

**CAMP VERDE COMMUNITY LIBRARY**

**POLICIES & PROCEDURES**

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# **LIBRARY POLICIES AND PROCEDURES COMBINED DOCUMENT**

## **I. GENERAL GUIDELINES**

### **A. STATEMENTS**

The Camp Verde Community Library, a public entity of the Town of Camp Verde, provides services as a public library.

### **B. PURPOSE/GOALS/OBJECTIVES**

The purpose of the Camp Verde Community Library (LIBRARY) is to provide library services that satisfy the diverse needs of the citizens of Camp Verde and area communities. The long-term goal of the LIBRARY is the maximum use of its collection by the greatest number of persons. It is vitally important that every citizen today have convenient and free access to the expanding world of ideas, information and creative experiences.

Within the limits of space and budget, the LIBRARY'S objectives are to select, acquire, organize and preserve materials that will aid the individual in the pursuit of information, education, and cultural/recreational interests. The LIBRARY will continue to serve as a community resource and referral center by providing free access to comprehensive and quality collections of printed and other media materials to all persons.

In addition to meeting the needs of regular patrons, the LIBRARY will collect materials and search for methods of service that may attract members of the community who have not traditionally been library users.

Library staff will render services relevant to these expressed objectives.

The policies stated herein will serve as guidelines for the day-to-day operation and function of the LIBRARY. All Library staff and volunteers shall be informed of these policies prior to employment and shall follow them.

### **C. REVISIONS OF POLICIES**

The LIBRARY policies herein may be revised, as circumstances requires, by the Library Director and adopted by the Town Council.

## **II. LIBRARY CARD PROCUREMENT**

**A. PURPOSE:** To provide a system for identifying and contacting patrons and to facilitate the retrieval of lost or overdue library materials.

## B. LIBRARY CARD PROCUREMENT POLICIES

Residents of Yavapai County with proper identification may procure a library card. We will accept any piece of mail addressed to the new patron, dated within one month of the application, along with a government issued or college issued picture ID. A utility bill or a lease/rental agreement and the like are acceptable proof of residency. Children 6 through 17 years of age must have the signed consent of a parent or legal guardian.

Non-county or part time (a minimum of three months) residents of Yavapai County may procure a library card in accordance with acceptable proof of residency and a twenty-five dollar (\$25.00) refundable deposit.

## III. CIRCULATION

A. PURPOSE: To provide guidelines for the circulation of library materials.

### B. CIRCULATION POLICIES

Patrons must have a valid library card to check out any library materials.

Patrons will receive notice of overdue library materials. Overdue items exceeding the number set in our Network profile must be returned before additional materials can be borrowed. A fine will be assessed for each day that library materials are overdue. After the patron has been notified of overdue material(s) by a first notice, a final notice is sent followed by a notice of unresolved charges stating administration costs.

If the patron does not respond to the overdue notices, the collection action will be referred to a collection agency.

When loaned library materials are lost or damaged beyond repair, the patron will be assessed a replacement charge for the cost of each item and will be charged an administrative cost to cover the expense of ordering and processing the replacement. The patron's Library privileges will be suspended until the matter is resolved.

All patrons paying for lost materials will be notified that the LIBRARY will not provide a refund payment if the material(s) is located and returned by the patron at a later date.

The loan period for books and most library materials varies by agencies and item. The due date will be made apparent to the patron at checkout. Materials can be renewed to extend the due date for an additional loan period by a request in person, by telephone or online. Books or materials that are reserved for another patron, or have a No Renewal designation, may not be renewed.

Patrons and staff members use books in the reference collection for research and these do not circulate. Reference books often are very expensive, out of print, or multi-volume works; these materials must be maintained in the library for continuous public access. When a patron needs more time to study reference materials, photocopying of the data is suggested.

The Library's professional collection of trade-type books, catalogues, etc. are not generally available to patrons, but may be used for reference by authorization of the Library Director.

#### **IV. STATISTICS AND RECORDS**

A. PURPOSE: To provide ongoing records on library use, expansion and community involvement and for the compilation of circulation data and records as required by the County and Town.

##### **B. STATISTICS AND RECORDS POLICIES**

The YAVAPAI LIBRARY NETWORK keeps daily circulation statistics of loaned materials.

The LIBRARY will keep pertinent statistics of library-sponsored community services to be compiled into a monthly report for the Town Administration and the Yavapai County Free Library District

The LIBRARY will provide information required by County, State and National library agencies.

#### **V. INTERLIBRARY LOAN (ILL)**

A. PURPOSE: To state the guidelines used to provide access for patrons to materials or reference sources from other libraries through the Inter-Library Loan (ILL) System.

##### **B. ILL POLICIES**

Any library patron holding a valid library card may request ILL services

No charges are made for materials obtained through the ILL system, except when the lending library charges for materials supplied to the patron. The patron is responsible for these individual charges and will be advised of the charge policy prior to incurring the charge.

Some materials may not be available through the ILL system. The patron will be informed if the materials are not available.

The loan period of the ILL materials is determined by the lending library. An ILL may not be renewed.

A per diem fine will be charged per day on overdue ILL materials.

#### **VI. COLLECTION DEVELOPMENT AND WEEDING**

A. PURPOSE: To define the guidelines for the selection and ongoing evaluation of materials owned by the LIBRARY.

##### **B. COLLECTION DEVELOPMENT POLICIES**

Library materials will be selected in part from competent media reviews and basic lists of standard works. Recommendations from the public are welcome.

Basic to the Library Collection Development Policy are the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View adopted by the council of the American Library Association (ALA), (Educational Film Library Assn.) which is appended.

Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials that their parents may consider inappropriate

Responsibility for the checkout of resource/reading materials by children rests with the parents and legal guardians.

With the goals of purpose, quality and economy, the collection of the LIBRARY will be built to meet the needs and interests of the community following specific guidelines.

Textbooks and curriculum materials are generally held to be the responsibility of the schools and are only purchased by the LIBRARY if they are standard works in the field.

The acceptance of donated materials will be governed by the same criteria applied to the selection of purchased materials.

Donated materials not selected for inclusion in the collection will be transferred to an ongoing sale area.

Selection of materials will be made on the basis of the total effect of the materials as follows:

- Relation of work to existing collection
- Popular demand - the library shall strive to make available materials, which are frequently requested
- Authority of author
- Accuracy
- Topics of current interests
- Standard works of permanent value
- Price, durability and ease of use
- Basic standard research and reference materials

#### D. WEEDING POLICIES

The Library staff shall evaluate the collection through inventory and maintenance, identifying current strengths, weaknesses, gaps and saturation categories. The Library staff shall follow the CREW method in weeding. See: <http://www.tsl.state.tx.us/ld/pubs/crew>

### VII. REFERENCE

A. PURPOSE: To state the reference guidelines of the LIBRARY and to cite directions for answering consumer, educational, legal and medical questions.

#### B. REFERENCE POLICIES

It is the policy of the LIBRARY to provide accurate information and professional guidance in the use of all available reference resources.

All persons served by the LIBRARY have the right to all information services and resources that can be accessed by the library.

Patrons' questions are considered confidential.

Answers to general reference questions will be verified and cited from a reliable source.

The Library staff will not interpret medical, legal or consumer citations. When requests are made by phone or email, the patron will be asked to come into the library, where staff will assist the patron in locating the proper references.

### **VIII. UNATTENDED CHILDREN & VULNERABLE ADULTS**

A. PURPOSE: The LIBRARY welcomes and encourages patrons of all ages to use its facilities and services. The safety of children or vulnerable adults left unattended by a parent, guardian or caregiver is of great concern to Library staff and volunteers. For the well being of those patrons, and to insure that inappropriate behavior does not disturb other patrons, the following policies have been established.

#### **B. UNATTENDED CHILDREN & VULNERABLE ADULTS POLICIES**

Children under the age of five (5) and vulnerable adults who are unable to care for themselves must be accompanied by an adult or responsible caregiver (16 years of age and up) at all times.

Children between the ages of five (5) and ten (10) must have an adult or responsible caregiver present in the building at all times.

Children aged eleven (11) and over may be in the library building unattended. They must be able to provide emergency contact information and have arranged transportation in advance with the parent, guardian, or caregiver.

The parent, guardian or caregiver must remain in the building during the time a child is attending a program.

The Library facility should not be regarded as an alternative to day care or a baby-sitting service --- even for a short period of time.

The LIBRARY is not responsible for the care of unaccompanied children or vulnerable adults prior to opening or after closing. If the parent, guardian or caregiver cannot be reached by phone at closing time, law enforcement personnel will be called. Under no circumstances will a staff person or volunteer transport children or vulnerable adults in a vehicle or accompany them home.

### **IX. GROUP VISITS**

A. PURPOSE: The LIBRARY encourages group visits by local schools, organizations and other groups. To meet the needs of the visiting group, while providing for the normal function of the LIBRARY, the following policies are provided.

## B. GROUP VISITS POLICIES

The visit must be approved and scheduled in advance of the date requested, according to current guidelines.

The number of persons in a visiting group, as well as the number of adult supervisors per student/person, will be set according to current guidelines.

Persons participating in the group visit may not go to different areas of the Library building unless each part of the group has an adult supervisor with them.

If a theme is required, the Library staff needs that information in advance of the visit. Preparation will insure a positive experience.

If Library materials will be checked out, the student/person must have a valid library card to provide at the time of checkout. Circulation policies regarding outstanding fines will be followed.

The visiting group will be expected to follow established Library Behavior Policies while in the Library building and the immediate area outside.

Applicants for a group visit must be aware that this is a public library with an intellectual freedom policy providing for a wide range of topics.

## X. DONATIONS

A. PURPOSE: The LIBRARY welcomes the donation of books or other library materials as an aid to increasing the Library collection. The following guidelines are provided for donors.

### B. DONATION POLICIES

The LIBRARY accepts donations with the understanding that they may or may not be added to the collection. All donated items become Library property and are subject to Library policies.

Books and other audio-visual materials will be assessed for use according to the Collection Development Policies. Items that will not be placed in the collection will be given to the Camp Verde Library Endowment Group or current organization to put in their sale.

The LIBRARY cannot make appraisals on donated items for tax deduction purposes. A letter acknowledging receipt of materials by the LIBRARY will be provided at the donor's request.

The LIBRARY reserves the right to refuse donations of materials that are in a condition unsuitable for library use or sale.

Funds donated to the LIBRARY for use in a specific purchase of books or audio-visual materials will be subject to Collection Development Policies.

Funds donated for other purposes will be accepted at the discretion of the Library Director.

## **XI. LIBRARY BEHAVIOR**

A. PURPOSE: The LIBRARY strives to provide a facility where patrons of all ages can feel comfortable and secure. To accomplish this goal, the following behaviors are unacceptable.

### **B. LIBRARY BEHAVIOR POLICIES**

- No cell phones may be used in the Library building. Phones must be turned off or set to vibrate mode before entering the building.
- Guns or other weapons (except on the person of a law enforcement official) may not be brought into the Library building.
- No eating or drinking.
- No use of alcohol, drugs or tobacco products.
- Appropriate apparel, including shirts and shoes, must be worn while in the Library building.
- No animals except sight or hearing assistance animals may be brought into the Library building.
- No language that is offensive to others.
- No running, pushing or shoving.
- No roller blades, skateboards, scooters, etc. may be brought into the Library.
- No vandalism to Library property.
- No loitering in the Library building or parking lot.
- Backpacks must be turned in at the circulation desk during the Library visit.
- There must be no physical, sexual or verbal abuse in any form, of either patrons or staff.
- Parents, guardians or caregivers will be responsible for the behavior of children and vulnerable adults while in the Library.
- Acceptable behavior, as outlined in the Internet Use Policies will be enforced.
- Patrons behaving in an unacceptable manner will be asked to modify their behavior or, upon failure to do so, to leave the Library building.
- Visitors may not enter non-public areas unless accompanied by library staff.

## **XII. VOLUNTEERS**

A. PURPOSE: The Volunteer program is designed to expand and enhance services to the patrons of the LIBRARY by providing support services to the Library staff.

### **B. VOLUNTEER POLICIES**

Volunteers will be expected to act in accordance with the policies of the LIBRARY and Yavapai Library Network.

The selection of volunteers will be based on their qualifications in relation to the needs of the LIBRARY and their ability to commit to a consistent schedule of hours.

Prospective volunteers must complete the Library Volunteer Application form, available upon request.

The Volunteer Coordinator will interview the applicant, and a schedule of training sessions will be set.

A probationary period will allow the applicant and the LIBRARY the opportunity to determine if the partnership is comfortable for both parties.

In the event that the volunteer is unable to adequately perform the duties assigned, and no other volunteer opportunities are available, the volunteer will be removed from service.

Breach of Confidentiality Policies is grounds for dismissal.

## **XIII. BOOK DROP**

A. PURPOSE: The LIBRARY provides a book drop for the convenience of the patrons. In order to minimize the damage to library materials, the following policies are provided:

### **B. BOOK DROP POLICIES**

Because of the damage that might occur when heavier items fall on them, the following Items may not be put in the book drop:

- DVDs
- Videocassettes
- Audio books
- Music CDs
- Magazines
- Any item from any library that has a Do not return in book drop label

A fine per item will be charged for the above items returned in the drop.

Items should not be forced into the book drop slot. The cost of items that have been damaged by being forced or jammed into the book drop will be charged to the patron.

The book drop is closed during the hours the Library is open.

## **XIV. CONFIDENTIALITY**

A. PURPOSE: To state guidelines concerning library confidentiality and the patrons' rights of privacy.

### **B. CONFIDENTIALITY POLICIES**

It is the policy of the LIBRARY to ensure the privacy of any patron who uses the services of the LIBRARY. Information requested and selection of material must remain confidential.

All patron information records are confidential. Any staff member, including volunteers, can be dismissed for a violation of this confidentiality policy.

For the privacy and safety of patrons and staff, personal information will not be made available over the phone. A message will be taken for any call requesting information regarding a person's presence in the library building.

Only the Library Director may release patron records with a signed written request and the signed written consent of the cardholder.

Records, which may be required in controlling the use of library materials, are for the sole purpose of protecting public property. Such records are not to be used directly or indirectly to identify the kinds of materials used by individual library patrons.

When asked for restricted information, staff will explain the confidentiality policy to the inquirer. The written policy may be shown to the inquirer if requested.

Only the Library Director shall process a request for restricted information. The request must be accompanied by legally executed documents, a signed request and/or consent document.

## **XV. RECONSIDERATION OF LIBRARY MATERIALS**

A. PURPOSE: To make available materials that support intellectual freedom and to provide guidelines to review any request for inclusion/exclusion of library materials.

### **B. RECONSIDERATION POLICIES**

The LIBRARY endorses the following intellectual freedom statements: "Freedom to Read" (ALA) "Freedom to View.... (Educational Film library Assn.); and "Library Bill of Rights" (ALA),

The preference for library materials by patrons is a personal decision. Individuals who may question the selection of materials in the library collection are first referred to the collection development policies included in this document.

Responsibility for the selection of library materials by minors and adolescents resides with their parents or legal guardians.

## C. RECONSIDERATION PROCEDURES

The Right to Read Committee is the group responsible for reviewing reconsideration cases and consists of the following members:

- Library Director
- Town Manager
- Town Council Member
- Member of the Community (Requester)

The Requester and the recording secretary do not vote.

In specific cases where Library material is challenged, for either inclusion or exclusion from the collection, the following procedures will be followed:

The Requester objecting to the exclusion or inclusion of specific library materials will be referred to the collection development policies included in this document.

The Requester objecting to the exclusion or inclusion of Specific library materials will be given the appropriate official form "Request for Inclusion" or "Request for Exclusion" of Library materials to be completed in full by the Requester and returned to the Library Director. Copies of forms are in the appendix.

Once the written request form has been completed, signed and turned in by the Requester to the Library Director, the matter will be submitted to the Right to Read Committee. The specific library material outlined in the written request form will be circulated to the committee prior to the review date.

The Right to Read Committee will set up a meeting date, not to exceed thirty (30) working days from the time the form is filed, and will notify the Requester in writing of such date, time and place not less than ten (10) working days prior to the scheduled meeting.

The meeting between the Right to Read Committee and the Requester will serve to formally review the material in question. At that time, the Requester may present information pertaining to the petition. The Right to Read Committee will make a final decision.

The results of the hearing will be summarized on the Result of Hearing Form and signed at the conclusion of the hearing by the Requester and the Right to Read Committee.

The Result of Hearing form and the transcript of the proceedings will be kept on file at the Library and in files of the Town of Camp Verde.

## **XVI. COPYRIGHT**

A. PURPOSE: To develop copyright guidelines that complies with federal copyright laws.

### **B. COPYRIGHT POLICIES**

The liability for any willful infringement of copyright law, fair use guidelines, license agreement or proprietor's permission is upon the person requesting or making the copy.

No staff member shall knowingly copy materials in willful violation of copyright law, fair use guidelines, license agreement or proprietor's permission.

The Library's copying equipment will have appropriate notices regarding copyright law placed in a conspicuous location.

## **XVII. DISPLAYS/PROGRAMS**

A. PURPOSE: To establish guidelines governing display of loaned or non-circulating materials in the Library and educational programs.

### **B. DISPLAYS/PROGRAMS POLICIES**

The Library Director will consider only displays/programs of educational, cultural, civic or recreational nature.

Acceptance of a display/program by the Library Director does not constitute an endorsement of the contributing group's or individual's policy or beliefs.

Displays or programs will be scheduled on a first-come/first serve basis or as space is available.

Persons or organizations providing displays or programs in the library will complete an Application/Agreement form found in the appendix of this document.

Displays or programs shall not be of a solicitous nature. Only identification information may accompany a display or program. No price tags are permitted. Staff members reserve the right to remove any unwarranted or unauthorized information

If the Library Director so requests, it is the responsibility of the person or organization to set up and remove the displays.

The LIBRARY will not provide storage for the property of individuals or organizations.

The LIBRARY does not carry insurance on and is not responsible for any items that are displayed and/or owned by individuals or organizations.

## **XVIII. BULLETIN BOARD**

A. PURPOSE: To state the guidelines for accepting and posting of announcements.

### **B. BULLETIN BOARD POLICIES**

The Library Director will accept certain announcements from community groups, organizations and individuals concerning non-commercial, non-profit, educational, cultural, civic and recreational information.

Announcements will not be kept or returned after they are removed from the bulletin board.

The poster, flyer, picture, etc, must be presented to the Library Director who will decide to accept or reject the announcement.

Items will remain on the bulletin board for a maximum of two weeks or until the conclusion of the event (s).

At the discretion of the Library Director, some material(s) may be posted for an indefinite period of time.

## **XIX. FACILITIES AND EQUIPMENT**

A. PURPOSE: To establish guidelines for use of the Library facilities and equipment.

### **B. FACILITIES AND EQUIPMENT POLICIES**

The Library facility will be open to the public every hour possible within budgetary limits.

A paid staff person who has been trained in library standards will be on duty during all open hours at the library.

Library furnishings and equipment may be utilized only for library activities.

The telephone at the library is for business AND may be used by the public for emergency use only.

At a staff's discretion, access to materials and resources may be terminated when deemed necessary.

## **XX. COMPUTER AND INTERNET**

A. PURPOSE: To provide guidelines for the use of library computers and access to the Internet.

### **B. COMPUTERS AND INTERNET POLICIES**

The Internet enables the LIBRARY to provide a wide array of information to patrons that otherwise would be unavailable in its own collection.

The Internet may include material that could be offensive, controversial, erroneous or illegal.

Patrons may not use the Internet for any activity that violates Arizona State laws. This behavior will be considered to be a violation of the Library's conduct code. A staff person may end any user's session at the computer for this reason. Anyone violating the conduct code will be denied further access to the computers.

It is the responsibility of the parent or guardian, not the library, to determine and monitor a child's use of library materials and resources, including Internet usage.

The LIBRARY will provide information on interesting and useful links for children and adults. These sites will be selected in accordance with the collection policy of the LIBRARY.

Computer use will be provided free of charge, but there will be a fee per page printed. Use will be limited according to current time restrictions.

The proper use of copyright material is the responsibility of the user.

The LIBRARY is not responsible for any damage, any loss of data, damage, or liability that may occur from the utilization of the electronic resources. Material can be downloaded to floppy Compact Discs (CD) or other portable storage devices and not the hard drive. Personal software may not be installed on the library computer.

## APPENDIX

A-1

### **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.

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.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.

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

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

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

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 belief or affiliations of individuals or groups requesting their use.

## APPENDIX

A-2

### **FREEDOM TO VIEW**

The First Amendment to the constitution of the United States protects the FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles.

It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

It is in the public interest to provide for our audiences, films 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.

It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.

It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

## APPENDIX

A-3 (sheet 1 of 4)

### **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 books from sale, to censor textbooks, to label "controversial" 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy; that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda and to reject it. We do not believe they need the help of censors to assist them in this task. 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 Americans still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. This is especially true when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression. 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, any enforcement of orthodoxy, diminishes the toughness and resilience of our society and leaves it less able to deal with stress.

Now, as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially comment only a small audience. They are the natural medium for the new idea and the untried voice from which came the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

## APPENDIX

A-3 (sheet 2 of 4)

We believe that free communication is essential to the preservation of a free society and a creative culture.

We believe that these pressures towards 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 react.

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 United States Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain their power by the ruthless suppression of any concept, which 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 nonconforming idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can be democratic mind attaining the strength demand by times like these.

We need to know not only what we believe but also why we believe it.

Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books 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 and 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 man can read should be confined to what another thinks proper.

## APPENDIX

A-3 (sheet 3 of 4)

It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliation of the author.

A book should be judged as a book, 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 man can flourish which draws up fists of writers to whom it will not listen, whatever they may have to say.

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 literature 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 children from reading works for which they are not yet prepared.

In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes to existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contrast encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

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 inoffensive.

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.

## APPENDIX

A-3 (sheet 4 of 4)

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 sold. Books are the major channels by which the intellectual inheritance is handed down, and the principal means of its testing and growth.

The defense of their freedom and integrity, and the enlargement of their service to society, require of a publishers and librarians the utmost of their faculties, and deserve of all citizens 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 books. We do so because we believe that they are good, possess of enormous variety and usefulness, worthy of cherishing and keeping free.

We realize that the application of the 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.

AMERICAN LIBRARY ASSOCIATION ADOPTED: JUNE 25, 1953

ASSOCIATION OF AMERICAN PUBLISHERS ADOPTED: JUNE 1953

ARIZONA STATE LIBRARY ASSOCIATION ADOPTED: OCTOBER 1988

APPENDIX

A-4

**DISPLAY APPLICATION / AGREEMENT**

The undersigned hereby wishes to have on display works of art or other materials in the Camp Verde Public Library. In consideration of the privilege of exhibiting them in the library, the Camp Verde Public Library, the Town of Camp Verde, and any of its agents are released from any responsibility for loss, damage or destruction while they are on the library premises.

Description of Exhibit: \_\_\_\_\_

Time Period Loaned: \_\_\_\_\_

Name of Individual or Organization: \_\_\_\_\_

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

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

APPENDIX

A-5 (sheet 1 of 2)

**Request for Exclusion of Library Materials**

Title: \_\_\_\_\_  
 Author: \_\_\_\_\_  
 Requesters Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Represents: \_\_\_\_\_  
 (If requester represents an organization)  
 Name of Organization: \_\_\_\_\_  
 Address of Organization: \_\_\_\_\_  
 Organization Official: \_\_\_\_\_  
 Author of Requested Material: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Publisher: \_\_\_\_\_  
 Copyright Date: \_\_\_\_\_

Please answer the following questions.

1. How did you learn about this book/material?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Have you read the entire book/material? (circle one) Yes No  
 If no, what parts did you read?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Why do you object to this book/material?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Have you read any professional reviews of the book/material? (circle one) Yes No  
 If yes, please list names of critics and sources of review.

A. \_\_\_\_\_  
 B. \_\_\_\_\_  
 C. \_\_\_\_\_  
 D. \_\_\_\_\_

APPENDIX

A-5 (sheet 2 of 2)

5. What do you believe are the main ideas of this book/material?

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6. What book/material with similar purpose would you suggest in place of this book/material?

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7. Additional comments.

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Signature of Requester:

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Date:

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APPENDIX

A-6 (sheet 1 of 2)

**Request for Inclusion of Library Materials**

Title: \_\_\_\_\_  
 Author: \_\_\_\_\_  
 Requesters Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Represents: \_\_\_\_\_  
 (If requester represents an organization)  
 Name of Organization: \_\_\_\_\_  
 Address of Organization: \_\_\_\_\_  
 Organization Official: \_\_\_\_\_  
 Author of Requested Material: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Publisher: \_\_\_\_\_  
 Copyright Date: \_\_\_\_\_

Please answer the following questions.

1. How did you learn about this book/material?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Have you read the entire book/material? (circle one) Yes No  
 If no, what parts did you read?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Why are you recommending this book/material?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Have you read any professional reviews of the book/material? (circle one) Yes No  
 If yes, please list names of critics and sources of review.

A. \_\_\_\_\_  
 B. \_\_\_\_\_  
 C. \_\_\_\_\_  
 D. \_\_\_\_\_

APPENDIX

A-6 (sheet 2 of 2)

5. What do you believe are the main ideas of this book/material?

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6. Additional comments.

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Signature of Requester:

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Date:

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APPENDIX

A-7

**RESULT OF HEARING**

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

Date of Hearing: \_\_\_\_\_ Date of this Document: \_\_\_\_\_

Summary of Results:

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Signatures of Members of the Review Committee:

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

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Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Recorder/Transcriber: \_\_\_\_\_ Date: \_\_\_\_\_