

# MARSHALL PUBLIC LIBRARY

## Collection Development Policy

Approved by the Board of Trustees  
July 26, 2005

Approved by the City Commission  
August 25, 2005

**RESPECTFULLY SUBMITTED  
TO THE  
CITY OFFICIALS AND ADMINISTRATORS  
OF THE  
CITY OF MARSHALL**

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THROUGH INTERLOCAL AGREEMENT  
WITH THE CITY OF MARSHALL,  
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Anna Lane, Librarian  
Clara Lovely, Librarian  
LaTanyea Flowers  
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# COLLECTION DEVELOPMENT POLICY MARSHALL PUBLIC LIBRARY

## INTRODUCTION

A collection development policy outlines the criteria used for the selection of materials, the responsibility for collection development and maintenance, and the process for reconsideration of materials. This document seeks to further the public's understanding of the purpose and nature of the Marshall Public Library's collection while providing guidance and direction to the library staff during the selection and maintenance of materials for the library.

## COMMUNITY AND LIBRARY PROFILE

Marshall Public Library has its roots as a private lending library serving members of five women's clubs dating back to the end of the 19<sup>th</sup> century. In the mid-1960s, a movement was begun in Marshall to establish a public library open to all citizens. In December 1969, the city commission voted to establish a municipally-operated library and a public library department. The Marshall Public Library opened the following September. Because of The Friends of a Public Library's successful fund raising drive to raise money for a new city library, construction on the new public library building began in December 1972 and was dedicated in October of 1973.

Marshall Public Library is an accredited member of the Texas State Library and Archives Commission (TSLAC) and is a member of the Northeast Texas Library System (NETLS). Marshall Public Library serves the citizens of City of Marshall and, through interlocal agreement with the City of Marshall, Harrison County. Marshall Public Library's service population is 56,036 as defined by TSLAC. 2/3 of the library's circulation comes from Marshall citizens; the other 1/3 comes from other Harrison County residents.

The population breakdown of Harrison County citizens, according to the 2000 U.S. Census, is as follows:

Population by Race		Population by Age	
White	71.3%	Under 10	13.8%
Black	24.0%	10-19	16.7%
Hispanic	5.3%	20-44	33.4%
American Indian	0.3%	45-64	23.0%
Asian	0.3%	65 and	13.1%
Other Race	2.9%	Median Age	36.1

The Texas Education Agency reports in its Snapshot 2002 School District Profiles the following information about students in Harrison County schools:

	Elysian Fields	Hallsville	Harleton	Karnack	Marshall	Waskom
White	75%	89%	95%	26%	44%	68%
Black	23%	6%	5%	73%	43%	23%
Hispanic	2%	4%	0%	1%	13%	10%
Other	1%	1%	0%	0%	1%	1%
% Graduated	97.4	85.5	93.6	87.5	79.6	93.2

The City of Marshall is home to East Texas Baptist University, Wiley College, and Texas State Technical College. The following educational attainment for Harrison County residents 25 years and older was taken from the 2000 U.S. Census:

School Enrollment		Educational Attainment	
Nursery School	5.5%	Less than 9 <sup>th</sup> Grade	7.1%
Kindergarten	5.3%	9 <sup>th</sup> to 12 <sup>th</sup> Grade	14.6%
Elementary School (grades 1-8)	46.8%	High School Graduate	34.1%
High School (grades 9-12)	23.5%	Some College, no degree	23.1%
College or Graduate School	18.9%	Associate Degree	5.7%
		Bachelor's Degree	10.8%
		Graduate Degree	4.6%

The 2000 U.S. Census reports that 59.8% of Harrison County residents 16 years and older are in the labor force. Of those individuals, 4.4% were unemployed. The others were employed in the following fields:

Occupation	
Management and Professional	26.1%
Service	13.4%
Sales and Office	26.6%
Farming, Fishing, and Forestry	0.5%
Construction, Extraction, and Maintenance	12.7%
Production, Transportation, and Material Moving	20.8%

2,206 families (12.9%) and 10,061 individuals (16.7%) reported living in poverty.

Early in its history, Marshall was the Gateway to the West and served as capital of Missouri during the Civil War. Since then, Marshall has been the birthplace of notable individuals and home to a variety of historic and cultural events. Students in junior high and middle school complete history fair instead of science fair projects in recognition of the wealth of history in the area. Because of the importance of arts and culture to Marshall and the availability of a variety of these events in the area, Marshall was named the Cultural Capital of East Texas in September 2004.

Knowledge of the demographics, education levels, and interests of Marshall and other Harrison County residents will help the Marshall Public Library staff acquire useful, well-rounded materials which meet citizens' informational, educational, and recreational needs. The library recognizes the evolving nature of its community and to this end will strive to make materials available which reflect the needs of all residents.

## **STATEMENT OF INTELLECTUAL FREEDOM AND CENSORSHIP**

The Marshall Public Library endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Texas Library Association's Intellectual Freedom Statement (see Appendices). These statements are considered the essence of public libraries and guiding principles for this collection development policy.

## **MISSION STATEMENT**

The Marshall Public Library is dedicated to initiating and providing quality library service and free access to information to the citizens of the City of Marshall and other citizens of Harrison County.

The Marshall Public Library endeavors to accomplish this mission by maintaining an organized collection of materials in a variety of formats, reflecting a diversity of ideas.

- insuring that the print collection contains good quality, up-to-date material in all relevant subject areas, offering guidance and encouragement in their use.
- providing electronic circulation and information retrieval to the community, including access to the Library's online catalog and resources available worldwide through the Internet.
- providing a variety of programs to educate, inform and enhance the lives of the citizens of the community.

## **ROLE OF THE LIBRARY**

The functions of public libraries in communities are often multi-faceted and reflect the values and interests of the individuals served. The Marshall Public Library recognizes its importance in the life of the residents of the City of Marshall and Harrison County. The 2005-2009 Long Range Plan targets four service areas which aim to fulfill the community's informational, educational, and recreational library needs.

1. Lifelong Learning -This service helps address the desire for personal growth and development opportunities.
2. Current Topics and Titles -This service helps fulfill the community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

3. Information Services - Through books, newspapers, magazines, and public access to the Internet, this service helps meet the need for information and answers to questions on a broad range of topics related to work, school, consumer information, community services, and personal life.
4. Commons - This service addresses the need of people to meet and interact with others in the community.

## **SELECTION PHILOSOPHY**

The library will attempt to select materials (within the framework of preserving the freedom to read, hear, and view) which will provide for the interest, information, entertainment, pleasure, education, development, appreciation, stimulation, enrichment, and/or self-improvement of library patrons of all ages, walks of life, value and interest patterns, education, opinion, and persuasion to the degree possible with budgetary constraints, and material availability.

## **SELECTION PRINCIPLES**

The materials selection and accessibility policy of the Marshall Public Library is based on the following principles:

The freedom to read, along with the freedom to hear and view, is protected by the First Amendment to the Constitution. This freedom is held to be essential to our democracy and will be upheld, supported, and defended in the selection and the provision for accessibility of all library materials.

Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, hear, and view. It is the essence of democracy that citizens shall have the right of free inquiry and the equally important right of forming their own opinions. In a society, each individual is free to determine for himself or herself what he or she wishes to read, hear, or view, and any group is free to determine what it wishes to recommend to its freely associated members.

Selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or means of expression of the materials.

The library and its associated authorities do not serve *in loco parentis*. It is the parents, and only the parents, who may restrict their children, and only their children, from access to library materials. Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that materials may come into the possession of children. The library believes in the American Library Association's *Free Access to Libraries for Minors* and its *Access for Children and Young People to Videotapes and Other Non-print Formats* (see appendices) but does not practice this guideline. The Marshall Public Library does not

permit children and youth under the age of 18 to check-out videos due to the amount of fines which could accumulate should the videos become overdue.

The library will attempt to provide materials for all members of the community served, without exclusion. A person's right to access and use of library materials will not be denied or abridged because of origin, age, background, or views with the exception of the age limit for checking out videos as described above.

The library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Consequently, no challenged material will be removed from the library for complaints of obscenity, pornography, subversiveness, or any other category covered by law until after an independent determination by a judicial officer in a court of competent jurisdiction, following an adversary hearing and in accordance with well established principles of law, shall have ruled against the material. Conversely, no materials will knowingly be selected which have previously been adjudicated to be in noncompliance with the law.

The library will attempt to select materials (within the framework of preserving the freedom to read, hear, and view), will provide for the interest, information, entertainment, pleasure, education, development, appreciation, stimulation, enrichment, and/or self-improvement of library patrons of all ages, walks of life, value and interest patterns, education, opinion, and persuasion to the degree possible with budgetary constraints, material availability, and degree of understanding of the above needs and desires.

The Marshall Public Library upholds the principles of the American Library Association's Library Bill of Rights, Freedom to Read Statement, Expurgation of Library Materials, Freedom to View Statement, Statement on Labeling, Code of Ethics, and Libraries: An American Value. In addition, the Marshall Public Library supports the Texas Library Association's Intellectual Freedom Statement. The full text of these documents is included in the Appendices.

## **SELECTION RESPONSIBILITY**

Selection of materials for the library is the responsibility of the library director and professional staff who are qualified by education, training, and experience. The paraprofessional staff may also contribute to materials selection, using their knowledge of the collection and the community. All library staff will adhere to accepted professional practices when making selection decisions. Recommendations from the public are subject to the same selection criteria as other materials and are not automatically added to the collection. The ultimate responsibility for materials selection and the development of a strong collection rests with the library director who oversees the growth and maintenance of the collection and ensures new acquisitions reflect the needs of the public.

## **SELECTION CRITERIA**

Selections for the library are based solely on the merits of the material in relation to the building of the collection and to serving the interests of all the readers in the service area.

The Marshall Public Library attempts to provide a large and stimulating collection of materials which support the informational, educational, and recreational needs of the citizens of the City of Marshall and Harrison County. The primary service areas that support this goal are Lifelong Learning, Current Topics and Titles, and Information Services. These service areas are considered in the development of the collection and will receive priority in the allocation of resources and funds. The library collection also attempts to provide materials presenting as many sides of controversial issues as budget, space, and availability of materials allow.

Each item added to the collection is judged as a whole and isolated passages in themselves are not used as criteria. Materials added, through acquisitions, gifts, patron requests, standing orders, or by other means, are evaluated according to the following criteria:

- Public demand and interest
- Depth of coverage
- Receipt of or nomination of major awards
- Support of library's mission and roles
- Reputation and significance of author
- Accuracy & currency of content
- Evaluations in review media
- Quality of physical format
- Local or regional interest
- Critical reviews

## **SELECTION CRITERIA BY READER**

### • **Adults**

The Marshall Public Library provides a collection of fiction (including mystery, science fiction, westerns, and large print) and non-fiction (including biography) titles to meet the information, entertainment, and enrichment need of its patrons. Each title is judged according to its intrinsic merit, the subject treated, the reader interest, and the need for the book in the collection.

Fiction books, in addition to the criteria above, are selected based on demand, reader interest, and the need to reflect minority as well as majority cultures. Non-fiction books are also selected on the suitability of the books for the intended audience and their ease of use of the index, bibliography, illustrations, etc. Mass-market paperbacks, textbooks, and kits are generally not added to the collection.

### • **Young Adults**

The purpose of the young adult collection is to help bridge the gap between children's literature and adult literature. The Marshall Public Library's young adult collection provides educational and recreational materials for young adults ages 12-18. It is

recognized that young adult literature deals frankly, honestly, and realistically with growth situations confronting the young person. In addition to the criteria above, young adult books are selected based on presentation at a level and in a format that appeals to young adults, inclusion of material on recommended or curriculum-related reading lists, award-winning titles, and subject matters of special interest to young adults.

- **Children**

In selecting books for children, the Marshall Public Library's objective is to make available a collection that satisfies their informational, recreational, and cultural needs of children ranging in age from infancy through age 12. The library does not focus its collection on curriculum support, but supplemental materials in support of classroom assignments will be provided. The selection emphasis for children is on materials which stimulate imagination, mental growth, and the development of taste for good literature and beautifully-made books.

**Easy Books:** This collection includes wordless books, concept books, and beginning readers as well as a variety of books for adults to read to toddlers and preschoolers and for children to look at and use as they learn to read. In addition to the selection criteria, Easy books are chosen based on the appeal of the story and illustrations to children, age appropriateness of art, text, and topic. Since wear and tear of books in this collection is so great, library bindings will be purchased whenever possible. Board books are generally not purchased.

**Juvenile Fiction:** The Marshall Public Library maintains a variety of children's books from the most distinguished in children's literature to popular titles as well as new, alluring titles that will attract readers of many tastes and abilities. Special criteria in selecting books for this age group include appropriate reading level and interest level, appeal of the author, genre, or series for children, and the inclusion of the material on recommended reading lists.

**Juvenile Non-Fiction:** The juvenile non-fiction collection contains general informational works and browsing items. The Marshall Public Library does not provide basic texts or materials needed in quantity for schoolwork. Selection criteria in addition to the above include suitability for the intended audience, ease of use, quality of illustrations, maps, graphics, etc. and usefulness of material for research.

## **SELECTION CRITERIA BY TYPE**

- **Reference**

Reference materials provide timely and accurate information on a wide variety of topics. Because of method of use, rarity, or cost, they are maintained for in-library use only. Special selection criteria include thoroughness of coverage, currency of the material, importance of subject matter to the collection, and ease of use. Because of the emphasis of local history in the area schools, items by local authors and materials about

the historical significance of Marshall and the surrounding area are other key factors of selection.

- **Periodicals**

The library maintains a collection of magazines for informational and recreational reading. Specialized titles are considered in relation to subject needs and local interest. Back issues are kept for one year except for *American Heritage*, *East Texas Historical Journal*, *National Geographic*, and *Southwestern Historical Quarterly* which are bound and kept for reference use. Selection criteria include community interests, purchase requests, availability of funds, shelving, and storage space.

- **Newspapers**

The Marshall Public Library subscribes to *Wall Street Journal* and area newspapers, including *The Dallas Morning News*, *Longview News-Journal*, *Marshall News Messenger*, and *Shreveport Times*. *Christian Science Monitor* is donated and available to the public. Additionally, local area papers published sporadically are also available.

Back issues of newspapers are kept for two weeks behind the circulation desk. Back issues of the local newspaper, *The Marshall News Messenger*, are available dating back to 1849 on microfilm and/or CD-Rom.

- **Audiobooks**

The audiobook collection in both cassette and compact disc format is intended to fill the recreational and informational needs of adults, young adults, and children. Both abridged and non-abridged formats are included. A sound recording of a popular work may be acquired even when print materials are available in the library. Availability of replacement tapes, quality of production, and price are additional criteria in the selection of this type.

- **Videos/DVDs**

The video and DVD collection informs and entertains library users of all ages. Videos and DVDs appropriate for children and family viewing are located in the children's area, and all other videos and DVDs are in the adult section of the library. Videos and DVDs are generally acquired by donations, and selection criteria are reviewed before the items are added to the collection. Due to copyright laws, videos and DVDs without original labels or those copied from another source will not be added to the collection. If purchased, public performance rights are considered.

## **SELECTION TOOLS**

The library cannot examine each item before ordering because of the large number of materials published each year and because many items are ordered pre-publication. Materials are selected based on positive reviews in professional journals, magazines, newspapers, through advertisements, or through actual examination and evaluation.

Selection tools used to identify materials for the collection include (but are not limited to):

- Book wholesaler announcements
- *American Libraries*
- *Booklist*
- *Book Sense*
- *Library Journal*
- *New York Times Book Review*
- *Publisher's Weekly*

In addition to reviews in professional journals, reviews in newspapers and magazines are also considered. Recommendations from the public are subject to the same selection criteria as other materials and are not automatically added to the collection.

### **LEVELS OF COLLECTING**

The American Library Association's (ALA) Guidelines for Collection Development (see Appendices "Level of Collecting") outlines a hierarchy of collecting materials: minimal, basic, initial study, advanced study, research, and comprehensive. Based on the mission of the Marshall Public Library and its role in the community, the library in most cases will collect materials at the basic level in most subject areas and rely on Interlibrary Loan for additional information in other areas. Books on Marshall and Harrison County and books written by Marshall natives or residents will be collected at the research or comprehensive level. When possible, a copy of these materials is included in Reference and the circulating collection. Generally, genealogical materials are housed at the Harrison County Historical Museum Library.

### **GIFTS**

Gifts to the collection can be in the form of money or materials. Those making monetary donations may wish to recommend how their contributions are to be used. Gifts of books are accepted into the Marshall Public Library collection but must undergo the same scrutiny and meet the same standards as materials purchased for the library. Because of space limitations, budget, and staff, the library reserves the right to accept or discard unsolicited materials donated to the library based on how the material fits into the collection. The library cannot guarantee that any gift will be part of the collection or, if accepted, that it will remain in the collection.

Donations, which are out-of-date, in poor condition, and duplicates of items already in the library's collection, will not be added to the collection. Such donations are forwarded to the Friends of a Public Library for their book sales. Periodicals that cannot be used are placed in the "Free Magazine" bin. Once accepted by the library, donations become the property of the library. The library will provide the donor a letter of acknowledgment, upon request, to serve as a tax receipt, but the library cannot place a value on donations.

## **MEMORIALS**

A memorial is created when money is donated to add books or other materials to the library collection in honor or in memory of an individual or group. Items may also be donated in memory or honor of an individual or group. A memorial may be placed in the library collection, either for reference or for circulating use. The library welcomes suggestions for memorial purchases but reserves the right to the final decision regarding all materials based on the established selection criteria.

Monetary donations are placed in designated funds and donations over a set amount receive bookplates in the material. Acknowledgements are sent to the recipient or the recipient's family for every donation of money or material. A record of donors and recipients is maintained in a database.

## **INTERLIBRARY LOAN**

Interlibrary Loan (ILL) is not a substitute for collection development, but it is meant to expand the range of materials available to library users. The ILL process interacts with the collection development process in two ways:

1. Titles requested, but not owned by the Marshall Public Library, are considered for purchase.
2. Titles that have been considered for purchase but which are either unavailable or do not fit into the scope of the library's collection are recommended for ILL.

ILL requests for recent materials are given extra consideration for purchase since it is unlikely these will be available from other libraries.

Patrons with valid library cards may request items which are not in the library's collection. Books, videos, articles, and audiobooks may be requested. Most lending libraries will not loan new releases, microfilm, reference, or genealogical materials. A minimum fee will be charged to the patron's account when the ILL items are received. Lending libraries set due dates and the Marshall Public Library enforces these. A minimum per day late fee is charged for any overdue ILL material with no maximum limit.

## **COLLECTION MAINTENANCE**

The Marshall Public Library recognizes the need for continuous evaluation of its collection in response to the nature and needs of its community. Collection maintenance is accomplished through weeding, replacement, mending or rebinding, and/or disposal.

- **Weeding**

Weeding and withdrawal is the process of removing materials from the active collection and is a necessary adjunct of selection. Use of selection criteria, good judgment, and experience are essential. Professional staff will review the collection on an ongoing basis using the CREW Method as described in the book *The CREW Method* by Belinda Boon with the goal of maintaining the quality and vitality of library resources by:

- discarding and/or replacing items in poor physical condition,
- eliminating items with obsolete, misleading, or superseded information,
- reducing the number of copies of titles whose relevance has lessened.

Space, the cost of replacement, and the appearance of the collection are factors in these decisions.

- **Replacement**

While the library attempts to have copies of all standard and classic works, it cannot replace each copy withdrawn. The library will not automatically replace items withdrawn because of loss, damage, or wear. Selection criteria used for acquisitions are applied to replacing withdrawn items. Other factors applicable when deciding on replacements include the number of copies the library owns, the availability of newer materials on the subject, the importance of the work in its subject area, price of the replacement copy, and the demand for the item.

- **Disposal**

If the items to be discarded are substantial or may be of potential use to any institution, the library staff may try to locate a library, school, or interested local group. If the material has been deemed valuable, but outside the collection development plan of the library, library staff may seek a buyer for the materials. Generally, discarded materials are given to the Friends of a Public Library. Disposal of library materials is subject to city requirements. Permission has been granted for the Friends of a Public Library to sell the discarded materials with income to benefit the Marshall Public Library.

- **Duplication**

The library considers the general demand and the number of requests for an item as a guide for duplication. Duplication must not be at the expense of important but less-demanded materials needed for the collection. Determining factors for duplication of items include popular demand, budget limitations, and the importance of material as determined by the selection criteria and library staff. For popular works such as best-sellers, the library seeks to acquire sufficient copies of popular items to meet patron demand within the constraints of available funds.

## **RECONSIDERATION OF MATERIALS**

Public libraries preserve and enhance citizens' rights to a broad range of ideas and have collections reflecting differing points of view on controversial and debatable subjects. The Marshall Public Library does not promote particular beliefs or views, nor

does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents as the library believes in freedom of information for all and does not practice censorship. Many books are controversial and any given item may offend an individual. **Selections for the library are based solely on the merits of the material in relation to the building of the collection and to serving the interests of all the readers in the service area.**

The Marshall Public Library welcomes expression of opinions by patrons but makes additions or deletions from the collection based on the collection development policy. The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which he/she does not approve, the individual may not exercise censorship to restrict the freedom of others. Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians. The library does not take the place of the parent or guardian. Selection decisions are not influenced by the possibility that materials may be accessible to minors.

After the professional staff discusses with the patron the principles of selection and the collection development policy, patrons still wishing for the material to be reconsidered will be asked to put their request in writing by completing and signing the form entitled "Citizen's Request for Reconsideration of Library Material" included in the appendices. In return, patrons will receive a copy of the *Library Bill of Rights* and the *Freedom to Read* statement. No title may be reconsidered more than once a year. Anonymous phone calls, rumors, or voiced concern will not be honored as initiating reconsideration. Only after the "Citizen's Request for Reconsideration of Library Materials" form is completed and returned will action be taken.

Once the form is returned, the library director will notify the Board of Trustees of the reconsideration request and will have the material available for the board's perusal prior to the next board meeting. The information from the "Patron's Reconsideration Request" form will be transferred to the "Reconsideration Request Form for Board of Trustees" (see appendices). At the board meeting, the "Reconsideration Request Form for Board of Trustees", without the patron's name, will be presented. After the board discusses the material and votes on the action to be recommended, the library director will notify the patron of the Board's decision.

## **POLICY REVIEW**

The Marshall Public Library Collection Development Policy will be reviewed every three years by the Board of Trustees and the Library Director to ensure that the policy remains current, pertinent, and an accurate reflection of the changing needs of the community, the library, and its collection development objectives.

**COLLECTION DEVELOPMENT POLICY  
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Request Initiated by: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Library Card # \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

**CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS**

TITLE OF MATERIAL: \_\_\_\_\_

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

Type of Material:       Book       Cassette       Compact Disc       Video  
                                  DVD                       Magazine/ Periodical                       Other

Have you read or seen this material in its entirety?     yes       no

If not, what parts have you personally read or seen? \_\_\_\_\_

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

To what do you object? Please be specific (example: cite page numbers). Use back, or additional page, if necessary.

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

What do you believe is the main idea of the material? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

In your judgment, is the material of any value?     yes       no

Why or why not? \_\_\_\_\_

\_\_\_\_\_

What reviews of this material have you read?

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In its place, what material of equal literary quality would you recommend that would convey as valuable a picture of and/or perspective on the subject?

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*I understand that no title may be reconsidered more than once a year.*

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Signature of Complainant

FOR LIBRARY USE ONLY

Received by \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Material viewed by \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Board of Trustees members present: \_\_\_\_\_

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Decision: \_\_\_\_\_ Meeting Date \_\_\_/\_\_\_/\_\_\_

Letter of Board of Trustee's decision sent to Complainant on \_\_\_/\_\_\_/\_\_\_

Further action taken (as necessary) \_\_\_\_\_

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CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS FOR BOARD OF TRUSTEES

TITLE OF MATERIAL: \_\_\_\_\_

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

Type of Material:     Book             Cassette             Compact Disc     Video  
                               DVD                     Magazine/ Periodicals             Other

1. Have you read or seen this material in its entirety?     yes     no  
If not, what parts?

2. To what do you object? (Please be specific; cite pages. Use back, or additional page, if necessary)

3. What do you believe is the main idea of this material?

Why?

4. In your judgment, is the material of any value?

5. What reviews of this material have you read?

6. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture of and/or perspective on the subject?

Received by _____	Date ___/___/___
Board of Trustees Meeting Date ___/___/___	Decision _____

## Levels of Collecting

Comprehensive Level: A collection in which the library endeavors, so far as reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field. This level of collecting intensity is that which maintains a “special collection”. The aim, if not the achievement, is exhaustiveness. Limited funding prevents most libraries to reach this level.

Research Level: A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as extensive collection of journals and major indexing and abstracting services in the field.

Advanced Study Level: A collection which is adequate to support sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic apparatus pertaining to the subject.

Initial Study Level: A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs supported by seminal retrospective monographs; a broad selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

Basic Level: A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important periodicals in the field.

Minimal Level: A subject area in which few selections are made beyond very basic works.

From ALA Guidelines for Collection Development and modified by the RTSD/ALA Subcommittee for Collection Management and Development

# 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 18, 1948.  
Amended February 2, 1961, 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 avoid the subversion of politics and the corruption of morals. We, as citizens 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 citizen, by exercising 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 misinformation, and to make their own decisions about what they read and believe. 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 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.

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 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 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 with any expression the prejudgment of a label characterizing it 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 the citizen. 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.*

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.

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 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 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.  
Revised January 28, 1972, January 16, 1991, July 12, 2000,  
by the ALA Council and the AAP Freedom to Read Committee.

# Intellectual Freedom Statement

## Texas Library Association

### A. PREAMBLE

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

### B. AREAS OF CONCERN

1. Legislation. The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

2. Interference. The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

3. Materials Selection Policy. The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the *Library Bill of Rights*.

4. Education. The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the *Library Bill of Rights* and the *ALA Freedom to Read Statement*.

The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.

5. Liaison with Other Organizations. The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.

Adopted September 15, 1972 by the TLA Council  
Reaffirmed April 7, 1995 by the TLA Council

# Expurgation of Library Materials

## An Interpretation of the Library Bill of Rights

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work intended to express. Such action stands in violation of Articles 1, 2, and 3 of the *Library Bill of Rights*, which state that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval,” and that “Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of any books or other library resources imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Further, expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

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

# 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.

Endorsed by the ALA Council January 10, 1990

# Statement on Labeling

## An Interpretation of the Library Bill of Rights

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the Library Bill of Rights.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings—if placed there by or with permission of the copyright holder—could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951.  
Amended June 25, 1971; July 1, 1981; June 26, 1990,  
by the ALA Council.

# Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council

June 28, 1995

## Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the  
Council of the American Library Association  
February 3, 1999