



Collection Development Policy

**Revisions Adopted by the Johnson County Library
Board of Directors
January 14, 2021**

Table of Contents

- 1. PURPOSE..... 4**
 - 1.1 Mission Statement 5
 - 1.2 Vision Statement..... 5
 - 1.3 Values Statement..... 5
 - 1.4 Trends, Operating Environment, and Community Composition 6
 - 1.5 Outcomes and Strategies..... 6
 - 1.6 Johnson County Library Collections 7

- 2. DEFINITIONS..... 7**

- 3. GUIDELINES FOR MATERIALS SELECTION 8**
 - 3.1 General Guidelines 8
 - 3.2 Evaluation 10
 - 3.3 Controversial Subjects/Items..... 10
 - 3.4 Criteria for Selection 12

- 4. RESPONSIBILITY FOR MATERIALS SELECTION AND DESELECTION..... 16**

- 5. RELATIONSHIPS TO OTHER LIBRARIES, INSTITUTIONS AND ORGANIZATIONS... 17**

- 6. COLLECTION MANAGEMENT..... 18**
 - 6.1 Duplicates 18
 - 6.2 Need Versus Demand..... 18
 - 6.3 Replacements..... 18
 - 6.4 Preservation..... 19
 - 6.5 Weeding 19

- 7. POLICIES BY CLIENTELE SERVED..... 20**
 - 7.1 Adults..... 20
 - 7.2 Teens..... 20
 - 7.3 Children 20
 - 7.4 Individuals with Visual Disabilities 20
 - 7.5 Individuals with Hearing Disabilities 21
 - 7.6 Students 21
 - 7.7 Business Community 21
 - 7.8 Outreach and Programming 21

- 8. POLICIES BY FORMAT OF MATERIALS..... 21**
 - 8.1 Books..... 21
 - 8.2 Videos..... 22
 - 8.3 Audiobooks 22
 - 8.4 Recorded Music..... 23
 - 8.5 Newspapers..... 23

8.6	Maps.....	23
8.7	Periodicals	24
8.8	Government Documents	24
8.9	Microforms.....	25
8.10	Manuscripts, Rare Books, and Archival Materials	25
8.11	Printed Music.....	25
8.12	Computer Software and Video Games.....	26
8.13	Large Print	26
8.14	eResources.....	26
8.15	Realia	26
9.	POLICIES BY SUBJECT OF MATERIAL	26
9.1	Fiction.....	26
9.2	Non-English Language Materials	27
9.3	Medicine and Related Fields.....	28
9.4	Law.....	28
9.5	Human Sexuality.....	28
9.6	Semi and Pseudo-Scientific Materials.....	29
9.7	Religion.....	29
9.8	Professional Library Materials.....	29
9.9	Small Press Materials	29
9.10	Local Authors and Local and Kansas History	30
9.11	Genealogy and Heraldry	30
9.12	Regional Reference	32
9.12.1	Local History	32
9.12.2	Urban Reference.....	33
9.13	Business Collection.....	35
10.	GIFTS	36
11.	REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS	37

APPENDIX

Library Bill of Rights	ARM 10-20-10	Appendix A.....41
Freedom to Read	ARM 10-20-30	Appendix B.....43
Freedom to View	ARM 10-20-31	Appendix C.....50

COLLECTION DEVELOPMENT POLICY

PURPOSE

1.0

The purpose of this policy is to guide librarians in the selection and deselection of materials of contemporary significance and of permanent value and to inform the public about the principles upon which selections are made. Its primary objective is to ensure that public monies are spent wisely so that the Library can provide relevant materials in sufficient supply to make the Library a dependable resource for most people most of the time.

Johnson County Library affirms the policies of free access to information that are fundamental to informed decisions in a democratic society, including access to the Internet at all locations. The Library provides books and other resources for the interest, information, and enlightenment of all people it serves. It does not censor materials by omitting to select them, by attaching prejudicial labels, by restrictive shelving, or by selective weeding, and it places no restrictions on access to the collection because of the origin, age, background, or views of the user. These principles of intellectual freedom are outlined in a series of documents endorsed by the Library Board, including the Library Bill of Rights, Freedom to Read, and Freedom to View, which are found in the Appendix of this policy.

Provisions of this **Collection Development Policy** are subject to federal and state laws.

Johnson County Library strongly endorses the concepts of the Americans with Disabilities Act (ADA) and strives to acquire materials that serve this clientele. Materials, regardless of their physical location, are accessible to all patrons through online databases, facsimile and other digital delivery systems, courier delivery, and assistive devices.

The Library's core resource, its collection, supports the basic services and goals outlined in its Mission Statement, Vision Statement, Values Statement, Comprehensive Library Master Plan and current Strategic Plan. These statements provide the fundamental guidelines for selecting library materials.

Mission Statement 1.1

The Johnson County Library provides access to ideas, information, experiences, and materials that support and enrich people's lives.

Vision Statement 1.2

Johnson County Library creates an environment for people to learn, to explore, to enjoy, to create, to connect.

Values Statement 1.3

The Johnson County Library Board and staff are honored to operate this public library in trust for the citizens of our community. These are the values which guide our service:

- Customer needs come first: We place the highest priority on service to our customers and treat every request with equal value.
- People are respected: We recognize the contributions of our staff and we treat all our customers and each other with respect.
- Access to information is ensured: We ensure access to information for people of all ages, abilities, and means.
- This is a learning organization: We commit to the professional growth and enrichment of our staff and volunteers.
- Freedom of information is protected: We protect your freedom to read and

view all library information.

- Privacy and confidentiality are rights: We safeguard your right to request and obtain information in confidence.
- Basic services are provided without charge: We provide basic library services free of charge.
- Quality service is important: We strive to deliver the highest quality services possible.
- We are stewards of community resources: We respect the contributions of the community to its library. We hold ourselves accountable for the efficient and effective use of all resources which you commit to us--people, time, assets, and funds.
- Integrity is a commitment: We follow the highest ethical standards which have been adopted by Johnson County government and our profession.

Trends, Operating Environment, and Community Composition

1.4

Information from the Johnson County Library Strategic Plan, the Comprehensive Library Master Plan, and other appropriate sources will inform this plan.

Outcomes and Strategies

1.5

The Johnson County Library Strategic Plan (2019) identifies the Key Performance Areas of Education, Community, Convenience, Communication and Operations as areas of focus through 2023.

- Education

JCL creates an inclusive and welcoming environments that sparks curiosity and learning.

- Community
JCL offers neutral spaces and opportunities where all voices are equal and connections are forged.
- Convenience
JCL Delivers services and materials how, when and where patrons want.
- Communication
JCL listens to and shares information with all, building strong connections and relationships.
- Operations
JCL staff collaborates and coordinates to create efficient procedures and processes that provide exceptional customer service.

Johnson County Library Collections 1.6

Johnson County Library develops a single collection for use among its branches. Nearly all materials are available for request by patrons at any of the branches.

Central Resource Library maintains the primary reference collection which includes materials supporting needs as outlined in section 9 below. The Central Resource Library maintains several additional collections which are housed and used only at the Central Resource Library:

- Business Reference
- Regional Reference
- Genealogy
- Microfilm
- Maps

DEFINITIONS 2.0

The word "**materials**" as it occurs in this policy has the widest possible meaning, including print, nonprint, and digital materials and the content

therein. It is implicit that every format is included, except as noted elsewhere.

"Selection" refers to the decision that must be made either to add a specific item or type of material to the collection or to retain material already in the collection. It is a means of collection development to meet user needs and does not necessarily reflect the opinions or values of the individual selector or of the Library Board.

"Deselection" or "Weeding" refers to the decision to remove a specific item or type of material from the collection.

The words **"book," "library materials,"** and other synonyms, as they may appear in this policy, have the widest possible meaning. All forms of recorded communication, from the traditional printed forms to the latest development in nonprint media are, therefore, included in this definition.

The word **"collection"** refers to a group of books or other library materials having a common characteristic or located in one place.

"Local" refers to Johnson County and its environs.

"Core" refers to titles designated by Collection Development Team as essential to the library collection which are intended to remain in the collection despite demand.

"JCL" refers to Johnson County Library.

"The Library" refers to Johnson County Library.

"Teen" includes persons of middle school or high school age.

"Children" includes anyone under the age of 16.

GUIDELINES FOR MATERIALS SELECTION **3.0**

General Guidelines **3.1**

This section briefly discusses some of the general guidelines used in developing the library collection. An item in any category does not have to meet all guidelines or criteria to be selected.

The acquisition of an item is based on its individual value and its relation to the collection as a whole. Reviews in professional journals, such as Kirkus Reviews, Booklist, Library Journal, Choice, Publishers Weekly, School Library Journal, Horn Book, Voice of Youth Advocates (VOYA), and New York Times Book Review, and subject-specific periodicals as well as other authoritative sources are consulted for all types of materials for all ages of patrons.

Responsibility for children’s use of library materials rests with their parents or legal guardians. Selection decisions are not inhibited by the possibility that materials may be accessible to use by children.

The Library maintains a core collection of titles which are considered essential to the collection because they are classic or meet a specific ongoing need of the community. These materials are not under the same constraints as the normal collection in that we may keep copies even if there is not demonstrable demand.

The Library recognizes the purposes and resources of other libraries in the area and does not needlessly duplicate functions and materials.

The Library does not acquire textbooks except as such materials also serve the general public.

The Library always seeks to select materials of varying complexity and format because it serves a public with a wide range of ages, educational backgrounds, interests, format preferences, comprehension skills, and mental and physical

abilities.

The Library pays due regard to the special civic, commercial, cooperative, cultural, industrial, and labor activities of each of the communities it serves.

The Library takes a proactive approach to improving access to information by notifying publishers of patron needs.

The Library does not exclude certain materials from selection solely because of their vulnerability to mutilation or theft.

Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

Evaluation

3.2

The Collection Development Department monitors and evaluates the materials in its collection on a regular basis to determine if they are meeting the needs of its patrons. Methods used may include: analysis of turnover rates by subject, availability and usage checks of core titles, checks of holdings of titles from selected bibliographies, patron satisfaction questionnaires, or other means. Collection Development staff assesses patron demand by monitoring usage patterns, holds, and Interlibrary Loan requests.

**Controversial
Subjects/
Items**

3.3

The Library recognizes that some materials are controversial.

Decisions for the addition of materials are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the diverse needs and interests of the community as outlined in the first section of the **Collection Development Policy**. Each library user or group of users has the right to free access to any of the materials in the Library's collection.

Library materials are not marked or identified by the Library to show approval or disapproval of the contents. Voluntary ratings, by private organizations such as the Motion Picture Association of America and the Recording Industry of America, may be considered in addition to content, published reviews, and other selection criteria. However, the Library is not bound by such ratings, any more than the Library is bound by any other published review.

The Library does not sequester materials except for the purpose of protecting them from damage or theft.

The Library does not promulgate particular beliefs or views nor is the selection of any given material equivalent to endorsement of the creator's views. The Library tries to provide materials representing all approaches to public issues of a controversial nature. The Library is aware that one or more persons may take issue with the selection of any specific item and welcomes any expression of opinion by patrons. However, the Library does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein. One of the most important purposes of the Library is to provide a resource where the free individual may examine many points of view and make his or her own decisions.

The overall purpose of a work is the chief criterion of selection. Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

Materials are selected on the basis of the content as a whole and not excluded because of the personal history of the author, composer, or producer. Each work is considered on its own social and literary merit.

Different viewpoints on controversial issues will be acquired, including those which may have unpopular or unorthodox positions. The Library recognizes that those materials which offend, shock, or bore one reader may be considered pleasing, meaningful, or significant by another.

The Library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions--religious, social, political, or economic--to enable patrons to make up their own minds about controversial subjects. Variety and balance of opinion are sought whenever available. The Library does not label materials by such terms as "pro," "anti," "racist," "rightist," or "leftist."

The Library will reconsider any material in its collection upon written request from a patron on a "Request for Reconsideration" form. See **Request for Reconsideration, Section 11.**

Criteria for Selection

3.4

An item in any category does not have to meet all guidelines or criteria to be selected. Criteria used as a basis for selection are:

- Materials should meet high standards of quality in content, accuracy, expression, and format.
- Content should be timely, or timeless, authoritative, and significant in subject matter.
- Items should be of immediate or anticipated interest to individuals or to the community as indicated by patron requests, the circulation history of the author's previous works, or publicity.
- Materials should meet demonstrable demand, indicated through patron request, circulation patterns, holds, or

other data.

- Materials should include the widest possible coverage of subjects and viewpoints consistent with the needs of the community, the budget available, and the defined limits of the collection.
- Materials should meet standards of physical and technical excellence.
- Because of the significant initial investment of staff time and collection funds, new formats are acquired when demand and availability indicate that the format is commercially viable and adequate staffing, equipment and space is available to support their use.
- Materials are acquired to support the Library's Mission Statement and Vision Statement.
- Locally produced materials are acquired with the intention of providing access to local content for which there is patron demand.

In determining whether or not specific items meet the criteria set forth above, the following points are considered:

**General Factors
for All Types
of Materials**

- Lasting value of the work
- Reputation and significance of the author
- Reputation and significance of the illustrator
- Reputation and professional standing of the publisher or producer of the work
- Quality of artwork
- Quality of visual representation of information
- Suitable format
- Popular appeal
- Popularity of the subject
- Sustained interest

- Compliance with stated collection goals
- Local interest
- Price
- Budget guidelines and constraints
- Professional judgment
- Strengths and weaknesses of the collection
- Appearance of title in special bibliographies or indexes
- Materials may be selected even though they contain words, scenes, and ideas which some may find objectionable, provided they are necessary to portray a period, environment, character, or incident with sincerity and truth.
- Inclusion in core lists
- Demonstrable demand

Nonfiction

- Importance of the subject to the balance of the collection
- Purpose or intent of the work
- Historical value
- Scarcity of material on the subject
- Special features (plates, index, bibliography)

Fiction

- Quality of the writing
- Originality of the work
- Literary merit
- Authenticity of the historical, regional, or social setting
- Representation of important movement (literary or social), genre, trend, or national culture

Children's

- Literary content
- Appropriateness for intended audience
- Portrayal of a spectrum of life situations, social issues, childhood experiences, and emotions.
- Readability
- Appeal of the format

- Titles which do not meet literary standards may be chosen to fulfill emotional needs, serve as stepping stones to better reading, or to serve some other special purpose.
- Follows fiction/nonfiction criteria and is discerned by age level of intended audience and/or depiction of characters in the work.

Periodicals

- Availability of subject matter in other formats
- Accessibility through print and digital indexes, especially with full text capability
- Patron requests
- Professional needs

Audiovisual

- Reputation and significance of artists, performers, producers, directors, or others who participate in the creation of the work
- Superiority of the audiovisual format to print for the subject
- Scarcity of information in other formats
- Significance of the literary work upon which an audiovisual item is based

eResources

- Content replaces, enhances, or supports other resources
- Authority of creator
- Currency and update frequency of content
- Depth, breadth, and diversity of content
- Full-text content and multimedia content
- Accessibility according with state and federal laws that promote access to library content.
- Accessibility to the average library user as judged by factors such as interface, navigation, search modes, help and tutorials, output options (printing and electronic delivery), and aesthetics
- Reliability, stability, and future-focused development of vendor

- Ease of maintenance and vendor support
- Hardware and software requirements and compatibility with other equipment
- Favorable licensing terms for broad patron access and use
- Affordable pricing
- Availability of usage statistics in compliance with recognized, uniform standards
- Commitment to information security, including respect for patron privacy and personal data
- Favorable critical opinion among library professionals and in library literature
- Supportive of JCL relationships with patrons

**RESPONSIBILITY
FOR MATERIALS
SELECTION AND
DESELECTION**

4.0

The County Librarian is responsible for selection and deselection of materials within the framework of the policies and goals determined by the Library Board of Directors. The County Librarian may delegate the authority to interpret and apply the policies in daily operation to appropriate staff members.

A centralized Collection Development Team, under the supervision of the Collection Development Manager, is responsible for the selection and deselection of materials and the maintenance, development, and evaluation of the JCL's collections. For specialized collections, the Collection Development Team relies on advice from staff with expertise in those collections to inform purchasing decisions. Suggestions for purchase are welcome from all staff and patrons.

Materials handling staff are responsible for the physical maintenance of the collections at their branches and for informing the Enterprise Chain Team of collection needs.

Government publications are selected and deselected by the designated Depository Coordinator under the oversight of the Collection

Development Manager and within the parameters of the Collection Development Policy and Federal and State depository regulations.

The purchasing of materials based on analysis of Interlibrary Loan borrowing falls within the parameters of the Collection Development Policy.

**RELATIONSHIPS TO 5.0
OTHER LIBRARIES,
INSTITUTIONS, AND
ORGANIZATIONS**

Johnson County Library serves a diverse population with diverse informational and reading needs. While the Library seeks to meet the needs of all its patrons by providing appropriate collections, it cannot own all materials or resources. To bridge this gap, the Library participates actively in extensive local, state, regional, and national networks to connect patrons with resources outside the scope of the Johnson County Library.

Johnson County Library shares its online catalog with Olathe Public Library. Materials are selected in accordance with the JCL/OPL Interlocal Agreement. Materials are shared and transported between the two libraries. If shared catalog services expand in the Kansas City area, Johnson County Library will explore such arrangements with other area libraries.

The library operates an interlibrary loan function for the purpose of borrowing or obtaining copies of library materials not available in the Johnson County Library and to provide reciprocal interlibrary loan service to other institutions. This service is available to all library patrons, regardless of age. Access to all materials legally obtainable is assured to the user, within the capability of the Library.

As much as possible, the Johnson County Library and other cooperating libraries attempt to take advantage of the wide diversity and unique variety of library collections in the Kansas City area and to avoid unnecessary duplication in the development of these collections. As technology develops, the Library will continue to explore

ways to connect and develop collections with other libraries locally, throughout the state, and nationally.

COLLECTION MANAGEMENT 6.0

Duplicates 6.1

Duplication of titles is determined by popular demand, importance of the book to the collection, and budget. Materials on subjects of interest are ordered in multiple copies by selectors with knowledge of the collections' strengths and weaknesses and of the public's needs for information. Material of special local interest is duplicated throughout the system.

Titles may be duplicated in multiple collections as need warrants.

Titles within the collection are identified and duplicated to improve the likelihood that patrons will find the materials they want immediately available at their local branches.

Need Versus Demand 6.2

The Library acknowledges that each person within its service area has informational and recreational needs that are important to that individual. Therefore, as far as possible within its budget, and according to the Collection Development Policy, the Library responds to patron requests. The Library attempts to provide through interlibrary loan any patron request that falls outside the scope of the Library's collection.

During times of budgetary constraints, duplicates of titles in heavy demand are not added at the expense of purchasing or retaining an important work in less demand which is needed in the collection.

Replacements 6.3

High demand, popular, or significant titles which are damaged or lost are replaced as needed and as budget allows. Out-of-print books are not replaced unless there are special reasons to do so, such as persistent requests or general

importance of the title to the collection.

Preservation of Information

6.4

In selected areas, retaining information that has lasting value and long-term demand in the community is core to the mission of the Library. For that information, the format in which it is presented is selected with sustainable access in mind, giving particular consideration to durability, stability, discoverability, and retrievability. Both physical and digital formats are considered.

Weeding

6.5

Weeding is the removal of an item from the collection. Criteria for weeding include:

- Duplicates of titles no longer in high demand
- Out-of-date titles
- Superseded editions
- Items which are worn out, damaged, or shabby
- Items of poor quality with missing parts or on poor quality stock
- Underused or unneeded materials
- Inadequate space to house or store materials

Collections are weeded for currency, physical condition, and low demand on a regular and continuing basis. Demand for an item is defined as the probability that it will be used in the future. If the probability of future use is low, based on objective circulation data for the item, the item will ordinarily be weeded.

System last copies are evaluated on an individual basis and are retained only if they are in demand and meet general collection criteria.

Classic titles and core titles which may circulate infrequently are retained.

**POLICIES BY
CLIENTELE
SERVED**

7.0

Adults

7.1

Materials are selected for adults, including independent learners, to meet their general reading, viewing, listening, recreation, and informational needs. Materials are selected according to the various interests, backgrounds, abilities, and levels of education identified in the community.

Teens

7.2

Teen materials are selected for middle school through high school grades. Teen collections are designed to complement the recreational reading, listening, and viewing materials available at Johnson County Library. Materials in the teen nonfiction collection concern topics of interest to young people, with a focus on personal, social, and emotional needs.

Children

7.3

Youth Services programs and collections meet the needs of children through the sixth grade. Strong informational collections meet homework needs, and multiple copies of popular children's authors and titles are purchased for recreational reading for all ages.

Materials for youth are classified by content and vocabulary as Easy, Juvenile, or Teen.

Reading levels do not necessarily reflect age or grade levels, and all ages are approximate. The Library places no age restrictions on the use of its collection.

**Individuals with
Visual Disabilities**

7.4

The Library provides materials in various formats, including large print and audiobooks for individuals with visual disabilities.

Materials in Braille are not acquired for the book collections.

For further assistance, individuals with visual disabilities are referred to the Outreach Services Department. A variety of assistive devices are available throughout the library system.

Individuals with Hearing Disabilities **7.5**

In accordance with ADA guidelines, when available DVDs and streaming video content are purchased that include closed captioning.

Students **7.6**

The needs of students from elementary to undergraduate levels are served with supplementary materials and reference works. An effort is made to provide materials which support homework and study needs. Textbooks are not purchased to support the specific curricula of educational institutions and organizations but may be purchased to provide subject area development.

Business Community **7.7**

We provide wide ranging, current, and popular business information to our patrons.

Outreach and Programming **7.8**

While the Collection supports Outreach and Programming function, items in the collection are not purchased specifically to meet demands of Outreach and Programming. Collection Development seeks input and direction from outreach coordinators to develop the collection in ways that support those programs.

POLICIES BY FORMAT OF MATERIALS **8.0**

The Library acquires materials in new formats as they become available and expands existing formats as budget allows.

Books **8.1**

The majority of the Library's collection is in book format. Books for the adult collection are purchased in varying formats depending on anticipated use and need for long-term retention in the collection. Library binding is preferred for durability as opposed to trade or book club edition bindings. Children's books of high anticipated use are purchased in pre-bound trade editions.

Videos

8.2

Video collections are developed in the DVD and streaming video formats for all ages. Video collection development includes both theatrical and nontheatrical titles at all branches. Theatrical videos include movies, plays, short stories, TV shows, and music performances. Nontheatrical videos are informational and are acquired in a broad range of subject areas including history, science, biography, documentary, travel, and how-to.

Videos are not selected on the basis of Motion Picture Association of America ratings. Any film that meets the guidelines for audiovisual selection and the general selection criteria may be purchased.

The Library does not restrict any materials from children. It is the responsibility of the parents or guardians to monitor materials their children select. Sources are available for patrons who wish to evaluate the appropriateness of a particular entertainment film for the intended viewers, or who wish to check Motion Picture Association of America ratings.

In accordance with the ADA requirements, videos are purchased in closed-captioning and described format when available.

Audiobooks

8.3

The Library collects audiobooks in the compact disc and downloadable formats. Both fiction and nonfiction audiobook titles are selected, as well as subjects where the spoken work is very important, such as drama, poetry, foreign language, and radio shows.

Recognizing the importance of hearing the spoken word to language development, the Library acquires audiobooks (and other spoken word materials) appropriate for all ages. Areas of collection development include stories and storytelling, poetry, fiction and information.

Audiobooks may be provided in abridged or unabridged versions, depending on availability. Unabridged will be preferred where available.

Recorded Music **8.4**

Recorded music is collected in the compact disc and electronic formats. A broad range of music is selected for the collection, including classical, popular, and folk music.

The recorded music collection provides a broad selection of classical and popular music, such as symphonies, concertos, choral music, current and classic pop music, jazz, and American and world folk music.

The Library selects recordings of popular music created specifically for children.

Any recorded music that meets selection guidelines for audiovisual materials and the general selection criteria may be purchased regardless of any warning labels that may have been attached by the manufacturer. The parental-advisory labels of the Recording Industry Association of America (RIAA) are voluntary.

Newspapers **8.5**

The Library purchases all major local newspapers. The Library maintains a representative, but not complete, collection of Kansas newspapers. In addition, the Library makes available backfile collections of the most significant local and national newspapers, as availability and resources allow.

Maps **8.6**

The Library maintains a representative collection of maps of all countries, atlases, and other books. Sheet maps are acquired to supplement those in books and atlases. Topographic maps of Kansas are available in the Central Resource Library Reference Collection.

Periodicals**8.7**

Periodicals are purchased for one or more of the following reasons:

- To provide access to the most current research and thought in various fields.
- To provide information not available in books.
- To satisfy recreational reading needs.
- To provide the staff with selection aids and professional reading

Backfiles of periodicals are retained according to an established schedule.

The preferred format for retention of periodical backfiles is digital. The appropriate format will be evaluated and decisions made based on factors including cost, equipment needs, space, staff, ease of retrieval, full-text coverage of the resource and special features, and unnecessary duplication of holdings.

We purchase popular periodicals in digital format as available and appropriate.

Government Documents**8.8**

The Central Resource Library is a full depository for Kansas State Documents and a selective depository for United States government publications. Documents of popular interest and useful aids are selected. These collections contain both circulating and non-circulating materials and a variety of formats and media.

Federal Depository Collection

All federal depository materials are the property of the federal government and are selected and deselected according to the Federal Depository Library Instructions, Guidelines, and Manuals.

Working with the Collection Development Manager, the designated Depository Coordinator has primary responsibility for federal depository

material selection and deselection, according to the guidelines listed elsewhere in this policy.

The federal depository collection is continuously weeded following depository retention and discard instructions and guidelines. Generally, materials are retained a minimum of five years.

The preferred format for Government Documents selection is digital.

**Kansas State
Depository
Collection**

The Kansas State Documents collection includes all materials distributed to Kansas depository libraries, regardless of subject emphasis. As a full depository, the Library is not permitted to select specific items.

Microforms 8.9

Materials are acquired and/or converted to physical or digital microform instead of, or in addition to, print format for one or more of the following reasons: space and storage limitations, budget limitations, lack of availability of the information in other practical formats, or need to retain access to information of lasting value and in long-term demand by the community.

**Manuscripts, Rare
Books, and Archival
Material 8.10**

The Library generally does not attempt to purchase or collect manuscripts or rare books. Patrons who wish to donate such materials are referred to an appropriate library or institution.

The Central Resource Library sometimes collects and solicits archival materials relating to local history. This is done primarily for the purpose of digitizing or microfilming the sources.

Printed Music 8.11

The Library does not maintain a collection of sheet music for circulation. Music published in books is purchased, cataloged and shelved in the regular nonfiction collection.

Computer Software and Video Games	8.12	<p>Occasionally, software is included with a printed monograph. This software is cataloged, processed, and shelved with the monograph.</p> <p>Video Games are added to the collection for popular platforms. These games are purchased with the intention of being available to all ages.</p>
Large Print	8.13	The Library provides large print books.
eResources	8.14	<p>eResources are acquired or leased to address specific subject areas of the collection and to meet specific service roles and emphases. They include indexing systems, full-text databases, eBooks, eAudiobooks, eMagazines, streaming video, eMusic and other interactive digital products. In addition, collections may be digitized or obtained in digital format when their content is relevant to Johnson County. Specifically, all materials published by the County are eligible for inclusion.</p>
Realia	8.15	<p>Realia, defined as a three-dimensional artifact or a naturally occurring entity, is not usually acquired under Collection Development. For example, the Library does not acquire objects such as sculptures, globes, board games, seashells, or hand weaving for circulation. The Library does circulate collections of realia to support outreach and programming functions. For example, Arduino kits are currently available to our patrons.</p>
POLICIES BY SUBJECT OF MATERIAL	9.0	
Fiction	9.1	<p>The Library provides a wide range of fiction including standard and contemporary works of cultural and literary significance and recreational reading materials for patrons of differing tastes, interests, purposes, and reading skills.</p>

**Non-English
Language Materials** **9.2**

Titles are judged on individual merit. No attempt is made to collect the complete works of authors unless they are prominent and highly respected or the author is exceptionally popular among library patrons.

The works of experimental authors, while often controversial, are considered for purchase as they reflect new trends and styles of expression.

The Library collects non-English language materials in a variety of formats for children, youth, and adults when demographic data indicate that the collection in that language would have sustained use and justify space and budget allocations. These collections serve the needs of members of the community who are proficient in non-English languages or who are studying non-English languages. Collections in non-English language materials are selected to reflect the nationalities, academic and cultural interests of the population served.

The Library purchases dictionaries, grammars, and self-instruction materials for languages of interest to users of the Library. Audio materials and databases are purchased as an additional aid to learning a non-English language. These include grammars, pronunciation drills, and exercises in the use of the language. Materials in various formats are also purchased to assist in learning English as a secondary language by speakers of other languages.

Non-English language feature films are purchased to provide entertainment and, cultural enrichment. Periodicals in foreign languages are purchased selectively based on need.

Patrons have access to materials in foreign languages through some of the Library's online databases and through interlibrary loan services.

**Medicine and
Related Fields**

9.3

The primary focus in medicine is consumer health information. Persons needing technical and professional materials beyond the scope of the collection are referred to area medical libraries.

The Library recognizes that there are readers who, though not medical practitioners or students, are interested in medicine and related subjects. The Library supplies these general readers with reliable, current works on such topics as first aid, hygiene, public health, common diseases, prenatal and maternal care, infant care, food, diet and nutrition, physical fitness, mental health, nursing, geriatrics, alternative medicine, substance abuse, and medical history and biography.

Law

9.4

Local, state and federal codes and statutes are available as appropriate. The Library provides a collection of standard and popular books for the general reader on such subjects as jurisprudence, history of the law, legal rights of citizens, legal ethics, jury duty, wills, marriage and divorce, patents, copyrights, corporation law, and criminal law. Emphasis is placed on United States practices. Dictionaries, encyclopedias, and phrase books which are useful in general reference are purchased.

Human Sexuality

9.5

It is part of the function of the Library to provide, in adequate quantity for lay readers, general books on sex which are well-balanced, authoritative, and current. Materials are provided which are adapted to several levels of educational background and reading ability, as well as to differing social and religious beliefs. These materials may be illustrated. The objective of such material should be instruction rather than the stimulation of prurient interest.

Materials selected for the youth collection will explain the processes of human and animal reproduction and growth in a clear, informative manner.

The Library acquires a range of materials on and about sexuality. Materials which are legally obscene are not considered for inclusion in the Library's collection.

Semi and Pseudo-Scientific Materials

9.6

The Library purchases titles in the area of the pseudo-sciences such as astrology, numerology, phrenology, palmistry, channeling, and pyramid power, because of their timeliness or because of a great degree of current interest in them. Questionable scientific, health, and borderline materials which do not meet general selection criteria may be purchased to meet demand.

Religion

9.7

Religious materials are purchased for the lay person. Materials include, but are not limited to:

- Sacred books of major faiths, including important versions of the Bible
- Doctrines and histories of major religions and denominations with emphasis on those found in the United States
- Commentaries and concordances
- Practical aspects of church administration written for the layman
- Agnosticism and atheism
- New trends, ideas, and movements in religion
- Inspirational books
- Lives of religious figures in major faiths
- Collections of prayers
- Books of devotion and meditation
- Mythology
- Comparative religions

Professional Library Materials

9.8

The Library maintains a circulating collection of library and Information science materials with an emphasis on public library service.

Small Press Materials

9.9

The Library collects publications of small and alternative presses if materials meet general selection criteria.

**Local Authors
And Local and
Kansas History**

9.10

The Library acknowledges a particular interest in local, county, and state history. As materials are selected for circulating and reference collections systemwide, the Library takes a broad view of works by and about Kansas authors as well as general works relating to the state of Kansas. However, the Library is not under obligation to add to its collection everything about Kansas or produced by authors, printers, or publishers with Kansas connections.

Books by local authors may be accepted as gifts or may be purchased if they meet general selection guidelines. The library maintains a representative, not a complete, collection of locally written materials.

**Genealogy and
Heraldry**

9.11

JCL and the Johnson County Genealogical Society work together to build a genealogy collection that provides the bibliographic tools and materials essential to basic genealogical research. It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere. The genealogy collection serves students of all levels, local and regional historians, interested citizens and hobby enthusiasts, and genealogists researching Johnson Countians. It is a non-circulating collection. The print collection is maintained at the Central Resource Library, and digital resources extend access to genealogy tools in the branches.

The Library staff and the Johnson County Genealogical Society work cooperatively to see that materials either purchased by or donated to either group meet the following criteria:

- Very expensive or little used genealogical materials already available in the area are not purchased.
- Geographical considerations:
 - The Library attempts to acquire all

materials of genealogical interest which pertain to Johnson County.

- Genealogical materials from the state of Kansas receive major emphasis. Genealogical materials from the East, with particular emphasis on the states which had the most influence on the settling of Kansas (the original 13 colonies, Kentucky, Tennessee, Ohio, Illinois, and Missouri) are collected.
- Types of materials acquired:
 - Handbooks which explain genealogical principles and procedures
 - Directories and guides to locations of North American records
 - Census records, territorial, state, and federal, and their indexes if available
 - Immigration and passenger lists
 - Marriage records
 - Will books
 - Cemetery indexes
 - Military records
 - Selected city directories
 - Selected indexes, bibliographies, and reference sources
 - American genealogical periodicals
- Family histories, unless of prominent Johnson Countians or Kansans, are not purchased. Donations of family histories are accepted if judged of value by the Library staff and the Johnson County Genealogical Society members.
- Standard reference works on heraldry are acquired to serve the lay person. Highly technical works on heraldry are excluded unless they contain a large number of names.
- Materials in a variety of media and formats

are acquired if they meet the criteria for selection.

- Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff.

Regional Reference 9.12

The purpose of the Johnson County Regional Reference Collection is to collect, retain, organize, and make available the documentation of Johnson County and its environs--past, present and future. Materials are collected which emphasize Johnson County and its place in the region. Subjects generally fall into one of two categories relating to Johnson County: Local History or Urban Reference (items of current interest and significance.)

Local History 9.12.1

Items of historical significance are acquired, and emphasis is also given to the acquisition of materials which contribute to the knowledge of the past and present social, civic educational, religious, economic, and cultural life.

Whenever possible the Library will attempt to obtain and retain one non-circulating copy of all printed items (fiction and nonfiction) contributing to the knowledge of the history of Johnson County, past and present.

The Library endeavors to acquire all significant works of recorded knowledge in the area of the history of Johnson County.

Areas which receive special emphasis for the development of the Local History Collection include:

- Information about landmarks
- Histories of counties in Kansas and Missouri that are adjacent to Johnson County

- Information about the westward expansion as it relates to Johnson County
- Information about local flora and fauna, land forms, climatic conditions, and other subjects of a biological and/or scientific nature relating to the area
- Information about the Santa Fe Trail, the Oregon Trail, and the California Trail
- Information about local pioneer days in Kansas and Missouri
- Information about the Civil War as it pertains to the history of the area
- Selected maps and atlases emphasizing Kansas and Johnson County and the Kansas City metropolitan area
- Information about local civic organizations
- Yearbooks of schools and institutions of higher learning in the Johnson County area

Local sources such as community newspapers will be indexed to provide access to information about Johnson County.

Although very limited, efforts will be made to secure out-of-print materials when appropriate.

Items found in the Johnson County Regional Reference Collection may be duplicated throughout the library when appropriate.

Urban Reference

9.12.2

Current information and documents on governmental operations and activities in Johnson County are also included in the Regional Reference Collection. This provides current governmental regulations and legislation pertaining to the local area, planning programs of

the various government agencies, and various official documents from municipalities and the County.

The collection serves the needs of historians, tracing the economic and physical development of Johnson County.

It also serves the general public, citizen activists, student researchers, businesses involved in development within the County, representatives of governmental agencies, and organizations that contribute to the development of the collection such as regional planning agencies or government advisory groups.

Materials acquired are generally limited to documents of and about the governments of Johnson County and their various agencies and sub-agencies. It contains supportive materials and documents relating to the Kansas City metropolitan area.

The Regional Reference Collection includes the following materials:

- Local ordinances
- Local planning documents
- Departmental publications which are important to the planning processes and development of the County
- Background materials used in local government planning operations
- Documents for all levels of government
- Publications from quasi-governmental organizations and agencies such as regional economic councils
- Publications from data-gathering or data publishing organizations, agencies, or consultant groups
- Publications from chambers of commerce and/or tourism bureaus
- Maps of interest to urban planners

The general subject of urban affairs is supported by materials in the general reference collection and circulating collection at the Central Resource Library.

Business

9.13

The business collection is designed to serve the current and future information needs of Johnson County businesses and government agencies. It is not intended to support academic research in business nor is it intended to supplant the curriculum materials used by business students, although some materials in the collection will be useful in both of these areas.

The collection focuses on serving personal investors, small business owners, entrepreneurs, and patrons seeking career exploration and planning. The kinds of materials collected to support business include, but are not limited to:

- Information on specific companies and industries, with an emphasis on local companies and industries
- Market research data focusing on the metropolitan area and the broader region but including national and international data as well
- Applied business information
- Information on:
 - Marketing methods
 - Personnel management
 - Tax management and accounting
 - Real estate and insurance issues
 - Data on financial market performance and guides to investment management
 - Data on and overviews of international business
 - Guides to starting and operating small businesses
 - Information on careers, particularly

mid-life career change

- Some of this information is available only from sources not typically tapped by the Library:
 - Trade and professional associations
 - Government and non-profit agencies
 - Newsletter services and similar agencies

The collection does not support formal business curriculum by purchasing textbooks and reading list materials, but it does endeavor generally to provide information on topics of interest to the business community.

Historical materials are maintained only when they have practical value and community demand. They are not actively sought out and acquired.

Providing business resources digitally is an increasing emphasis, as resources allow, providing greater access for patrons.

GIFTS

10.0

The Library is pleased to accept gifts of materials or money for the purchase of library materials with the understanding that general selection criteria will determine whether or not an item is added to the collection.

Gifts from Library patrons are to be acknowledged in a timely fashion.

Gifts that are not added to the collections are given to the Friends of the Johnson County Library. The Library does not place a monetary value on book donations. The Friends of the Johnson County Library provides Book Donation forms for patrons who wish to fill them out themselves.

Although the practice will be discouraged because the information may not remain accurate, requests are honored from groups donating materials to have a contact person, phone number, or address listed on the bookplate.

Invoiced unsolicited materials received by the Library are not acknowledged, returned, or paid for.

All donations of materials to the Library that are accepted become the property of the Library. The Library has the authority to place an item wherever the Library determines, to remove or relocate an item whenever the Library determines and to sell or otherwise dispose of a removed or rejected item.

All gifts and other unsolicited items from whatever source are subject to the provisions of this policy.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS **11.0**

Recognizing that a materials selection policy can result in comments from the public at large who may not agree with the reasons why certain items have been included, in the collection, the Library has developed the following procedures to process a patron's concerns:

- When a patron initiates a request for reconsideration of library materials, staff gives him/her a "Request for Reconsideration of Library Materials" form to fill out.
- Within 20 days after the form is submitted to the Library, the Collection Development Manager (CDM) will respond in writing to the patron setting forth the decision on the request.
- If the patron is not satisfied with the decision of the CDM, then the patron may have such decision reviewed by filing a written appeal with the CDM within 10 days after the date of

the CDM's written response. Within 20 days after an appeal is filed, it shall be heard, with the patron invited to attend, by a committee composed of the CDM, the Associate Director of Systemwide Services, and the Deputy County Librarian. The committee shall notify the patron of its decision within 10 calendar days after its meeting.

If the patron is not satisfied with the decision of the Committee, then the patron may request in writing for the County Librarian to review the Committee's decision and the patron shall be notified of the decision of the County Librarian within 20 days after the patron has filed the request for review. If the patron is not satisfied with the decision of the County Librarian, then the patron may request in writing that the Library Board review the decision. The patron shall be present in person when the Library Board reviews the request. The decision of the Board will be final.

The only issue to be considered by the Committee, the County Librarian, and the Board is whether the Collection Development Policy has been followed with respect to the item.

The form on the following page will be made available.



Library

Request for Reconsideration of Library Materials

Title _____

Author (if appropriate) _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zip _____

Library _____ Date _____

If the item is already in the collection, please answer the following questions:

1. To what in the item do you object? (Please be specific)

2. Did you read or view the entire item? If not, which portion did you read or view?

Within 20 days after this form is submitted, the Collection Development Manager will respond in writing to you regarding your request.

APPENDIX

ADMINISTRATIVE REGULATIONS
Document Number: ARM 10-20-10

Tab: Governance
Section: Library Documents
Subject: LIBRARY BILL OF RIGHTS

SUMMARY

This statement, authored by the American Library Association, is the basis of the Johnson County Library's ethical stance regarding collections and patron's rights.

Effective Date:

Reaffirmed September 13, 2012

Reviewed

October 18, 2018

October 22, 2020

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.

Basic Policy

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.

Represents All Views

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.

Censorship

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

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

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

- Exhibit and Meeting Space 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.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948. Amended February 2, 1961, January 23rd, 1996, and January 29th, 2019, by the ALA Council.

October 22, 2020

ARM 10-20-10 END

ADMINISTRATIVE REGULATIONS
Document Number: ARM 10-20-30

Tab: Governance
Section: Library Documents
Subject: FREEDOM TO READ

SUMMARY

The Library Board’s adoption of this document illustrates its endorsement of intellectual freedom. This document is frequently used as background material in explaining to patrons the principles of intellectual freedom. The document also is an underpinning for the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Effective Date:

Reaffirmed November 8, 2018

Reviewed

October 11, 2018

**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 accept the good and reject the bad. We trust Americans to recognize the 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 acute 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 at 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 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 zealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read.

Librarian
Responsibility

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.

Constitutional
Guarantee

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.

Affirmation of
Propositions

We therefore affirms 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 also why we believe it.

Non-
Endorsement

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 books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors 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.

Content
Independent Of
Authorship

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.

Freedom Of
Choice

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.

Subjective
Labeling

5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing book 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.

Responsibility to
Contest
Encroachments

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.

Responsibility to Provide Diversity 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.

Conclusion	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.
History	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.
Authorship	A Joint Statement by: American Library Association and Association of American Publishers
Subsequent Endorsements	The Association of American University Presses, Inc. Freedom to Read Foundation National Association of College Stores The Thomas Jefferson Center for the Protection of Free Expression

November 8, 2018

ARM 10-20-30 End

ADMINISTRATIVE REGULATIONS
Document Number: ARM 10-20-31

Tab: Governance

Section: Library Documents

Subject: FREEDOM TO VIEW

SUMMARY

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Effective Date:

Reviewed

Reaffirmed September 13, 2012

August 22, 2016

October 11, 2018

October 22, 2020

THE FREEDOM TO VIEW

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 possible 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 guarantee 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 American Library Association Council, January 10, 1990.

SUMMARY

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

October 20, 2020

ARM 10-20-31 End