputation and significance as a writer
- Reputation and standing of the publisher
- Local or national significance
- Availability of the material or information elsewhere
- Quality of the physical format
- Reasonable cost

Among the selection aids used are:

- Book reviews in professionally recognized periodicals and journals
- Standard bibliographies and booklists by recognized authorities such as Library associations and professional Library journal publications
- Advice of competent people in specific subject areas
- Advice of staff and Library patrons

Patron requests for specific titles or subjects will be courteously considered based on popularity and demand. Items not added to the collection may be accessible through Interlibrary Loan. Donations of materials that require original cataloging may or may not be added to the catalog, time permitting, as these items must be manually added to the OCLC database by qualified personnel. Items requiring original cataloging are added at the discretion of the Library Director.

Material is not excluded because of reference to sexuality, gender, race, nationality, political or social beliefs of the author or the political, moral or religious views expressed therein. The Library does not promote particular beliefs or views, but instead provides free access to all ideas for each individual to explore. To give balance to the collection, the Library is obligated to make all sides of a controversial question available, as far as possible. Indicating a material's point of view or bias by labeling it, or shelving it in a special area, is considered an unwarranted assumption on the part of the Library. Cataloging and classification should in no way reflect a value judgment of the material.

### **ELECTRONIC COLLECTIONS**

The eBook and audiobook collections available through Montana Library2Go are part of a statewide consortium. These materials are selected and withdrawn by a cooperative committee, and are subject to separate collection development policies and procedures. Montana Library2Go is administered by the Montana State Library and by two committees: an elected Executive Committee and a volunteer Selection Committee.

The Library may subscribe to other digital resources that offer such things as magazines, movies and educational materials.

The Library has digitized copies of the Lake County Leader from its inception. Digital copies of *The Flathead Courier* and the *Lake County Leader* years 1909 through 1980 are available through the Montana Historical Society and years 1981-2012 available in the Library.

### **SPECIAL COLLECTIONS**

The Library offers special items for checkout or reference. The goal is to continue to add to and improve these collections. These include but are not limited to:

- Life jackets of all sizes
- Telescopes and NASA @ My Library program backpacks
- Kindle Fire tablets for kids and adults
- Mass Market Paperbacks and Puzzles (on the honor system)
- Vital statistics indexing from *The Flathead Courier* and the *Lake County Leader* from 1910 through 1989
- Montana Reference collection housed in a locked case and available for in-Library use
- Mobile Wi-Fi Hotspots

### **FUNDING FOR THE COLLECTION**

Collection purchases are largely paid for with private gifts that have been given to the Library over the years either from individuals, the Friends of the Library or the Library Foundation. Small grants may also be used to purchase collection materials. These designated funds are spent first before taxpayer dollars are used. Electronic resources are paid for in different ways from year to year, dependent on funding.

### **MULTIPLE COPIES**

Multiple copies are generally not purchased unless there is an extremely high demand for an item. Additional copies received as donations may be added to the collection if they are popular, high-demand items or if they pertain to Montana.

## **LANGUAGES**

The Library collects materials in the English language with a small collection of picture books in Spanish. Various foreign language dictionaries are included in the collection.

## **CURRENT COLLECTION EVALUATION**

This section will provide a general overview of the Library's current collections and goals for the next four years:

**Adult Non-Fiction:** The *CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries* from the Texas State Library is used to weed this section. The goal is to have a current collection in all subject areas. History will include older and newer materials. After heavily weeding the collection of outdated materials in 2019 and with renovation events taking place over the past few years, the library is now ready to begin fully updating this section.

**Montana Collection:** The Library has a significant collection of materials either about Montana or by Montana authors. Items are continually added as they are published or through donation. Weeding of these materials is done with care and often only if the item is very dirty or unrepairable. Second copies and items of specific interest to the Flathead and Mission Valleys, or those that are valuable are kept in a locked case and available for use in the Library.

**Large Type Collection:** This collection is weeded at least annually and new materials are added each month (typically 12 – 14 items) through a subscription service. The fiction collection is the most popular and non-fiction titles are purchased if demand warrants it.

**Adult Fiction:** The adult fiction section is by far the most popular section for adults. This section is weeded at least annually based on condition and last checkout date. New materials are purchased and added on a near weekly basis. The collection includes many different genres and books are stickered with the most prevalent genre to make it easier for patrons to find the materials they enjoy. A collection of popular classic works is also maintained regardless of the last checkout date.

**Young Adult Fiction and Non-Fiction:** The Library's young adult section is now housed in a dedicated teen area. It is growing, and is weeded at least annually. The current collection is geared toward teens 14 and up. New YA titles have also been popular among adults. There is space to increase the size of this collection.

**Juvenile Fiction:** The Library has a strong Juvenile Fiction collection that includes many new and classic books geared toward kids at a 3<sup>rd</sup> grade through 7<sup>th</sup> grade reading level. This collection is weeded at least annually. New books are added periodically. The Library is slowly adding large print copies to this section as it has been shown that larger type is easier for children who are struggling readers.

Juvenile Non-Fiction: This section was heavily weeded prior to renovation. Over the next four years, the staff will evaluate areas and subjects that are lacking and will begin building this collection up again. Portions of the Easy Non-Fiction section were incorporated into this collection in 2019 as that collection was very small.

Easy Readers: The Library has made an effort to increase the number of easy reader and easy chapter books in the collection. This collection is weeded annually.

Picture Books: The Library has an extensive collection of children's picture books. This collection is weeded at least annually, mostly based on condition as these books circulate frequently. While there are space limitations, with the large number of books often checked out, there is space to continue to add new books. New picture books are purchased and added on a regular basis. Many are circulated in book bags delivered to local day cares and preschools through Story Shuttle outreach.

Tot Books: The Library has a good collection of board books for toddlers. These books are weeded annually, mostly based on condition as these books circulate frequently. Board books are added periodically to the collection.

Books on CD: Purchases typically follow that of high demand, popular adult fiction books. Non-fiction is purchased occasionally.

DVDs and Blu-ray: DVD and Blu-ray discs are being purchased and added on a regular basis, as this continues to be a popular collection. Many are purchased with pre-processing that provides the Library with a separate DVD and Blu-ray of the same movie for a low price making it more accessible and available for all viewers. Some are purchased with both a DVD and Blu-ray in the same case for those with either player. The Library has tried to maintain a complete collection of all Academy Award Best Picture winners. This section is weeded on condition as nearly every disc circulates on a regular basis.

Magazines and Newspapers: The Library maintains a collection of magazines and newspapers that are in demand or of local interest. Many magazines and newspapers are moving to digital only. The Library will continue to monitor and evaluate the need and ability to add access to digital newspapers, however print is still a popular option. A selection of digital magazines is available through the Flipster portal on the Library's website and on Montana Library2Go.

Hotspots: The Library began a hotspot program in 2020 funded by the Montana State Library. The program has proven to be very popular. Access to internet is increasingly important, so the library has added additional hotspots. Funding for this program from the MSL will end in FY25. Budget constraints will determine the number of hotspots available in the library's collection moving forward.

**GIFT POLICY** (see the *Materials Donation Policy* for details)

The Library Board of Trustees and staff welcome the generosity and thoughtfulness of the community in supplementing the Library's resources through gifts, memorials and monetary donations. The concept of a public Library providing resources to meet the informational, educational, and recreational needs of the community is made more meaningful through patron interest and participation.

Donations: Gifts and donations of materials for the collection are reviewed using the same criteria as purchases. The Library will consider adding materials that are current, not unnecessary duplicates, and are appropriate additions to the collection. Items not added to the collection will be placed in Book Nooks, sold online, given to the Friends of the Library for book sales, given to other local organizations, or otherwise disposed. Gifts are accepted without restriction and with the understanding that they become the property of the Library. The Library reserves the right to dispose of any gifts that are given.

Monetary Gifts: The Library is honored and grateful to be the recipient of tributes in memory of or in honor of an individual or group. All requests for specific items will be courteously considered. However, the Library reserves the right to make an appropriate selection based on the current needs of the Library and its resources. Suggestions for broad subject areas are much appreciated. Monetary gifts are designated by a name plate or other appropriate identification, if requested by the donor. The Library considers collection items purchased with monetary gifts for addition and withdrawal using the same criteria as for any other Library materials.

Nontraditional Gifts: While all gifts are appreciated, not all may be appropriate for the Library or within the Library's ability to properly display, store or preserve. Gifts of non-Library items such as collections, artwork, etc., will be considered individually for appropriateness by the Director and/or Library Board of Trustees. Donors may be referred to a more appropriate recipient.

### **INTERLIBRARY LOAN**

The Library supports the concept of resource sharing, since no library can provide all materials for all people. The Library is an active interlibrary loan participant, both borrowing and lending through the OCLC WorldShare online interface. A small charge is assessed to help defray the cost of postage.

### **WITHDRAWAL (WEEDING) AND RETENTION OF MATERIALS**

Staff shall evaluate the collection on an ongoing basis. This process of collection management incorporates continuous collection evaluation through the use of circulation reports and analysis of collection use. Worn, damaged, and outdated materials shall be removed from the collection on a regular basis. Materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the same subject. Withdrawn materials will be disposed of in the manner deemed most appropriate for the item. Methods of disposal may include sale by affiliated support groups, distribution to other libraries or community service organizations, sale through an online reseller, sale by the Library or they are destroyed through recycling or refuse.

Non-Fiction: When applicable, non-fiction works at all levels are to be the most current and up-to-date information available in each subject area collected. The *CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries* from the Texas State Library is used to weed this section.

Fiction: The fiction section is maintained at all levels to include popular, high demand, recreational, and current works.

Classics: The Library strives to maintain recognized classic and standard works at all levels in each subject area collected. Newer editions are purchased as items become worn or damaged.

Periodicals: Magazines and newspapers are selected to supplement and update the collection and to provide timely information not available from other sources. Back issues of magazines are retained as space allows, and are disposed of by offer to Library patrons free of charge. The Library retains a bound annual copy of *Montana: The Magazine of Western History* in the Montana collection. Newspapers are retained for the month of publication and then recycled.

## **REPLACEMENT AND REPAIR**

Replacements of specific lost, damaged or worn items is not automatic. Replacement depends on collection priorities, available funds, and demand.

Minor repairs of items are completed in-house. Items damaged beyond repair are withdrawn from the collection and replacement is evaluated using the criteria listed above.

## **COMPLAINTS AND CENSORSHIP**

The Library believes in freedom of information for all, and does not practice censorship. The selection of Library materials is based on a person's right to read, listen and view, and the freedom from censorship by others. Attempting to meet the needs and interests of a diverse population requires a wide range of materials. Inevitably, there will be something in a balanced collection that may be unacceptable or disturbing to someone.

The Library holds censorship to be a purely individual matter and declares that while anyone is free to personally reject materials of which he or she does not approve, he or she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read, listened to, or watched by minors rests with their parent or legal guardian. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval. No items are sequestered except to protect them from damage or theft.

Criticism and comment on material selected for inclusion in or exclusion from the collection is an essential right of community members and a valuable part of the Library's selection process. This process provides an opportunity for staff members to reexamine choices and reasoning.

The Library Board of Trustees acknowledges that occasional objections to resources will be made despite the care taken and the procedures followed in their selection. The Library Board and Library staff are prepared to defend the principles of freedom to read and access information. Objections to particular language or point of view of material cannot be used as justification for the exclusion of materials.

If a complaint cannot be resolved informally, the complainant will be asked to fill out and return a written and signed Request for Reconsideration of Library Materials form (Appendix D). This form may be obtained from any Library staff member. In the absence of a fully completed form there is no formal complaint and no action will be taken. After the Library Director has received a fully completed written complaint, she shall inform the Chair of the Library Board of Trustees that a formal complaint has been received. The Board Chair will establish a review committee to investigate the complaint. The committee will consist of one Trustee, the Library Director, and three community members. At least one community member should be a regular Library patron. The Trustee is designated to chair the committee. The committee's recommendation is then presented to the Library Board of Trustees for a final decision. See Instructions to the Review Committee (Appendix E) for detailed procedures.

### **POLICY REVIEW**

This policy will be reviewed every four years and updated by the Library Director and the Library Board of Trustees.

This policy was reviewed and amended by the North Lake County Public Library District Board of Trustees on June 25, 2024.

Signed:

Allen Bone, Board Chair

Abbi Dooley, Library Director



# *Library Bill of Rights*

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

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

Adopted June 19, 1939.

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

## The Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established

orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend

to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

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

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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.

*A Joint Statement by:*

American Library Association (/)  
Association of American Publishers (<http://www.publishers.org/>)

*Subsequently endorsed by:*

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)  
The Association of American University Presses (<http://www.aaupnet.org/>)  
The Children's Book Council (<http://www.cbcbooks.org/>)  
Freedom to Read Foundation (<http://www.ftf.org>)  
National Association of College Stores (<http://www.nacs.org/>)  
National Coalition Against Censorship (<http://www.ncac.org/>)  
National Council of Teachers of English (<http://www.ncte.org/>)  
The Thomas Jefferson Center for the Protection of Free Expression (<http://www.tjcenter.org>)

## Freedom to View Statement

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

Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees 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.

APPENDIX D

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS – North Lake County Public Library

Title \_\_\_\_\_

Author \_\_\_\_\_

Book \_\_\_\_\_ Periodical \_\_\_\_\_ Other \_\_\_\_\_ Publisher \_\_\_\_\_

Request Initiated By \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Do You Represent:

\_\_\_\_\_ Yourself      An Organization (Name) \_\_\_\_\_

\_\_\_\_\_ Other Group (Name) \_\_\_\_\_

1. To what in the work do you object? (Please be specific, cite pages):  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you read the entire work? \_\_\_\_\_ What parts? \_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of reading this work?  
\_\_\_\_\_

4. For what age group would you recommend this work?  
\_\_\_\_\_

5. What do you believe is the theme of this work?  
\_\_\_\_\_

6. Are you aware of judgments of this work by literary critics?  
\_\_\_\_\_

7. What would you like the library to do about this work?  
\_\_\_\_\_ Do not lend it to my child. \_\_\_\_\_ Return it to the staff selection committee for re-evaluation.  
\_\_\_\_\_ Other (Explain) \_\_\_\_\_

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?  
\_\_\_\_\_

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

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

## APPENDIX E

### **INSTRUCTIONS TO THE REVIEW COMMITTEE**

Members of the Review Committee should keep in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on the defense of the individual item. Freedom of access to information is vital in a democracy.

Study thoroughly all materials referred to you. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

1. Examine challenged material, the North Lake County Public Library's Collection Development Policy, and other supporting materials (Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and material reviews).
2. Weigh the values and the faults of the item and form an opinion based on the item as a whole.
3. The Review Committee will meet at a time set by the chairperson to discuss the item and the complaints and to vote.
4. The Review Committee will prepare a report of the committee's recommendations (including a record of the vote), and present it to the chair of the Library Board of Trustees.
5. The Board Chairperson will take appropriate action in view of the recommendations of the report.