

# **Siouxland Libraries Collection Development Policy**

## **Mission of Siouxland Libraries**

In providing services, Siouxland Libraries continually seeks to identify and meet informational, educational, recreational and cultural needs. The ultimate aim is to bring rich, varied resources to potential users, serving individuals and groups within its service area and beyond. Services are provided as a public good through the most efficient, economical, and effective use of facilities, staff, and material in full cooperation with other institutions and organizations.

## **Organization of the Siouxland Libraries System**

Siouxland Libraries serves both the city of Sioux Falls and Minnehaha County, excluding Dell Rapids, with a current combined population of approximately 170,000. Population is expected to continue to increase. The Library currently consists of four branches located within Sioux Falls: Main, Caille, Ronning, and Oak View, and eight county branches: Baltic, Brandon, Colton, Crooks, Garretson, Hartford-West Central, Humboldt, and Valley Springs. In addition to the branches, a bookmobile serves both city and rural locations, and an outreach service provides for the populations in senior and nursing care facilities within the city and county. Day Care Delivery and Homebound services reach other special needs populations within the city and county. The Library maintains a webpage which provides 24-hour, 7-day a week access.

The Library acquires and manages a wide variety of informational and recreational resources in multiple formats with the intent to develop a useful, well-rounded collection of materials. These resources include print, nonprint, and electronic resources as well as internet access. The primary focus is on serving the community with a popular consumable collection. A secondary focus is to provide research material and local historical archives.

## **General Collection Policies**

### **Responsibility**

Responsibility for selection ultimately resides with the Board of Trustees and the Library Director. This responsibility is delegated by the Library Director to the Collection Development Librarian and the appropriate selectors within each Library division.

A collection development policy provides structure and guidance for effective management of all aspects of the collection. The policy directs Library staff in both general and specific responsibilities of working with the collection and establishes guidelines for the acquisition and management of information and services for the benefit of the customer.

### **Collection Formats**

The collection will consist of a variety of formats as necessary to meet the needs of the community. Materials and formats will be added to or removed from the collection to keep the collection current, useful, and appealing.

**Print** formats include books and periodicals such as newspapers, magazines, and journals. Selection is based on quality and availability of material, demand, price, space, and storage concerns. Back issues of the local newspaper will be retained on microfilm.

**Nonprint** formats currently include music, videos, DVDs, and audio books. Nonprint formats are selected based on demand, cost, quality, and viability of format and the technology required to support it. As changes occur in technology, nonprint collections will respond to the increasing or decreasing demand by customers as well as the Library's ability to purchase and replace and the cost of support as in the case of downloadable digital formats.

**Databases** are electronic resources that provide reference and research tools online. This online access extends resource availability to 24 hours, 7 days a week, and beyond the scope of the print resources physically housed in the library. Selection of electronic resources is based on:

- depth and breadth of information
- whether access is available from outside the library
- ease of use
- cost compared to print resources
- technical support
- training provided by the vendor

The databases are licensed for use by the Library, provided by the South Dakota State Library or through the Library's membership in the South Dakota Library Network (SDLN).

**Internet access** for customers is provided through public computers and is governed by the Library's Internet Use policy. Customer access to the internet via personal computers and the wireless network provided within library locations will also be governed by the Internet Use policy.

### **Selection Criteria**

All materials and formats will be selected based on standards and criteria. Each item will be judged on its own merit and with concern for its intended audience. All items must meet one or more of the following criteria:

- relevance to community needs
- potential and/or known demand
- relative importance in comparison with current materials in collection on same subject
- suitability of subject, style and level for intended audience
- timeliness and/or permanence of the material
- objectivity
- comprehensiveness and depth of treatment
- representation of an important movement, genre, trend, or culture
- availability of materials in area libraries
- critics' and staff reviews
- authority and significance of the author, composer, filmmaker, etc.
- reputation of the publisher or producer
- quality of the writing, design, illustrations, or production
- availability and suitability of format
- price
- space

Internet resources include sources that the Library has identified as useful informational tools or as educational entertainment such as in the case of children's computer games. The resources identified for use in serving the community will be evaluated based upon one or more of the following:

- suitability of subject, style, and level for intended audience
- purpose of the site
- peer review and/or recommendation
- authority of the author or publisher of the site
- currency and accuracy of information
- design, organization, construction, visuals used on the site
- ease of use and navigation, appropriate instruction, or help screens
- stability of site (URL) and download time

Recommended internet sites are periodically reviewed to verify their continued functionality and legitimacy. However, the Library does not manage these sites and has no authority over changes, additions, or deletions to these sites.

Selection tools shall include professional journals, reviews, book and bestseller lists, and vendor lists. Purchase suggestions from customers and staff are considered when making selection decisions for the collection.

### **Collection Evaluation**

All areas of the Library collection will be evaluated on an ongoing basis to determine need, usage, and customer interest. Factors used in evaluation will include:

- use
- number of requests
- space considerations
- the age of collection
- depth of coverage
- condition
- availability in other formats
- community or historical relevance
- value of the item

Materials expenditures will be allocated to reflect collection growth and use.

### **Specific Collections**

#### **Adult Collections**

The adult fiction collection reflects current popular titles in all genres. A variety of authors are collected. Fiction is represented in multiple formats, including hardcover and paperback books and nonprint and digital formats. Customer requests, anticipated demand, demonstrated use, staff recommendations, and interlibrary loan requests help determine titles and authors to collect. Works of enduring interest will be maintained where there is demonstrated customer interest. Items not included in the library collection may be supplied through interlibrary loan.

The adult nonfiction collection includes a variety of general works, also in multiple formats. A wide range of subject areas of interest to the community are supported. A variety of viewpoints on controversial subjects are represented. Customer purchase suggestions, interlibrary loan requests, and demonstrated use in specific subject areas are considerations in determining areas for purchase.

A large print collection consists of both fiction and nonfiction. Large print fiction is collected in a variety of genres to support the reading interests of the community. Large print nonfiction represents a smaller percentage of the collection. This collection is available at multiple locations.

An in-depth reference collection is maintained at the Main Library. All branches maintain basic reference sources as well as provide access to electronic databases and other online resources.

The South Dakota government documents collection contains print copies issued by state government agencies and departments. In addition, the library catalog provides links to state and federal documents and publications.

A collection of popular general interest magazines and newspapers is maintained at all locations. Retention of previous issues is based on use and the availability online and in microfilm.

### **Youth Services Collections**

The Library's Youth Services program serves children and teens from birth to 18 years of age. Materials for children and teens are housed in separate collections. They include both print and nonprint formats and access to electronic resources. Selection for all formats is done by the Youth Services librarians and staff. Collections are maintained at all library locations.

The children's collection provides materials which encourage the development of lifelong reading for both recreational and informational purposes. The children's collection includes board books for babies, picture books, easy readers, children's fiction and nonfiction in hardback, paperback, audio, and DVDs for use by appropriate age groups. A selection of age appropriate magazines is also collected. Electronic resources for children are provided in the children's area. The children's collection also supports the Daycare Delivery service for daycare facilities in the community.

The teen collection consists of print and nonprint formats at all locations. These materials are selected to entertain, enlighten, and challenge the teenage mind. Print collections are primarily fiction in hard cover and paperback, graphic novels, and magazines of interest to teens. Teen nonfiction collections focus primarily on issues pertinent to teens. For broader based nonfiction inquiry, the adult collection and electronic resources are available. Music and DVDs for teens are housed in the general media collections.

### **Branch Collections**

Branch library collections provide popular and timely materials for adults and children; support of leisure reading, lifelong learning and children's programming; and provide electronic access to the entire library collection and beyond. These collections will have both fiction and nonfiction, a variety of formats and electronic resources. Materials allocated to each location vary according to user needs and interests.

### **Special Collections**

The **Caille Room collection** is a research collection focused primarily on local city and county history. The collection documents the history, culture, resources, and economic development of the city of Sioux Falls and of Minnehaha County. To a lesser degree, this collection also documents the history of adjacent counties, the state of South Dakota, notable individuals, and the Native Americans indigenous to the area. Materials in this collection are both old and new, include many gifts, and are selected to supplement rather than duplicate holdings elsewhere. Included are Sioux Falls city directories, phone books, local high school yearbooks, and newspaper clipping files.

All materials, fiction and nonfiction, must meet the selection criteria described elsewhere within this policy. In addition, the work of local authors may be considered for inclusion in the Caille Room collection if the work meets one or more of the following criteria:

- the author was born in South Dakota
- the author wrote the material as a result of experiences in South Dakota
- the work describes or is set in South Dakota
- the work is relevant to or chronicles current or historical events in or affecting South Dakota

Selection is done by the Information Services staff.

Specific items housed in the Caille Room collection are not available for loan outside of the Main Library. However, there may be additional copies of some titles available in the circulating collection or through interlibrary loan.

A **genealogy collection** exists for the purpose of family history research. It is supported in part by the DAR (Daughters of the American Revolution). Items in this collection may be freely used within the Main Library but are not available for outside circulation. The genealogy collection is supplemented by electronic databases specific to genealogy searching. Microfilm of South Dakota census information and local Sioux Falls newspapers is also available for research purposes. Reader-printers are provided for viewing and printing this format.

The **language collection** represents fiction and nonfiction in foreign languages and American Sign Language. Recreational and informational reading and materials for learning or increasing proficiency in a language other than English are included. Audio formats support increasing verbal and auditory proficiency in other languages. Materials are also available for study of ESL (English as a Second Language) and the TOEFL (Test of English as a Foreign Language).

**Programming collections** are available for group use outside the library. These include the Book Clubs to Go, Stories to Go, and Programs to Go. The Book Clubs to Go include multiple copies of a title and information for leading book discussions. The Stories to Go include materials based around a variety of themes for use in preschool story times. Programs to Go are theme based materials which can be used with older adults to revisit the past.

### **Deselection Policies**

Deselection consists of removing items which are no longer suitable to the collection. It is as important in collection development as purchasing new materials. Deselection keeps the size of the collection manageable. It also helps maintain an attractive, relevant, and useful collection. Decisions to deselect result from a variety of factors including:

- physical condition of the material
- the accuracy and relevancy of the information
- relevancy of format
- duplication of material
- continued demand

Collection development staff will monitor all aspects of the collection with respect to condition and continued usefulness. Items deselected due to condition will be evaluated for usefulness to the overall collection. In the event that the Library chooses to retain the material, a new copy will be purchased. If a replacement is not available, the item may be rebound.

Materials which are removed from the collection may be disposed of as directed by state and local laws. Means of disposal may include selling or donating to other agencies, depending on the condition and usefulness of the items. (See Attachments A and B.)

### **Reconsideration of Library Materials**

The public has the right to request reconsideration of materials held in the library collection. Persons seeking reconsideration will complete a statement of concern regarding the material. The Library Director will evaluate the statement of concern with input from the appropriate collection development staff and a written response will be made to the customer. Further consideration may be made as necessary by the Library Board of Trustees in the event that the customer is not satisfied. Procedures and supplemental documentation for reconsideration requests are attached. (See Attachment C.)

### **Other**

#### **Resource Sharing**

Siouxland Libraries actively collaborates with other libraries by sharing resources. The Library participates in reciprocal borrowing agreements with area academic and medical libraries. In addition, the Library provides users with access to statewide electronic resources through its membership in the South Dakota Library Network and resources provided by the South Dakota State Library. As a member of the interlibrary loan system, the Library is able to provide materials and information that would be outside the normal scope of the library's collection.

#### **Gifts and Donations**

The Library welcomes both monetary and material gifts to support the collection. Monetary gifts may be directed toward materials, programs, or equipment to support the needs of the library. Gifts of materials will be subject to the same evaluative criteria as any other material considered for inclusion in the collection. The cost of processing and the availability of space are also factors in determining the acceptance of gifts. Gifts of materials may be disposed of if they are not deemed useful to the collection. The Library does not provide valuations of gifts for tax or other purposes.

#### **Legal Responsibilities**

Library staff will be conversant with the rudimentary copyright laws regarding electronic and internet resources, the use of copiers and scanners, and with respect to audio and video formats. The public will be advised through use of appropriate signage on the legal responsibilities and ramifications of copyright violation or they may ask a librarian.

Siouxland Libraries affirms the ALA Library Bill of Rights, the Freedom to Read, the Freedom to View, the Policy on Confidentiality of Library Records and Free Access to Libraries for Minors, and complies with South Dakota state law. The Library does not employ censorship in selection of materials, nor in access to materials. The Library believes that reading, listening to, and viewing library materials are individual, private matters. While one is free to select or reject materials for oneself, one may not restrict the freedom of others to read, view, or inquire. Further, parents have the primary responsibility to guide and direct the reading and viewing of their own minor children. (See Attachments D through I.)

Adopted by the Library Board on \_\_\_\_\_

## Attachment A

### Disposition of Library Materials

South Dakota Codified Law 14-2-49. Discard of old library materials--Marking--Disposition. Any public library may discard over-duplicated, outdated, inappropriate, or worn library materials; provided, that such materials shall be marked clearly with the words: "Discarded, \_\_\_\_\_ public library" wherever the property label of such library appears. Such discarded materials may be given to other libraries or to nonprofit agencies, destroyed, offered for public sale, or traded to a vendor for future library material purchasing credits.

**Source:** SL 1976, ch 143, § 21; SL 1977, ch 127.

Attachment B



Siouxland Libraries

**City of Sioux Falls  
Disposal of Discarded Library Books and Media**

Excerpt from E.O. No. 06-22 (05-03-06) Munson:

**Library materials.** Over-duplicated, outdated, inappropriate, or worn library materials may be given to other libraries or to nonprofit agencies, destroyed, offered for public sale, or traded to a vendor for future library material purchasing credits. Materials shall be marked clearly with the words: "Discarded, Siouxland Libraries." A notice indicating the items to be discarded and the manner in which disposal will take place shall be sent to the Mayor for his approval.

**Instructions**

*Complete as much of the form as possible*

**Description**

Books/media to be sold at Library book sale:

- Number of boxes: \_\_\_\_\_
- Date(s) of sale: \_\_\_\_\_

Books/media to be donated to:

- Nonprofit agency (describe) \_\_\_\_\_
- Number of boxes or description: \_\_\_\_\_

**Additional Information/Comments:** ["Tools, Unprotect," then Click and type]

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Siouxland Libraries

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

***Please Return Signed Form to Library!***

## Attachment C

### Statement of Concern About Library Materials

Note to Library User:

Your library serves people from all walks of life, with a variety of viewpoints and tastes, and we welcome your comments. Before completing this form, you may find it informative and helpful to read the following summary of the library's policy on library materials.

Siouxland Libraries' professional staff chooses books and other materials to meet the diverse needs of this community. The staff is guided by a materials selection policy adopted by the Board of Trustees of Siouxland Libraries. The Board of Trustees and the staff support the belief that the right to read and the right of free access to library collections for persons of all ages are essential to the individual's freedom of thought, which is fundamental to democracy. Accordingly, the Board of Trustees has also adopted the Library Bill of Rights, the Freedom to Read and the Freedom to View Statements, all of which represent the library's interpretation of the First Amendment of the Constitution of the United States. In practice, this means that the library will resist efforts to remove or censor materials, to label "controversial" materials, or to distribute lists of "objectionable" materials or authors.

If you would like copies of the materials selection policy, the Library Bill of Rights, the Freedom to Read and the Freedom to View Statements, please ask your librarian.

If you have an objection to library material(s) or if you are concerned about items not available, please complete this form, indicating as clearly and legibly as possible the nature of your concern. Your comments, written below, will receive a written reply from the Director of Siouxland Libraries.

Your Name \_\_\_\_\_

If you are acting as the official spokesperson for an organization, please name it.

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Type of library material on which you are commenting:  Book  Magazine  Newspaper  
 Video/DVD  Library Program  Other Audiovisual  Other

Title \_\_\_\_\_

Author or Producer \_\_\_\_\_

A. To what in this material do you object (Please cite pages or other specific location):

B. What do you feel might be the result of use of this material?

C. Did you read (view, listen to, etc.) this material in its entirety?  Yes  No  
If not, what parts?

D. What do you believe is the theme or purpose of this material?

E. Please comment on this material as a whole. Feel free to suggest other materials on the subject for our consideration.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Date submitted

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Name of library receiving comments

## Some Words for the Concerned Citizen

We are sorry that you find something objectionable in the Library's collection, but glad to have your expression of concern. This is intended to help us explain intellectual freedom and the reason libraries hold materials that may sometimes be offensive or of little value to some individual citizens.

- Libraries serve the whole public. Therefore, the library has a responsibility to try to serve as many needs and interests as possible. Librarians try to choose books and other materials on the basis of quality, usefulness, or recreational value. Some things in the library's collection may be offensive to you but not to other people.
- We cannot bar some persons from some parts of the collection on the basis of their age, sex, viewpoints, or any other factor. You would be justifiably angry if we refused to collect and loan materials in which you had great interest or for which you had a need because you were too old, too young, or of a particular religion, background, or viewpoint.
- Since we cannot forbid **some** people to use **some** materials and since different people have different literary tastes and information needs, it is easy to see that someone will eventually be offended by something in the library. In this case, if you are the offended party, please remember that your standards may not be

the same as someone else's, and what is offensive to you may be appealing or educational to your neighbor.

- We encourage children and young people to use the library. However, the library does not have the legal right to act in loco parentis (in place of the parent). Therefore, if you are concerned that your children might bring home a book or DVD which does not meet your personal standards, please accompany them when they use the collection. We are not free to forbid your children to read anything, but you are as their parent. Our staff will be glad to help you and your children make suitable decisions. Please ask for a copy of our brochure, *"Helping Your Child Use the Library."*

## Attachment D

# *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; June 28, 1967; and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## Attachment E

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

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

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

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

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

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

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

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, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## **Attachment F**

### **American Library Association 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.

## Attachment G

### POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also *ALA Code of Ethics*, Article 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" and *Privacy: An Interpretation of the Library Bill of Rights*.)
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.<sup>1</sup>

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<sup>1</sup>Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971; revised July 4, 1975, July 2, 1986, by the ALA Council.

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## Attachment H

### FREE ACCESS TO LIBRARIES FOR MINORS

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

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

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

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup>See Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975)—“Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See Tinker v. Des Moines School Dist., *supra*. Cf. West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943).”

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

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## **Attachment I**

### **Confidentiality**

#### **South Dakota Code**

**14-2-51. Confidential library records.** All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a borrower. Acts by library officers or employees in maintaining a check out system are not violations of this section. (Source: SL 1983, ch. 154.1)