

ORDINANCE 93-A80

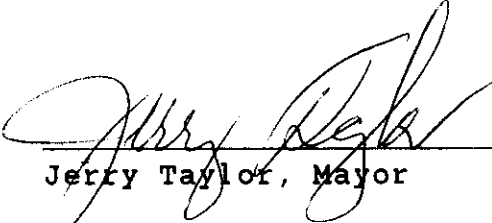
AN ORDINANCE BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ADOPTING THE DOCUMENT ENTITLED THE CAMP VERDE PUBLIC LIBRARY POLICIES AND PROCEDURES BY REFERENCE AND PROVIDING PENALTIES FOR THE VIOLATION THEREOF.

BE IT ORDAINED by the Mayor and Common Council of the Town of Camp Verde, Arizona:

Section 1: That certain document, known as Camp Verde Public Library Policies and Procedures, three copies of which are on file in the office of the Town Clerk of the Town of Camp Verde, Arizona, which document was made a public record by Resolution 93-223, of the Town of Camp Verde, Arizona is hereby referred to, adopted and made a part thereof as if fully set out in this ordinance.

Section 2: Violation of any section of this ordinance, including any regulations adopted by reference, shall be a petty offense upon a first offense and, upon a subsequent offense, a Class 3 misdemeanor. Repeat offenders may also be denied any library privileges.

PASSED, APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Arizona this 17th day of March, 1993.



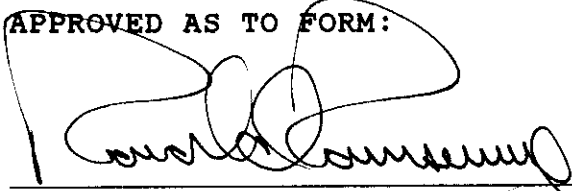
Jerry Taylor, Mayor

ATTEST:



Dane Bullard, Town Clerk

APPROVED AS TO FORM:



Ronald C. Ramsey, Town Attorney

CAMP VERDE PUBLIC LIBRARY

POLICIES AND PROCEDURES

ADOPTED

JANUARY, 1993

TABLE OF CONTENTS

		Page
I.	General Guidelines.....	2
II.	Library Card Procurement Policies and Procedures.....	3
III.	Circulation of Library Materials Policies and Procedures.....	4
IV.	Statistical and Records Policies and Procedures.....	6
V.	Interlibrary Loan Policies and Procedures.....	6
VI.	Collection Development and Weeding Policies and Procedures.....	7
VII.	Reference Policies and Procedures.....	9
VIII.	Confidentiality Policy and Procedures.....	10
IX.	Reconsideration Policy.....	10
X.	Copyright Policies and Procedures.....	12
XI.	Display Policy and Procedures.....	12
XII.	Bulletin Board Policy and Procedures.....	13
XIII.	Facilities and Equipment Use Policies.....	14

APPENDIX

Library Bill of Rights.....	A1
Freedom to Read.....	A2
Guidelines for Weeding: Crew Method.....	A6
Exclusion of Library Materials, Forms for Request.	A14
Inclusion of Library Materials, Forms for Request.	A17
Display Application/Agreement.....	A20

LIBRARY POLICIES/PROCEDURES COMBINED DOCUMENT

I. GENERAL GUIDELINES

A. STATEMENTS

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

Policies herein are printed in upper and lower script type.

Procedures and general or purpose statements herein printed in upper and lower standard face type.

B. PURPOSE / GOALS / OBJECTIVES

The purpose of the Camp Verde Public Library (LIBRARY) is to provide free library services which satisfy the diverse needs of the area communities represented by library patrons. 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 experience.

Within the limits of space and budget, the LIBRARY's objectives are to select, acquire, organize and preserve materials which 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 both printed and mixed 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 and procedures stated herein will serve as guidelines for the day to day operation and functions of the Library. ALL Library staff and volunteers shall be informed of these policies and procedures prior to employment.

C. REVISIONS OF POLICIES AND PROCEDURES

1. The Library policies herein may be revised as circumstances require upon recommendation of the Library Advisory Commission and adoption by the Town Council.
2. The Library procedures herein may be revised as circumstances require by the Library Director, with the approval of the Library Advisory Commission.

II. LIBRARY CARD PROCUREMENT POLICIES AND PROCEDURES

A. PURPOSE

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

B. QUALIFICATIONS POLICIES FOR LIBRARY CARD APPLICANTS

1. Residents of Yavapai County with proper identification may procure a library card in accordance with procedures listed in C.1. herein.
2. Non-County or Part-Time Residents of the Local Area with proper identification may procure a library card in accordance with the procedures listed in C. 2 herein.

C. QUALIFICATIONS PROCEDURES FOR LIBRARY CARDS APPLICANTS

1. Yavapai County Residents:

All applicants must provide a Social Security Number and at least one of the following "ID's": driver's license (local address), checkbook (local address), utility bills, rent receipt or a local reference. Children under 14 years of age must have the consent of a parent or guardian. The LIBRARY staff will accept any of the above ID's along with a Yavapai County mailing address, and will record these same on the application cards.

2. Non-County or Part-Time Residents of Local Area Communities:

- a. Non-County patrons may procure a Library card as in C.1. with the addition of a ten (\$10.00) dollar refundable deposit.
- b. Part-time residents of local area communities may procure a library card as in C.1. with the addition of a ten (\$10.00) dollar refundable deposit.

III. CIRCULATION OF LIBRARY MATERIALS POLICIES AND PROCEDURES

A. PURPOSE

To provide guidelines for the circulation of library materials; for the provision of informational services to as many patrons as possible; and for the compilation of circulation data and records as required by the County and Town.

B. MATERIALS CIRCULATION POLICIES

1. Patrons must have a valid, current library card to check out any library materials.
2. Patrons will receive notice of overdue library materials. All overdue items must be returned before additional materials can be borrowed. A fine will be assessed for each day that library materials are overdue.
3. If the patron does not respond to the final overdue notice, the collection action is referred to the Town Marshal's Office.
4. When loaned library materials are lost or damaged beyond repair, the patron will be assessed a charge for the cost of each item, and may be charged an administrative fee to cover the cost of ordering and processing the replacement. The patron's library privileges will be suspended until the matter is resolved.
5. All patrons paying for lost materials will be notified that the Library will not provide a refund payment if the materials are located and returned at later date.

6. Books in the reference collection are used by patrons and staff members for research, and do not circulate. Reference books often are very expensive, out-of-print, or multi-volume works; these materials must be maintained on shelf for continuous public access.
7. The Library's professional collection of trade-type books, catalogues, etc. are not generally available to patrons, but may be referenced by authorization of the Library director.

C. MATERIALS CIRCULATION PROCEDURES

1. The number of items checked out by one individual is subject to the discretion of the library staff, based on demand and supply considerations.
2. Prior to loaning out materials, library staff will check to see that no overdue materials are outstanding, per III. B. 2. herein.
3. The loan period for books, periodicals and most other library materials is a maximum of two weeks. The return date is stamped on the material circulation card. Materials can be "renewed" to extend the due date for an additional two weeks by a request in person or by telephone. Books or materials that are reserved for another patron may not be renewed.
4. After the patron has been notified at least two times of overdue material, either by phone or mail, and has not responded, a "FINAL NOTICE" is sent. The FINAL NOTICE requests the return of all borrowed library materials, or payment for the borrowed materials and administration costs.
5. All patrons paying for lost materials will be notified that the library will not provide a refund payment if the material is located and returned at a later date.
6. When a patron needs more time to study reference type materials, photocopying of the data is suggested. If information from a reference book is needed for school reports, the pertinent pages may be photocopied without a charge to the student patron.

IV. STATISTICAL AND RECORDS POLICIES AND PROCEDURES

A. PURPOSE

To provide ongoing records on library use, expansion and community involvement.

B. STATISTICAL AND RECORDS POLICIES

1. The library staff will keep daily circulation statistics of loaned materials.
2. The library will also keep other pertinent statistics of library sponsored community services to be compiled into a monthly report for the Town Administration, Library Advisory Commission, and/or the Yavapai County Free Library District.
3. The Library will provide information required by County, State and National Library Agencies.

C. STATISTICAL AND RECORDS PROCEDURES

1. Library staff will access and process required circulation data in accordance with format and procedures supplied by the Town and the County.
2. Library staff will file records and prepare reports of library-sponsored community service and informational projects and activities. Such reports will include numbers and extent of public participation, resources utilized for the project, and valutive notations, and be made available to the Town and the Library Advisory Commission in the monthly reports.

V. INTERLIBRARY LOAN (ILL) POLICIES AND PROCEDURES

A. PURPOSE

If materials are not available in the Camp Verde Library collection, the Inter-Library Loan (ILL) system provides patrons access to materials or reference sources from other libraries.

B. ILL POLICIES

1. Any Library patron holding a current and valid library card may request ILL services.

2. 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.

C. ILL PROCEDURES

1. To request ILL, the patron completes the request form available at the circulation desk.
2. The following materials may not be available through the ILL system:
 - a. Books published within the last six months; libraries typically will not lend new materials due to demand.
 - b. Reference books and rare books.
 - c. Genealogy books.
 - d. Microfilms of 1790-1900 Census.
 - e. Entire magazine and newspaper issues are not sent. Copies of articles may be sent, depending on length.
 - f. Duplicates of titles owned by the Camp Verde Library, but which may be on order, in circulation or on reserve.
 - g. Phonograph records, art prints, and audio/video cassettes.
3. A patron is limited to four (4) ILL requests pending at one time.
4. The time from receipt of request to receipt of materials is dependent on availability.
5. The loan period (due date) of the ILL is determined by the lending library.
6. A fine may be charged on overdue ILL materials.

VI. COLLECTION DEVELOPMENT AND WEEDING POLICIES AND PROCEDURES

A. PURPOSE

To state the policy and define the guidelines for the selection and ongoing evaluation of materials in Camp Verde Public Library.

B. MATERIALS SELECTION POLICY

Library materials will be selected in part from competent media reviews and basic list of standard works. Recommendations from the public are also welcomed. Basic to the Library Materials Selection Policy are the Library Bill of Rights and the Freedom to Read Statement adopted by the Council of the American Library Association (ALA) which are 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 reading of children rests with the parents and legal guardians.

C. MATERIALS SELECTION PROCEDURES

With the goals of purpose, quality and economy, the Library's collection will be built to meet the needs and interests of the community following these specific guidelines:

1. Selection of materials will be made on the basis of the total effect of the material.
2. Relation of work to existing collection.
3. Popular demand - the library shall strive to make available materials which are frequently requested.
4. Authority of author.
5. Accuracy.
6. Topics of current interest.
7. Standard works of permanent value.
8. Price, durability and ease of use.
9. Basic standard research and reference materials.

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 gift materials will be governed by the same criteria applied to the selection of purchased materials. Materials not selected for inclusion into the collection may be transferred to an ongoing sale area.

D. WEEDING POLICIES

The librarian shall evaluate the collection through inventory and maintenance, identifying current strengths, weaknesses, gaps and saturation categories.

E. WEEDING PROCEDURES

The librarian shall follow the Crew Method in weeding. (see appendix).

VII. REFERENCE POLICIES AND PROCEDURES

A. PURPOSE

To state the reference policy and procedures of the Camp Verde Public Library. To define and to cite procedures for answering consumer, contest, educational, legal and medical questions.

B. REFERENCE POLICIES

It is the policy of the Camp Verde Public 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. Patron's questions are considered confidential. Answers to general reference questions will be verified and cited from a reliable source. The librarian or staff will not quote or interpret medical, legal or consumer citations.

C. REFERENCE PROCEDURES

1. For medical, legal or consumer reference requests, the patron will be asked to come in to the Library.

2. Staff will assist the patron in locating the proper references.

VIII. CONFIDENTIALITY POLICY AND PROCEDURES

A. PURPOSE

To state the policy concerning library confidentiality and the patron's right of privacy.

B. Confidentiality Policy

It is the policy of the Camp Verde Public Library to insure the privacy of any patron who uses the library. Information requested and selection of material must remain confidential.

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. All patron information records are confidential. Any staff member, including volunteers, can be dismissed for a violation of this confidentiality policy. Only the Library Director may release patron records with a written request and the written consent of the cardholder.

C. CONFIDENTIALITY PROCEDURES

1. When asked for restricted information, staff will explain the confidentiality policy to the inquirer. If necessary the written policy may be shown to the inquirer.
2. Upon presentation of a written request for restricted information and corresponding written consent document, the request shall be processed only by the Library Director.

IX. RECONSIDERATION POLICY

A. PURPOSE

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

B. POLICY

1. 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).
2. The preference for library materials by users is a personal decision. Individuals who may question the selection of materials in the library collection are first referred to the policy statements cited in VI.B. which are included in full in the appendix of this document.
3. Responsibility for the selection of library materials by children and adolescents resides with their parents or legal guardians.

C. PROCEDURES

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

1. The Requestor objecting to the exclusion or inclusion of specific library materials will be referred to policy documents cited in VI.B.
2. The Requestor 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 Requestor and returned to the Library Director. Copies of forms are in the appendix.
3. Once the written request form has been completed, signed and turned in by the Requestor 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 is the group responsible for reviewing reconsideration cases and consists of the following five (5) members and a non-voting recording secretary:

Library Director
Member of the Library Commission
Member of the Town Council
Town Manager
Member of the Community

4. 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 Requestor in writing of such date, time and place not less than ten (10) working days prior to the scheduled meeting.
5. The meeting between the Right to Read Committee and the Requestor will serve to formally review the material in question. At that time, the Requestor may present information pertaining to the petition. A final decision may be made at the conclusion of the hearing by the Right to Read Committee and the Requestor. The results of the hearing will be summarized on the Result of Hearing Form and signed at the conclusion of the hearing by the Requestor and the Right to Read Committee.
6. This form and the transcript of the proceedings will be kept on file at the Library and in files of the Town of Camp Verde.

X. COPYRIGHT POLICIES AND PROCEDURES

A. PURPOSE

To develop copyright policies and procedures that comply with federal copyright laws.

B. COPYRIGHT POLICY

1. 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.
2. No staff member shall knowingly copy materials in willful violation of copyright law, fair use guidelines, license agreement or proprietor's permission.

C. COPYRIGHT PROCEDURES

1. All library copying equipment will have appropriate notices regarding copyright law placed in a conspicuous location.
2. All materials that are photocopied by staff shall be stamped with the following notice: "This photocopy was made under provisions of Section 108 of the Copyright Act of 1978."

XI. DISPLAY POLICY AND PROCEDURES

A. PURPOSE

To establish a policy and procedures governing display of loaned or non-circulating materials in the Library.

B. DISPLAY POLICY

1. The librarian will consider only non-commercial displays of educational, cultural, civic or recreational nature.
2. Acceptance of a display by the library does not constitute an endorsement of the contributing group's or individual's policies or beliefs.
3. Displays will be scheduled on a first-come/first serve basis.

C. DISPLAY PROCEDURES

1. Persons or organizations providing a display in the library will complete a Display Application/Agreement found in the appendix of this document.
2. Only identification information may accompany a display. No price tags are permitted. Staff members reserve the right to remove any unwarranted or unauthorized information.
3. If the Librarian so requests, it is the responsibility of the person or organization to set up and remove the displays.
4. The library will not provide storage for the property of individuals or organizations displaying in the library.

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

XII. BULLETIN BOARD POLICY AND PROCEDURES

A. PURPOSE

To state the policy and procedures for accepting and posting of announcements.

B. POLICY FOR USE OF BULLETIN BOARD

1. The Library will accept certain announcements from community groups, organizations and individuals concerning non-commercial, non-profit, educational, cultural, civic and recreational information.
2. Announcements will not be kept or returned after they are removed from the bulletin board.

C. PROCEDURES FOR USE OF BULLETIN BOARD

1. The poster, flyer, petition, picture, etc., must be presented to the Library Director who will decide to accept or reject the announcement.
2. Items will remain on the bulletin board for a maximum of two weeks or until the conclusion of the event(s).

XIII. FACILITIES AND EQUIPMENT USE POLICIES

A. PURPOSE

To establish the policy and procedures for use of the Library facilities and equipment.

B. FACILITIES AND EQUIPMENT USE POLICIES

1. The Library will be open to the public every hour possible within budgetary limits.
2. A paid staff librarian who has been trained in library standards will be on duty during all open hours at the library.
3. Library furnishings and equipment may be utilized only for library activities.

4. The telephone at the library is for business use only.

C. FACILITIES AND EQUIPMENT USE PROCEDURES

In the event that a meeting area becomes available, procedures for its use will be added to this document.

APPENDIX

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 prescribed 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 abridgement 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 belief or affiliations of individuals or groups requesting their use.

THE 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 judgement, 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 pressures 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, every enforcement of an 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 command only a small audience. They are the natural medium for the new idea and the untried voice from which come 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.

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 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 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:

1. 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 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 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.

3. 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 men can flourish which 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 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.

5. 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 the 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.

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.

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 each individual is free to determine for himself that he wishes 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.

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, bookmen 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 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 channel 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, requires of all bookmen the utmost of their faculties, and deserves 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, 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.

AMERICAN LIBRARY ASSOCIATION

Adopted: June 25, 1953

ASSOCIATION OF AMERICAN PUBLISHERS

Adopted: June 1953

ARIZONA STATE LIBRARY ASSOCIATION

Adopted: October 1988

GUIDELINES FOR WEEDING: THE CREW METHOD

CREW--Continuous Revue, Evaluation and Weeding

What is it?

CREWing is a slow process of weeding. It may take up to a year to complete an entire collection. It is suggested that CREWing be done a section at a time, during slack times and slow seasons. Good judgment is imperative, so it should not be done in a hurry or within a deadline.

What are the benefits?

CREWing...

- ...provides more space for your most popular items.
- ...reduces the cost of mending, cleaning, extra shelving, and extra card catalog drawers.
- ...saves time spent, by patrons and staff, looking for books, shelving, and providing reference information.
- ...presents a clean, reliable and current collection to the public.
- ...provides easier access to books for inventory.
- ...provides information on strengths and weaknesses of the collection which could be noted for future acquisitions.

Who should weed?

Generally speaking, since the librarian is the book selector, s/he should also do the weeding. The librarian best knows the collection and needs of the community. Therefore, s/he is best suited for this task.

What to weed?

There are three basic characteristics to be observed during the weeding process.

- 1) Physical condition--Does the book need minor repair, rebinding, or should it be discarded?
- 2) Circulation--How often has the book been checked out in the last 2 years? Perhaps it could be kept for 1 more year.
- 3) Age of the material--Is the information outdated? Certain subject areas become obsolete quickly, such as law and medicine. Certain annual publications are superseded and can be replaced each year, after the newer edition is received.

There are two excellent sources you can use which describe weeding in a clear and understandable manner.

Segal, Joseph. Evaluating and Weeding Collections in Small and Medium-Sized Public Libraries: The Crew Method. Chicago: American Library Association, 1980. 25 pgs. Includes bibliography.

This book discusses the need for weeding, the CREW method in 10 steps, CREW guidelines, how to dispose of books, and procedures for weeding.

Weeding the Small Library Collection. Small Libraries Project, American Library Association, 1972.

This is a 6-page pamphlet which discusses why you should weed, what to weed, disposing of books, procedures for weeding. More simplified than the above text.

(Copies can be made for you.)

If you are in doubt about whether or not to weed a specific book, there are available resources to use, probably right in your own library. You can consult award-winning booklists, reliable bibliographies, reviews of new books for the last year (in FORECAST or LIBRARY JOURNAL), and current Books in Print.

In addition, the following resources can be used for weeding if you desire to be more proficient. They are:

- Public Library Catalog--9th ed. + current supp.
- Elementary School Library Collection--16th ed., 1988
- Fiction Catalog--11th ed. + current supp.
- Junior High School Library Catalog--6th ed.
- Senior High School Library Catalog--13th ed. + current supp.
- Children's Catalog--15th ed. (16th to be out soon)
- Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers, 1988

*Specific Helps In Weeding

000 Encyclopedias

New edition needed at least every 3-5 years.
If the library has several sets, stagger
replacement so there is always one new set.
Older editions may circulate.

100 Philosophy, Ethics, etc.

Value determined by use.
Retain popular topics, especially in self-help
psychology and guides to living.

200 Religion

Value determined by use. Collection should
contain basic, current information (but not
propaganda) about as many sects and religions
as possible, especially those in your
community.

300 Social Sciences

See that controversial issues are represented
from all sides and that information is current
and accurate.

Almanacs & Yearbooks

Superseded by each new volume. Seldom of much
use after 2 years. Retain only until new one
is received.

Politics & Government

Discard topical materials after 5 years.
Judge books dealing with historical aspects
according to their use.

Education

Keep historical materials according to use.
Discard outdated theories. Check with a
teacher or principal if in doubt.

Etiquette & Customs

Keep only basic, current materials.

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400 Linguistics & Languages

Discard out-dated and unattractive textbooks and grammars. Weed according to use.

500 Pure Science

Except for botany, math and natural history, most science books are out of date in 3-5 years. Keep basic works of historical value. Discard general works which have been superseded by newer editions.

600 Applied Sciences

Retain 5 years at most, unless book contains material of historical value. Anatomy & physiology change very little. Fast-changing areas are medicine, inventions, radio, television, gardening, business, etc.

Agriculture

Keep current with new editions and information on new developments and new techniques, especially if you serve farmers or ranchers.

Home Economics

Discard dated information, especially in sewing and grooming books. Replace unattractive cookbooks which are still in demand.

Business

Retain for 5 years.

Other 600's

Keep books on old clocks, guns, and toys since these items are often collected.

Technology is making such rapid advances that any material over 5 years old is to be viewed with suspicion. One major exception: repair manuals for older cars and appliances should be kept as long as such items are generally kept in your community.

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700

Art, Music

Keep basic material, including collections of music, engravings, finely illustrated books.

Crafts

Keep basic materials on production techniques.

Decorating

Keep attractive and current.

Photography

Discard information 5 years old, especially when techniques and equipment are outdated.

800

Literature

Keep basic material. Discard poets, dramatists, and minor novelists no longer being read. Pay attention to demands of non-students as well as students.

900

History

Depends upon use, accuracy of fact, and fairness of interpretation. Most significant war materials are found in standard histories, with the exception of the Vietnam War.

Travel, Geography

Outdated in 5 years unless notable for historical content. Atlases and statistical travel books are superseded by each new edition and are seldom of much use after 3 years.

Biography

Unless the subject has permanent interest or importance, such as a U.S. President, discard it when the demand for it subsides. Replace poor quality biographies with better ones, if possible. Pay close attention to ghost-written biographies about faddish celebrities.

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Other Categories

Rare Books

Old editions or rare books should be listed, with their publishers and copyright dates, and the list sent to the state library for advice on their value.

Fiction

Discard works no longer popular, especially second and third copies of old bestsellers. Retain works of durable demand and/or high literary merit; a good, non-topical, well-written novel appealing to universal concerns will continue to circulate at a moderate rate for many years.

YA, J and E Fiction

Discard children's and young adult fiction if the format and reading level do not match the current interest level of the book. Discard topical fiction on dated subjects; discard abridged or simplified classics in favor of the original; discard as many series books, particularly second and third copies, as possible.

J and E Non-Fiction

Use adult criteria, but look especially for inaccuracy and triviality which are common faults of over-simplified children's non-fiction.

Periodicals, Newspapers

Bind or keep only those periodicals in constant use for research and if they are indexed (in Reader's Guide or other indexes in your library). For the local newspaper, see section on local history. Clip other periodicals and newspapers sparingly for the vertical file before discarding.

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Audiovisual Materials

Discard if worn out, out of date, rarely used, trivial and faddish, or if district office can supply. Since many media are costly, weeding of such materials, once acquired, must be done as carefully and cautiously as the initial selection and acquisition.

Local History

Your library is also the logical archives of the community, and in many cases, of the county. Retain all books on the history and geography of the city and county; all local newspapers (on microfilm if possible); all accounts of travels through your immediate area; all memoirs of local figures; and all local city directories. Keep most books by local authors (if of any literary value); and some genealogies of important local families. Collect local photographs, playbills, and other memorabilia of possible interest to future writers in your area. If possible, start an oral history program; the tapes thus produced, being unique, are not subject to standard weeding procedures. If local history materials, particularly unique or rare items, begin to wear or become soiled, make them non-circulating.

Vertical File

Weed the vertical file rigorously at least once a year. Keep only materials on topics of current interest on which no books exist. Often a book will be published on a subject within 6 months after the material is placed in the vertical file. Date all materials when added to the file.

College Catalogs

Keep current; keep only those catalogs from colleges of interest to students in your area and 1 or 2 universities of national importance.

Government Documents

Never discard these if they are part of a permanent (depository) collection. Discard when outdated only if used for vertical files. (If a depository, be particularly careful to check local and state materials before discarding.)

1990/ycl6

Author:_____

Title:_____

CAMP VERDE PUBLIC LIBRARY

REQUEST FOR EXCLUSION OF LIBRARY MATERIALS

Requestor's Name:_____

Address:_____

Represents: Self_____

Organization_____If requestor represents an organization:

Name of Organization:_____

Address of Organization:_____

Name of Officer or Person in Charge:_____

Author of Requested Material:_____

Title:_____

Publisher:_____Copyright Date:_____

1. How did you learn about this book material?
2. Have you read the entire book material?_____Yes_____No. If not, 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? _____ Yes _____ No.
If so, please list names of critics and sources of reviews:
- a.
 - b.
 - c.
5. What do you believe are the main ideas of this book/material?
6. What book/material with similar purpose would you suggest in place of this book/material?
7. Additional comments.

Signature of Requestor

Date

RESULT OF HEARING

Author:_____Title_____

Date of Hearing:_____Date of This Document_____

Summary of Results:_____

Signatures of Members of the Review Committee:_____Date:_____

Signature of Requestor:_____Date:_____

Signature of
Recorder Transcriber_____Date_____

Author:_____

Title:_____

CAMP VERDE PUBLIC LIBRARY

REQUEST FOR INCLUSION OF LIBRARY MATERIALS

Requestor's Name:_____

Address:_____

Represents: Self_____

Organization_____If requestor represents an organization:

Name of Organization:_____

Address of Organization:_____

Name of Officer or Person in Charge:_____

Author of Requested Material:_____

Title:_____

Publisher:_____Copyright Date:_____

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

2. Have you read the entire book/material?_____Yes_____No. If not, what parts did you read?

3. Why are you recommending this book/material?

4. Have you read any professional reviews of the book/material? _____ Yes _____ No.
If so, please list names of critics and sources of reviews:
- a.
 - b.
 - c.
5. What do you believe are the main ideas of this book/material?
6. Additional comments.

Signature of Requestor

Date

Page 2 of Request for Inclusion

RESULT OF HEARING

Author: _____ Title _____

Date of Hearing: _____ Date of This Document _____

Summary of Results: _____

Signatures of Members of the Review Committee: _____ Date: _____

Signature of Requestor: _____ Date: _____

Signature of
Recorder Transcriber _____ Date _____

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 assigns 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 _____