



NAVIGATING A SEA OF RESOURCES

COLLECTION MANAGEMENT PLAN

for the Tompkins County Public Library

Approved by the Tompkins County Public Library Board of Trustees March 2005

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PROFILE OF THE TOMPKINS COUNTY PUBLIC LIBRARY AND ITS COMMUNITY

Given to the citizens of Ithaca in 1864 by Ezra Cornell as the Cornell Free Library, the Tompkins County Public Library serves the residents of Tompkins County and, as the Central Library for the Finger Lakes Library System, serves libraries and library users in the counties of Cayuga, Cortland, Tioga, and Seneca.

With a library materials collection of over 250,000 items, the library is the largest and busiest public library within the five county region. Through the Finger Lakes Library System and the South Central Regional Library System, access to other library collections is virtually unlimited.

The Library supports four independently chartered libraries in Tompkins County: Newfield, Groton, Trumansburg and Dryden, and three all-volunteer community libraries: Danby, Caroline, and Lansing, with interlibrary loan and reference services.

As the Central Library for the 32 member libraries in the Finger Lakes Library System, the Tompkins County Public Library receives state aid to support collection development in the non-fiction collections. The library also receives an annual grant for Central Library Development activities, some of which is used to purchase information resources. The rules and regulations of these two grants have a significant effect on the nature and character of the collection.

Tompkins County is a mix of city and country, rural, urban and suburban. About 46 % of the population lives within the City and Town of Ithaca, while the remaining population resides in the surrounding towns and villages of Groton, Trumansburg, Newfield, Dryden, Lansing, Danby, Caroline, Enfield and Ulysses.

User statistics indicate that registered borrowers from these communities roughly match the 2000 census figures. Forty-five percent of the 96,501 residents of Tompkins County are registered borrowers and have used their card within the last three years. Among the registered borrowers, 80% are adults, 12% children, and 8% young adults. The Library serves a diverse community, of which 14% of households speak a language other than English.

The presence of Cornell University, Ithaca College and Tompkins Cortland Community College results in a highly educated, informed and mobile user population. While each of these institutions has fine libraries, faculty, students, and staff frequently use the public library to support their research projects and their leisure reading.

The elementary and secondary school libraries within Tompkins County are organized through the Tompkins Seneca Tioga BOCES School Library System. While the school libraries play an important role in helping children and young adults with curriculum-based information needs, often the public library is used by teachers and students as a supplement to their school libraries.

There are a few large businesses in Tompkins County, such as NYSEG, Emerson Power Transmission Corp and Borg Warner Automotive. The majority of businesses in Tompkins County are defined as small (ten employees or fewer). Flourishing businesses are focused on high technology products and the service industry.

Collection management decisions are the responsibility of the professional staff. Collecting and interpreting data regarding the collection is part of the everyday operation of the library. Collection development supports the library's mission statement and the library's strategic plan.

MISSION STATEMENT

The Tompkins County Public Library enhances the lives of all people in Tompkins County by connecting them to the world's wisdom, knowledge and culture through free and open access to information and creative expression in many formats.

PURPOSE OF THE PLAN

The Collection Management Plan is a tool which will assist selectors of all formats of library materials in the selection, acquisition, and withdrawal of materials for all age levels served by the Library.

Goals

1. Assure that materials in the collection support the mission, roles, and goals of the Library.
2. Provide for the systematic assessment of the Library's collection in terms of use, age, condition, and scope of materials.
3. Provide a balance of viewpoints and formats on the subjects in the collection.
4. Provide in a timely manner collections which reflect the current interests and needs of the community.
5. Provide detailed and specific guidelines which state at what level specific segments of the collection will be developed and maintained, as a tool to make day-to-day acquisition and weeding decisions.
6. Provide a rationale for incorporating technology which enhances the use of the collection through electronic information resources and a variety of media formats.
7. Provide guidelines for weeding so that obsolete, worn and out-of-date materials are removed from the collection, resulting in accurate, current, appealing, and usable materials. Patron suggestions, comments, and ideas about the collection and its development are encouraged and welcomed.

MATERIAL SELECTION AND ORGANIZATION

Selection Organization

Ultimate responsibility for material selection rests with the Director, who operates within the framework of policies set by the Library Board of Trustees. The Director determines the budget, guidelines, and organizational structure for other professional librarians who select materials.

Selection Criteria

To build collections of merit and usefulness, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. When judging the quality of materials, several criteria and combinations of criteria may be used. Some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human document, or ability to satisfy the recreational and entertainment needs of the community.

General Criteria

1. Insight into human and social conditions.
2. Present and potential relevance to community needs and interests, including patron demand and specific requests.
3. Appropriateness and effectiveness of the medium to the content.
4. Relation to existing collection and other materials on the subject.
5. Reputation and significance of the author.
6. Objective reviews and acclaim by critics, reviewers, professional selection tools and the public.
7. Accuracy of content.
8. Quality and suitability of the physical format, including adequate binding, print size, durability and illustration for print format; technical and production quality, creativity, originality, and availability of equipment for non-print formats.
9. Price.

In applying these criteria, the selectors will use the following guides:

1. Knowledge of the community.
2. Professional literature available to the librarian.
3. Professional abilities to evaluate materials.
4. Needs of the collection with regard to scope of information, topics, levels of interest.
5. Comparison with other materials in the collection.
6. Budget.
7. Availability on interlibrary loan.

DEFINITION OF COLLECTION LEVELS

An abbreviated form of the American Library Association "Guidelines for the Formulation of Collection Development Policies" is being used to define the collection levels in this plan. The definitions were intended for academic and research libraries, but at this time they are the standards by which libraries' collections can be compared. The levels describe the difficulty of the material and do not refer to its quality. A book which exhibits high qualities in method of presentation, accuracy of facts, readability, indexing, illustrations, or imagination can be at a low level of difficulty. For the purposes of collection development, difficulty and quality are treated differently.

The following definitions and codings are used:

CODE	DEFINITION
0 Out of Scope	The Library does not collect this subject.
1 Minimal Level	A subject area in which few selections are made beyond very basic works. Coverage can be uneven and not systematic; or even, with basic authors, core works, or a spectrum of ideological views represented.
2 Basic Information Level	A selective collection of materials that serves to introduce and define a subject and to indicate the following varieties of information available elsewhere. Materials at this level include basic reference tools and general works devoted to major topics and figures in the field. Basic information is sufficient to provide patrons with general information.
3 Study or Instructional Level	A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level less than research intensity. The Support Level collection contains a wide range of works, a significant number of classic or retrospective materials, complete collections of the works of more important writers, and selections from the works of secondary writers. The collection is adequate to support independent study and most learning needs through undergraduate levels.
4 Research Level	A collection that includes the major published source materials required for dissertation and independent research.
5 Comprehensive Level	A collection which includes all significant works of recorded knowledge.

The library collects primarily at the minimal, basic informational level.

SELECTION TOOLS

Selection of materials is done from book reviews in professional and popular journals and magazines, subject bibliographies, annual lists of recommended titles, publishers catalogs, patron requests, and sales representatives. The standard selection tools usually used are: Library Journal, Booklist, School Library Journal, Kirkus Reviews, VOYA, Wilson Library Bulletin, Publishers' Weekly, RQ, New York Times Book Review, AAAS Science Books & Films.

MATERIAL FORMAT

Formats include books, periodicals, serials, audio books, compact discs, feature and nonfiction videos and DVDs, and computer-based electronic resources. The library anticipates patrons' interest in new technologies which provide information, enrichment or entertainment, and advance their use wherever it is appropriate and within budgetary means.

Materials are purchased in the most appropriate format for library use. Factors considered in selecting resources include ease of use, appropriateness to the library setting and services, durability, and usage frequency and patterns. Books are generally purchased in hardcover edition because of their durability. Paperback editions may be purchased when hardcover is either unavailable or too costly or to provide multiple copies. Young adult fiction is purchased primarily in paperback format. Spiral bound and loose-leaf binder formats are generally not purchased.

Textbooks are only purchased in areas where there is little or no material in any other format or where they add substantially to the collection. The library does not acquire used textbooks or purchase textbooks used by local educational institutions.

Society is visually oriented and the library's audio-visual collections represent a significant percentage of circulation statistics. The library recognizes the informational and educational value of audio-visual materials and its collections will include format appropriate materials such as DVDs, videos, CDs, and audio books.

The library's material budget contains categories for books (children, young adult, and adult), audio-visual materials (children and adult), periodicals (children and adults), microfilm (adult), and electronic resources. Acquisitions reflect community interests, patron requests, and collection balance and quality among formats and subject coverage. Approximately 60% of the materials budget is spent on adult collections and 40% on youth services collections. Budget allocation mirrors the circulation percentages between the two collections. Children's materials serve pre-school through grade 5; and young adult materials serve middle school, grades 6-8.

MULTIPLE COPIES

The library's budget and shelving constraints do not allow the purchase of multiple copies of every item owned. The library will attempt to provide multiple copies of very popular, high-demand items regardless of format.

Adult Audio-Visual Materials:

Fewer multiple copies may be purchased for some audiovisual materials because they tend to be more expensive than books, or they may be readily available to rent from commercial establishments at a cost much lower than the purchase price.

McNAUGHTON BOOK SERVICE

McNaughton Book Service (a leased book service) is used to rent copies of both fiction and nonfiction titles for which high demand is anticipated.

RARE AND EXPENSIVE BOOKS

Merit and value to the collection is the basis for selecting materials for the circulating collection, rather than the cost of an item. If an item is expensive (above \$75), the selector checks to see what other materials on the subject are in the collection, how the title compares, and the importance of the title to the development of the collection. If the selector decides it is needed, the title is added to the circulating collection and treated as any other item.

In a public library, materials are available to the public; therefore, rare or unusual books that would require special handling will not be acquired. If staff become aware of an item already owned which has become exceedingly rare or expensive, the decision will be made item by item as to whether to keep the item, find an appropriate library or archive that could house the material or sell it.

BINDERY GUIDELINES

A book that is damaged or in poor condition is put on special shelves to be examined by the appropriate librarian to see if it should be discarded or repaired and retained in the collection.

In deciding which books should be sent to the bindery, the librarian is very selective. In many cases, it is more cost efficient to buy a replacement or buy a newer title. This also helps keep the collection looking new and appealing to users.

Re-binding is reserved for items which cannot be replaced or would be too costly to replace. In judging which books should be sent to the bindery the following guidelines are used:

1. Out-of-print books which are of high value to the collection.
2. One volume of a set which is still in good condition and important to the collection.
3. Expensive books which are important to the collection.

Books which do not go to the bindery are:

1. Mass market paperbacks.
2. Books which have already been rebound.
3. Older books that have paper which is yellowed or brittle.
4. Books which have an inside gutter of less than 1/2" and/or outside margins of less than 3/8".
5. Books on a subject for which there are other suitable books.
6. Books for which new copies can be purchased.
7. Books with fold-out pages unless they are out-of-print and very necessary.
8. Ephemeral material; time dated (medical books, tax books) which are close to being out-of-date.
9. Books which have pages missing which are crucial to the usefulness of the book.

Books which cannot be repaired or rebound according to the above guidelines are withdrawn.

WEEDING OF MATERIALS

Weeding a library collection is just as important as carefully selecting new items in order to have a useful, accurate and well-used collection. Materials which no longer meet the stated objectives of the library are discarded according to accepted professional practices such as are described in the publication, *The Crew Manual (The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-sized Public Libraries*, revised and updated by Belinda Boon, Library Development Staff, Texas State Library, Austin, Texas, 1995). Withdrawn materials which are in good condition are contributed to the Friends of the Library Book Sale.

The yearly materials budget may be used to replace discarded titles chosen for replacement by librarians.

Systematic and weeding of the collection is required in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Weeding also helps a selector evaluate the collection by identifying areas where additional materials are needed, older editions need to be updated, and subjects, titles and authors are no longer of interest to the community.

Benefits of weeding are:

1. The Library's reputation for a reliable and up-to-date collection will build the public's trust. Materials which provide inaccurate information can have a detrimental effect on the credibility of the Library as a source of reliable information.
2. The Library is made more appealing by replacing worn-looking books with new books.
3. Circulation is increased by simply making the shelves less crowded.
4. Time is saved for the patron and for staff. Items are easier to locate on uncrowded shelves.

5. Available shelf space will increase and maintenance costs will be contained.
6. Discarded materials no longer cost money to clean, repair, shelve.

Criteria for weeding:

1. Materials are discarded when the information or presentation becomes inaccurate or dated in content or appearance.
2. Items that are shabby and unattractive are removed and replaced. If out-of-print and still needed, items may be mended or replaced with a newer title on the subject.
3. Items for which demand has decreased and which circulate infrequently are considered for withdrawal. Standard lists and/or various subject bibliographies are consulted, and future use and availability through interlibrary loan is considered.

EVALUATION OF THE COLLECTION

Continuous evaluation of the collections will ensure that the Library fulfills its mission to provide materials in a timely manner to meet patrons' interests and needs. Statistical tools such as circulation reports, reserve fill rates, reference fill rates, type and number of interlibrary loan requests, patron requests, average age of a section by copyright date, ratio of holdings to circulation and volume counts may be used to determine how the collection is being used and how it should change to respond to patron needs. A collection's holdings may be checked against bibliographic tools such as Public Library Catalog, Fiction Catalog, Children's Catalog and subject specialty lists to assess that the library is acquiring standard materials. The materials themselves are examined for their physical condition and circulation statistics and relevance to the collection as a whole. Patron input and community surveys can also be used in evaluating the collection. Quantitative and qualitative methods are used to monitor the collection to see that the public is well served.

ADULT COLLECTION DESCRIPTIONS OF CLASSIFICATION

NONFICTION

The adult nonfiction section of the library contains information resources in the form of books and audio-visual materials which can be borrowed. The collection also includes materials suitable for high school students.

SUBJECT: 000 - Generalities

Computer titles include current (within the last five years) general information on maintaining and using popular software and hardware primarily for home computing.

Bibliography is collected under Reference.

The library science collection covers public library issues to serve the local area public libraries' information needs.

General encyclopedias are purchased for the Reference Collection. Older encyclopedia sets become part of the circulating collection. Almanacs are updated yearly, with copies in the reference and circulating collections.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
000	Computing	2
010	Bibliography	0
020	Library Science	1
030	General Encyclopedias, almanacs	1
060	Museums	1
070	News media, journalism, publishing	2
090	Manuscripts, rare books	1

SUBJECT: 100 - Philosophy and Psychology

Coverage is of generalities in these areas and aimed at the general reader.

The paranormal, concerned with the occult, parapsychology, dreams, divination, phrenology, witchcraft, etc., is a popular area and coverage of these fields is broad.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
100	Generalities of Philosophy	1
110	Metaphysics	1
120	Epistemology, humankind	1
130	Paranormal Phenomena	2
140	Philosophical schools	1
150	Psychology	2
160	Logic	1
170	Ethics	2
180	Ancient, medieval, oriental philosophy	1
190	Modern Western Philosophy	1

SUBJECT: 200 - Religion

This section is comprised of materials on religion and mythology.

The religion collection offers general works on the texts, doctrines, history, and leaders of all major religions and religious philosophies.

The religion section represents broad historical as well as current coverage of unbiased and informative presentations. Materials that proselytize, propagandize, or foster intolerance toward other beliefs will not be included.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
200	Religion	1
210	Natural Religion	1
220	Bible	2
230	Christian Theology	1
240	Christian Moral and Devotional	1
250	Local Church	1
260	Social and Ecclesiastical Theology	1
270	Church History	1
280	Christian Denominations	1
290	Other Religions: Buddhism, Judaism, Islam, Native American religions	1

SUBJECT : 300 - Social Sciences

The first decade of the 300s, general materials on the social science covering sociology, anthropology, marriage, the family, ethnic groups, sex roles, aging and retirement, and social interaction are purchased at a level for the general reader and for solving daily practical problems.

The 310s, Statistics, are minimally collected with some standard works on methodology and statistical surveys of population. Most statistical material is in the Reference collection.

The 320s, Politics and Government, are purchased at a level for the general reader and for solving practical problems, such as acquiring citizenship. Works on current situations and politics are discarded when interest has passed, in order to make room for new titles in current demand.

The 330s, Economics, which includes personal finance, investing, and real estate, needs to be weeded frequently to keep the information current.

The 340s, Law, are intended to guide the general reader and are not intended to replace the advice of a professional.

The 350s, Public Administration and Military Science, include basic material with an emphasis on United States and New York State government.

The 360s, Social Problems and Services, deals with a wide variety of topics. Books are here about welfare and social security, crime, crime prevention, and law enforcement, disabilities, adoption, foster care, substance abuse, environment, sanitation, pollution, housing issues, poverty; associations and secret societies. Books are selected with an emphasis on problem solving books for the general reader and informational books for the interested citizen and student. There is high interest in true crime books.

The 370s, Education, focuses on the needs of parents of students from preschool through college age, and on the needs of students for vocational guidance, career choices and test preparation. Some general education theory is included, but the coverage is not intended for the serious student of education.

The 390s, Etiquette, Customs, Folklore, include popular material on most major holidays, including holidays on the international level and on contemporary etiquette. Folklore materials complement the collection of Youth Services.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
300	Sociology	2
310	Statistics	1
320	Political Science	2
330	Economics	2
340	Law	2
350	Public Administration, military science	2
360	Social Problems	2
370	Education	2
380	Commerce, Communication, Transportation	2
390	Customs, Etiquette Folklore	2

SUBJECT: 400 - Language and Linguistics

Language, linguistics, English language dictionaries and thesauri, grammar and usage, dictionaries and instruction in the major European, Asian, African and Native American tongues, and sign language, are covered.

New titles are added to keep current with usage/vocabulary, to keep up with new interests in the fields, to reflect our changing demographics, and to complement our world language collection.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
400	Language	1
420	English Language	2
430-490	Other Languages	1

SUBJECT : 500 - Natural Sciences and Mathematics

The collection is aimed at the general reader, not the researcher.

Here also are found science fair projects, experiments, and interdisciplinary studies of natural history.

Sometimes textbooks are an appropriate purchase in these areas, especially in the 510s.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
500	Science	2
510	Mathematics	2
520	Astronomy	2
530	Physics	1
540	Chemistry	1

550	Earth Sciences	2
560	Paleontology	2
570	Life Sciences	2
580	Botany	2
590	Zoology	2

SUBJECT : 600 - Technology

The focus of the 600s is on how-to and practical guides on health, gardening, pets, cooking, parenting, small business owners, and home repair for the consumer, do-it-yourselfer, and hobbyist.

The 610s, Medicine, is intended to guide the general reader and not to replace the advice of a professional. This section includes a variety of traditional as well as alternative viewpoints. Books with controversial content will not be automatically excluded and will be shelved with the rest of this collection.

The 620s, Equipment, includes electronics, machinery, transportation equipment, etc. The 630s includes material on gardening, animal husbandry and pets. The 640s includes material on cooking and the domestic sciences. These areas are collected for the do-it-yourselfer. A diverse selection of single copy titles is preferred to multiple copies in order to have as wide a range of materials as possible.

The 650s are where we find books on Business: management, finance, advertising, secretarial skills, job searches, etc.

The 660s, 670s and 680s consist of material on chemical technologies and manufacturing. Some of this material, for example clock and gun repair, is popular and is collected for the do-it-yourselfer.

The 690s are the more technical books on building construction and are collected for the do-it-yourselfer and general reader.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
600	Generalities	2
610	Medicine	2
620	Engineering	2
630	Agriculture	2
640	Home Economics	2
650	Management	2
660	Chemical technology	1
670-680	Manufactures	2
690	Building	2

SUBJECT: 700 - The Arts

The primary focus in this area is the hobbyist and the general reader.

As a general rule, fine arts books tend to be expensive. TCPL selectors need to keep in mind that an expensive fine art book may be the only copy available within the entire library system. Our ownership and housing of well-reviewed but expensive art books fills one of TCPL's roles as Central Library. Fine arts books tend not to become dated so, depending upon condition, may be kept for years. ***Books with bindings in poor condition that we would otherwise wish to retain will be rebound as the bindery budget allows.*** Price guides for collectors, on the other hand, need to be weeded and updated frequently.

The 700 decade, Art History and Generalities, covers special collections, primitive art, books covering more than one artist.

The 710s, Landscaping, is popular in our area where gardening is prevalent. Some publishers issue annual surveys of ideas for landscapers and these are considered for inclusion in this collection.

The 720s, Architecture, is intended to guide the general reader, and not to replace the advice of a professional. Since historical surveys, from the pyramids to skyscrapers, are found here, as well as material on domestic architecture, this collection is popular both with students and the home owner or do-it-yourselfer.

The 730s, Sculpture and Plastic Arts, treats of ceramics, jewelry making, sculpture, carving and carvings, coins and coin collecting, etc. Books on technique are selected for use by the craftsperson. Books with fine illustrations of works by specific artists are selected for the enjoyment of the general reader.

The 740s, Drawing and Decorative Arts, include books of techniques for the aspiring artist or craftsperson as well as illustrated books of works by artists and craftsmen, and books cataloged under caricatures and cartoons, comic books, strips, etc., and graphic novels. How-to-do it books are selected with the hobbyist in mind -- books on needlework, stained glass, flower arranging, interior decoration, etc. Efforts are made to retain the traditional patterns and methods for many of the arts and crafts, at the same time keeping up-to-date with current designs. Well-illustrated books on antiques and collectibles are selected for the enjoyment and self-education of the general reader. Here also are found graphic novels.

The 750s, Painting and Paintings, include books on the technique of painting as well as books with ample illustrations of the works of specific artists. Books will be selected on a wide variety of artists and attempts will be made to fill in gaps for artists requested or types of art. This area is purchased for the amateur painter, the student, the collector, etc. Much of this material is expensive and is in the oversize collection. Books in this section are good candidates for purchase with memorial funds. Art books tend not to become dated, so condition or duplication of titles will be the main factor in weeding decisions.

The 760s, Graphic Arts, concerns prints and printmaking. Books on postage stamps and paper money are also here. Titles are purchased to instruct the amateur printmaker as well as books on specific printmakers for the general reader or general collector.

The 770s, Photography, contains some technical material written for the practicing photographer. However, books collected are those suitable for the hobbyist and general reader. Collections of photographs, by subject and photographer, are found here.

The 780s, Music, is another of the more popular sections of the 700s. Books on how to play instruments, collections of songs and libretti, music appreciation and history are found here. The collection is intended to guide the general reader and instruct the amateur, and is not intended for the professional musician.

The 790s, Recreation, Sports and the Performing Arts, is the most heavily used section of the 700s. Books are collected for the general reader on every sport, with the emphasis on sports popular in this country. Books on the performing arts are collected for the general reader with the awareness that television, the movies, and the theatre are very popular. The Library collects histories and biographies of the stars. Books on the outdoor life are also popular in this community. An effort is made to have breadth as well as depth in some of the most popular areas collected in this section.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
700	Art history, Generalities	2
710	Landscaping	1
720	Architecture	2
730	Plastic arts	2
740	Drawing, handicrafts	2
750	Painting	2
760	Graphic Arts	2
770	Photography	2
780	Music	2
790	Recreation, Performing Arts & Sports	2

SUBJECT: 800 - Literature

The 800s are comprised of materials on the topics of American literature, English literature, and literature of other languages in the forms of poetry, drama, essays, humorous writings, and criticism, style manuals, and handbooks on English composition, preparing and giving speeches, and writing letters and other items for publication.

The focus of this section is on American and English literature for the general reader. World literature includes a sampling of translated modern and classic titles and representative authors of that literature.

Fiction works are shelved in the fiction collection. Anthologies of fiction by more than one author are found here in the 800s.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
800	Literature and Rhetoric	2
810	American Literature	2
820	English Literature	2
830-890	World Literature	1

SUBJECT: 900 - Travel and History

The 900s include travel, geography and history of the world, from ancient times to the contemporary. The focus is on the interest of the general reader.

A representative selection of books on geography and history of all nations in the world is collected. Emphasis is on the United States, and on New York State, and Tompkins County history for local history purposes.

DEWEY DECADE	SUBJECT	LEVEL COLLECTED
900	Generalities	2
910	Travel, geography	2+
930	Ancient history	2
940	European history	2
950	Asian history	2
960	African history	2
970	North American history	2+
980	South American history	2
990	Oceanian, Australian, etc. history	2

BIOGRAPHY

The biography section consists of factual materials about people from all walks of life, nationalities, and throughout history to the present. Collective biographies, individual biographies, autobiographies, and personal narratives are included.

Titles in this area are retained based on the popularity of the biography and on the lasting importance of the subject of the book.

SECTION	LEVEL COLLECTED
Biography	2

LOCAL HISTORY

The local history collection serves the general reader, the student, and the local history researcher. Coverage is primarily of the Tompkins County area, government, businesses, and people, and, secondarily, of the surrounding counties and New York State. Printed genealogical

material is included if it is relevant to the broader scope of local history. Publications by local authors are included in local history if the content is described within this collection's scope.

The collection consists of reference on open shelves and in locked cases and circulating materials, which, though shelved separately in the general reference area, contain some identical titles. Particularly fragile and/or unique materials, which do not circulate, are stored in locked bookcases, accessible to patrons upon presentation of a library card or other identification at the Reference Desk.

Materials include books and pamphlets. Other library materials related to local history but not in the local history collection are microfilms of local newspapers, maps, and censuses, which are shelved separately in another area of the library .

Manuscript materials and reports, meeting minutes, papers of local municipal government bodies are not collected.

Emphasis is on preservation and repair because often replacement copies or subject coverage is either unavailable or inadequate

Frequent circulation is not necessarily a criterion for retention.

This library recognizes the important role of a separate organization, the History Center of Tompkins County, as a resource of local history materials which compliments and supplements the library's collection with both manuscript and printed materials. Those wishing to donate manuscript materials may be referred to them.

SECTION	SUBJECT	LEVEL COLLECTED
Local History	Local History	3

REFERENCE

The reference collection contains materials from all the Dewey classifications in the form of books, serials, electronic information resources, maps, pamphlets and documents. This material is used in the library and does not circulate. The aim of the collection is to provide current, accurate information in response to patrons' questions and information needs for solving practical problems, researching special interests and research for the independent learner and students from the high school through lower college level. We do not collect bibliographies or materials for in-depth research projects or papers.

The collection includes general and subject sets and encyclopedias. There are resources on locating products and companies, statistics, financial information on stocks, bonds and mutual funds, New York State laws and statutes, consumer information guides, vehicle evaluation guidebooks, medical dictionaries and consumer health works. The collection includes general almanacs; directories of associations, publications and media, state and federal government agencies and legislative bodies and addresses. Books of quotations, specialized dictionaries, literary references, and poetry indices are included.

Materials on company addresses and officers, financial information, and investment services such as Value Line and Morningstar are included. There is also information for those who are investigating starting a new business. A special effort is made to compile information on local companies and businesses.

Reference resources in which information changes regularly are updated more frequently than resources which provide historical or cumulative information (i.e. biographical dictionaries, literary criticism, literary reference directories, etc.). Resources which include statistical, scientific, financial, medical, legal information or addresses are replaced as frequently as budget allows. A new encyclopedia is purchased annually in rotation so that each set is updated every 3 or 4 years. World Book is updated every 2 years as the budget allows. Whenever possible, items ordered on a regular basis are placed on standing order.

Older editions of resources where currency is important are not kept in reference, with the exception of the World Almanac and Statistical Abstracts. Some older editions of reference books are moved into circulation when the new editions arrive. These include encyclopedias, price guides, travel guides and market guides such as artists, poets and writers markets. Need for additional circulating materials and currency of information are used to make this determination.

Databases are purchased to enhance and expand the informational resources of the library. A database is defined as an organized body of information in a computerized format. Products with remote access licenses are preferred to in-library use only databases. Databases include but are not limited to directories, indexes, full-text journals, periodicals and reference books, encyclopedic resources, and instructional materials.

The library purchases a license to access the information in the database. This information is available to all users within the library and to library cardholders from remote locations.

Selections of databases are based on currency of the information and relevance to the general public, the information and research needs of the adult learner, and for students from elementary through high school, who need materials for personal interest or school projects.

Public Access Documents

Reports, studies and documents on current local issues and hot topics are kept in reference for the duration of the hearings or until the issues are resolved. Additional copies, when available, may be placed in circulation. Frequently these are reports that by law must be made available to the public for comments and information. Historical retention of these documents is not done due to the format of the materials and the lack of space.

Government Documents

The Tompkins County Public Library is one of a number of libraries in the state that receives government documents as part of the New York State depository program. The documents are cataloged and added to the collection. These documents are primarily reference material and do not circulate, although the occasional document is more appropriate for circulation and will be cataloged

for that collection. The number of documents received by the library has been greatly reduced due to the availability of these resources online.

The subject matters covered in the documents are statistical information, departmental reports, budgets and spending, state regulatory materials and consumer information.

Documents are kept until we receive a new edition or for five years.

SECTION	SUBJECT	LEVEL COLLECTED
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Reference		
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FICTION

The Fiction collection includes classic novels, award winners and “best of” titles, popular authors, best sellers, and genre fiction. The purpose of the fiction section is both to entertain and enrich human understanding through the use of the author's imagination, rather than in a factual manner. American authors are emphasized, with a secondary focus on English authors. New editions/translations of classics and English language translations of contemporary world language novels are also in this collection.

Purchasing decisions are influenced by the circulation of the author’s previous titles, media coverage, requests from library users, and selection by book clubs or talk shows. Whenever possible, regardless of format, the integrity of a series is maintained. Didactic fiction in which the characters and narrative are subordinate to the message is not collected.

Collected short stories by a single author are shelved with the individual works by that author; and those by multiple authors are shelved in the 800s.

The Fiction genres, Mystery, Science Fiction/ Fantasy and Western titles, are shelved in separate areas in the Fiction Area. The Mystery section is comprised of detective and mystery novels. Espionage and romantic suspense novels are shelved in the general fiction section. The Science Fiction and Fantasy section is comprised of classic and contemporary novels. The nature of science fiction and fantasy is that it tends to be published in series in which the plot tends to rely on previously published titles. The selector thus has to make a special effort to acquire and retain all titles in a series. The Western section is comprised of novels where the setting is the American West, generally during the 1800s or early 1900s.

SUBJECT	LEVEL COLLECTED
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Fiction	2
Fiction Genres	2

MASS MARKET PAPERBACKS

Mass market editions of fiction titles which are popular in the regular collection, classics, best sellers, genre fiction, and award and “best of” titles are in this collection. Occasionally, very popular non-fiction titles are added to the collection.

SUBJECT	LEVEL COLLECTED
Mass market paperbacks	1

WORLD LANGUAGES

The world language collection contains primarily fiction titles.

Language selection reflects patron needs and interests. Collection activity is constrained by availability. Disparity in the amount of materials for each language is influenced by the low volume of publishing in some languages or difficulty in obtaining what is published.

This collection is complemented by acquisitions of world language and bilingual children's books, world language grammar and dictionaries (400's), audiovisual formats of world films, and, language instructional materials in various formats.

SUBJECT	LEVEL COLLECTED
World Language	1

LARGE TYPE

Titles in large type format are selected to meet the recreational interests and information needs of adults who require a larger than usual font size in order to read comfortably.

The collection consists of fiction and nonfiction titles whose purchase is influenced by the popularity of the author's titles already in the regular or large type collection, media attention, or awards and “best of” lists for the original format edition.

Selection of large type is limited by the number of books available in large type.

SUBJECT	LEVEL COLLECTED
Large Type	1

ADULT LITERACY

The adult literacy collection is for the adult learning to read or the non-English speaking adult learning English as a Second Language (ESL). Here are English language fiction and nonfiction topics in usage/workbooks, easy readers geared specifically toward adult interests, and

how-to books for both the ESL student and adult learner. Recordings are included also with accompanying printed materials for reading along.

SUBJECT	LEVEL COLLECTED
Adult Literacy	1

MAGAZINES AND NEWSPAPERS

The magazine/newspaper collection meets the entertainment, business, cultural and educational needs of the library user. Subjects include news and current events, personal and business finance, nature, travel, music, writing, health, hobbies, sports, women's/men's magazines, crafts, decorating, magazines geared to the do-it-yourselfer, consumer interests, and entertainment and recreation.

Magazines bought for in-house (OFFICE) use are related to library work and collection development. Others, for example, Harvard Health Letter and Morningstar, are in the reference collection.

New issues of magazines are shelved on display racks and can be used in the library. Back issues can be borrowed, except those designated REF or OFFICE. Newspapers do not circulate.

Magazine titles are held one, three, five or more years, depending on use, indexing, and availability of back-up copies in microform or on databases. Newspapers are held for three months. Those that get microfilmed are held until the microform is received.

Titles are reviewed each year for subscription renewal based on circulation, requests, indexing, balancing the collection, timeliness, and budget.

Most periodicals are ordered annually through a jobber. Those few not available from the jobber are ordered directly from the publisher.

SUBJECT	LEVEL COLLECTED
Magazines	1

MAPS AND PAMPHLETS

Maps and pamphlets are not kept.

MICROFORMS

The microform collection includes both microfilm and microfiche. It is primarily a collection of back issues of current magazine and newspaper titles that the library has in printed form. Also included are microfilms of locally relevant materials such as the New York State and federal

censuses and Sanborn Fire Insurance Maps as well as local area newspapers that are no longer in print.

The current magazine and newspaper microform subscriptions are on standing order and are received as they become available through the supplier.

AUDIO-VISUAL

The audio-visual collections, including both entertainment and instructional titles, are acquired for the home user and not for use in schools or with public performance rights. Format selection is based upon patron usage, technology trends, and with consideration for durable format and physical preservation.

Selection will take into consideration critical and popular reviews, awards, “best” and “core” lists, and established classics.

When titles are premium priced, the Library may not consider purchasing until the price drops.

AUDIO FORMATS

AUDIO BOOKS

The audio book collection consists of popular fiction and nonfiction works for adults. Emphasis is on fiction titles. The collection includes world language instruction recordings. Only unabridged fiction titles will be purchased. Abridged titles will be considered for nonfiction if they have the “author’s approval.” Selection criteria will include author/publisher/series/title popularity. CD is the preferred audio book format.

SUBJECT

LEVEL COLLECTED

Fiction	2
Nonfiction	1
Language Study	2

COMPACT DISCS

Sound recordings include music and selections such as bird songs, comedy routines on a single disc, and sound effects.

The music selection will be a balanced collection representing a variety of music genres such as, but not limited to, blues, classical, folk, jazz, musicals, opera, rap, and rock. Due to the high incidence of theft, rock and roll, rap, etc. will be purchased to a limited extent, but gifts may be accepted. The major works of the

important composers in classical music will be collected. Commercially available recordings of local musicians and performers will be acquired.

SUBJECT	LEVEL COLLECTED
Music	2
Other	1

VISUAL FORMATS

Entertainment, or feature titles will reflect the best in cinema as judged by critical acclaim. The collection will include a balance between recent and older releases which have become classics, just as a similar balance is maintained in the library's fiction book collection. Film ratings covered include from PG-13 to R ratings.

Instructional, or non-theatrical titles, will include documentaries, television series such as PBS, A&E, BBC, and HBO, and how-to and instructional tapes that complement the nonfiction book collection, use the medium in imaginative or thought provoking ways, or provide instruction which is best suited to a visual presentation.

Closed captioned recordings are purchased whenever possible. Only subtitled world films are purchased. Colorized versions of classic black and white films are not purchased, but may be accepted as gifts.

DVDs are the preferred format. The same titles may be acquired in VHS because of the continuing popularity of the format and low cost.

Locally produced videos will be considered for inclusion in the collection if these basic requirements are met:

- An attractive cover for the video
- Cover has to have the following bibliographic information:

Title of the video	Authorship (who produced it)
Contents (description)	Color
Date produced	Spine title on cover
Length	
- Video cassette must have title on the cassette (not on its spine)

After the video is submitted (with the required packaging), it will be taken into consideration for inclusion in the collection. The following criteria for content must be met:

- Must adhere to basic professional standards of production
- Must be topical, of interest to our patrons

SUBJECT	LEVEL COLLECTED
Feature films	2
Non-theatrical films	2

YOUTH SERVICES COLLECTION

GENERAL OBJECTIVES

The Youth Services Department serves the needs of the youth of Tompkins County with their diversified tastes, backgrounds and interests from infancy through 8th grade. The materials collection preserves the best of the past and the best of the present, and reflects changes in children's interests, as well as changes in society.

Because parents determine what is appropriate for their children to read, view and hear, the parent or guardian, not the library, assumes final responsibility for the library materials their children borrow. Just as with adults, not all items are appropriate for all individuals. Items challenged by individuals as being inappropriate, not just for their children, but for the juvenile population at large, should be subjected to the reconsideration process, using the Patron Comment on Library Materials form.

RESPONSIBILITIES FOR SELECTION

Materials for the Youth Services collection are selected by professionally trained librarians who are familiar with the needs, interests and abilities of children, as well as the range of materials available for them. In selecting materials for inclusion in this collection, librarians combine their knowledge with recommendations of reviews in major reviewing journals and publications, such as: Best Books for Young Teen Readers, Booklist, Horn Book, Kirkus, School Library Journal, and Voya.

SELECTION CRITERIA

The following are some factors to be considered:

- Subject matter, format and reading level or age level intended
- Attractive and inviting format with illustrations in harmony with text
- Fiction: writing style, plot development, characterization
- Nonfiction: accurate, informative, up-to-date

MULTIPLE COPIES

Multiple copies of books and videos in high demand are purchased, especially picture books, where demand is constant and driven by specific titles and specific authors/illustrators. In these cases, multiple copies are essential and are retained, and replaced as needed, since they were not intended as ephemeral in the first place. Nonfiction multiple titles are especially necessary for homework needs in topic areas where there is a high demand.

We purchase multiple copies of audio-visual materials when the demand is high. This is especially necessary for popular DVD titles, but less likely for audio books, due to the expense. We currently address the demand for books on cassette and books on CD by purchasing most audio books in CD format, but we also need high demand items in cassette format.

TYPES OF MATERIAL

The collection of the Youth Services Department contains the following:

BOARD BOOKS

Board books are picture books with heavy paper pages, meant for use by babies and toddlers.

PICTURE BOOKS

Using illustrations, picture books tell a story, explore a concept, present a special situation, or create a mood for the reader to explore. These are intended primarily for preschool to grade 2.

EASY READERS J 428.6

Easy readers are books written with a controlled vocabulary, simple story lines and illustrations. They are written for children who are learning to read.

FICTION (JUVENILE)

Juvenile fiction includes books suitable for 2nd to 5th grades. Series and mass market paperbacks are included.

FICTION (YOUNG ADULT)

Young adult fiction includes books suitable for 6th grade through 12th grade.

YOUNG ADULT PAPERBACK

Mass market paperbacks and series books for youth in 6th grade through 12th grade are included in this collection in response to their popularity.

NONFICTION

The nonfiction collection contains information books suitable for preschool through 8th grade. The material must be accurate and up-to-date. An extensive folk and fairy tale collection is included.

MAGAZINES

Magazines are selected for the collection primarily for their value as recreational reading, rather than their usefulness as reference sources. For this reason, most back issues are retained for 1 and 2 years, and some for up to 5 years.

LIBRARIANS (PROFESSIONAL) CHILDREN'S (J-L)

This is a circulating collection of materials concerning the study of children's literature. Materials are purchased for the history and criticism of children's literature, writing for children and storytelling.

REFERENCE

The Youth Services reference collection includes the following non-circulating materials: general and subject encyclopedias, dictionaries, indexes, bibliographies, etc.

High demand materials are kept in the reference section in order to insure their constant availability. These materials include books to help with school assignments. Sometimes circulating copies of reference books are purchased.

AUDIO-VISUAL MATERIALS

AUDIO FORMATS

AUDIO BOOKS

The Youth Services audio book collection consists primarily of juvenile and young adult fiction. Picture books are not considered for purchase due to the length of the material (tapes are usually less than 25 minutes) and the expense of the audio book.

The format of choice is the compact disc, and whenever possible, new purchases will be in this format. Many titles are currently available only in audio cassette tape format, so in order to maintain the existing collection, replacement tapes will be purchased for missing or damaged tapes.

Selection criteria include favorable reviews of the book and its circulation statistics. Patron requests will be considered and donated titles (whether cassette or compact discs) will be accepted in the interests of the library patrons and the above criteria.

SOUND RECORDINGS

The Youth Services sound recordings contain many types of music for children, storytelling, learning activities, and musical games in compact disc format.

VISUAL FORMATS

VIDEO RECORDINGS & DVDS

The FAMILY VIDEO collections include:

- Family Videos (family films in VHS format)
- Family DVDs (family films in DVD format)
- Family Instructional Videos (family educational titles in both formats)

This collection provides a broad range of videos and DVDs for children and families.

The contents of the Family Video and Family DVD collections include:

- high quality, literature based films
- pre-school activities and stories
- live action and animated children's films
- feature length family films
- popular and contemporary children's videos

The contents of the Family Instructional Video collection include:

- educational series of individual titles
- how-to and instructional titles
- documentaries
- video equivalents to non-fiction books

Videos and DVDs in this collection are intended for home use. They are not intended for school use and do not include Public Performance Rights.

Criteria used in selection include:

- Reviews
 - Positive reviews in standard reviewing sources
 - Award winning materials
 - Inclusion in lists of high acclaim
- Length
 - All materials must be 25 minutes or more in length
- Demand
 - Popularity
 - Suggestions of patrons
- Ratings
 - No materials may have a rating of PG13 or R

SCHOOL CURRICULUM

The collection of Youth Services is designed to meet the general informational and recreational needs of the children of Tompkins County. While many of the informational requests of

children are generated by school assignments, or home school studies, the library does not buy materials solely to meet specific curriculum needs, nor does it provide sufficient duplicate material in any one subject for class assignments. It is an objective of Tompkins County Public Library to assist students with materials and services supplemental to their school library. However, the library cannot accept the responsibility of meeting school curriculum needs.

PATRON COMMENTS ON LIBRARY MATERIALS

Materials reflecting the diversity of values and viewpoints present in our society should be included in the collection, and thus, the collection will contain material which might be offensive to some. The library's commitment is to diversity and a range of attitudes, not suppression and conformity.

The library is a forum for information and ideas. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community. The library should provide materials and information presenting all points of view.

Once an item has been accepted as qualifying under the selection policies and rules, it will not be removed at the request of those who disagree with it unless it can be shown to be in violation of these policies and rules. If a criticized material is deemed to have been properly selected by the terms of this policy, public use of it shall not be denied or abridged in any way. A material is evaluated as a whole work, not by detached excerpts.

The Library Director is available to discuss the interpretation and application of these selection principles.

Procedures

1. The individual questioning an item in the collection will be treated with courtesy.
2. The procedure for filing a formal complaint will be explained. The person will be given the "Patron Comment Form" to complete.
3. The Library Director will follow-up with a response letter to the individual, expressing thanks for the interest and concern and an explanation of the library's selection policy. If possible, reviews of the item will be obtained. The Library Bill of Rights, Freedom to Read statement or other relevant documents will be attached as deemed necessary.
4. A copy of each complaint form and the Director's response will be forwarded to the President of the Board.

PATRON COMMENT ON LIBRARY MATERIALS

1. Material on which you are commenting:

_____Book _____DVD/Video Tape _____Recorded Book
_____Magazine _____Newspaper _____Music CD

2. Title and author of the work:

3. Please state your comment, suggestion or criticism of the material as specifically as possible.

4. Did you read, see, listen or otherwise use the material in its entirety? If not, then which parts:

5. Are you aware of the judgment of this material by qualified critics? If yes, please identify the source:

6. Would you recommend that the material be shelved in a different section of the library?

7. What resource(s) do you suggest to provide additional information on this topic?

8. Additional comments:

Date _____

Address _____

Phone _____

Name (Please print) _____

The library appreciates your interest. Your comments will be forwarded to the Library Director, who will respond in writing.

GIFTS AND DONATIONS POLICY

BOOKS AND LIBRARY MATERIALS

Donors of new and used books and other library materials are encouraged to deliver these items to the Friends of the Library Booksale site, 509 Esty Street, Ithaca, where they can be reviewed by professional library staff for potential use in the library. Donations of items directly to the library are discouraged due to space limitations.

ENTIRE COLLECTIONS

The decision to accept entire collections of materials is guided by both the Strategic Plan and the Collection Management Plan. In accordance with the Library's Mission Statement, accepted materials must: 1) reflect the current interests and needs of the community, and 2) complement current library collections, programs and goals in format, subject coverage, depth and philosophy to provide a balance of information, viewpoints and formats.

All or part of donated collections may be accepted. Selection is guided by the criteria established in the Collection Management Plan for the Dewey decade(s).

Donated collections become the property of the Tompkins County Public Library and, as such, responsibility for collection management, development and weeding lies with the library's professional library staff. Suggestions for collection development are always welcomed and will be considered according to the criteria established by existing library policy.

As part of the library's collections, donated collections are regarded as all other library materials with respect to access and use. Collection materials will be integrated into existing library collections, thereby assuring successful "shelf browsing" for materials and expeditious processing and handling. Financial contributions or future gifts of materials to donated collections will be accepted in accordance with the guidelines of the Gifts and Donations Policy and the Collection Management Plan development and management guidelines to be followed by selectors.

MAGAZINE SUBSCRIPTIONS

The Library will accept subscriptions to periodicals, such as magazines, journals and newspapers, in accordance with the "Magazine and Newspapers" guidelines of this Plan if the subscription period is for 3 years or longer. During times of fiscal constraint, the library will accept donations toward one-year periodical subscriptions for titles dropped due to a budget reduction.

MEMORIALS

Money given to the library in honor of, or in memory of, an individual is usually used for the purchase of books, unless the donor indicates otherwise. The library will attempt to identify areas of interest that both the donor and the person being remembered would find appropriate and acceptable. If this information is not available, the library will use its best judgment in selecting a memorial book.

Memorial books, in general, should be hardback books of quality with a longer than average life expectancy. Books which are quickly outdated, such as yearly travel guides, duplicate best sellers, or possibly controversial titles, should not be purchased with memorial funds.

Memorial funds should be encumbered in a timely way so that donors can feel confident that their memorial gift to the library was a wise choice. A list of all memorial books purchased is kept permanently. The list price is used when allocating memorial money to book purchases.

If desired by the donor, memorial donations may be noted with a bookplate or other suitable recognition. When memorial books are discarded, the memorial plate is removed from the book.

Approved by the Board of Trustees, May 27, 1997

MONETARY AND OTHER GIFTS

Monetary and other gifts are welcome and should be directed to the Tompkins County Public Library Foundation. Donors are encouraged to give these with no restrictions. This will enable these gifts to be used by the Library Director in the areas of greatest need. Alternately, donors may direct their gifts to (1) library materials or (2) equipment and furnishings. Restricted-use gifts will be accepted as long as the restrictions are congruent with the library's policies and Strategic Plan.

Where a donor wishes the proceeds of the gift to be held in trust and the income spent only for certain purposes, the gift shall be accepted with the understanding that the funds may be commingled with other funds and that an appropriate portion of the interest, as determined by the Treasurer of the Foundation, will be used for donor directed purposes.

ADDITIONAL INFORMATION

If the library accepts books or other library materials, it is with the understanding that they may or may not be added to the collection. The professional library staff is solely responsible for determining the use or distribution of donated library materials. Gift materials will be judged by the same materials selection standards that apply to purchased materials. Materials which are not added to the library's collection will be donated to the Friends of the Library Booksale.

The library will formally acknowledge gifts to the library, but will not appraise or estimate the value of gift donations. This responsibility rests with the donor.

Approved by the Board of Trustees, November 28, 1995
(updates policies of 9/28/76 and 10/22/91)

APPENDICES**APPENDIX A****CENTRAL LIBRARY BOOK AID POLICY
FINGER LAKES LIBRARY SYSTEM
TOMPKINS COUNTY PUBLIC LIBRARY
2005****A. DEFINITIONS AND BACKGROUND**

This selection policy shall cover all materials purchased with New York State Central Library Book Aid (CBA) funds. These funds are provided to the Finger Lakes Library System under Section 273.1 and 273.1b of NYS Education Law. General guidelines for the use of these funds are provided for in Education law, in Section 90.4 of Commissioner's Regulations and in annual guidelines that are distributed by the State Education Department. The most recent program guidelines are appended to this document. This policy is intended to supplement formal State guidelines and in no case is it intended to supersede State regulations and guidelines. In this policy, the Finger Lakes Library System (FLLS) shall be defined as the System headquarters staff. The Central Library shall be defined as the Tompkins County Public Library (TCPL).

FLLS is ultimately responsible for selection of all CBA materials. However, at the discretion of the FLLS Director, the selection of these materials may be delegated to TCPL. FLLS will provide ongoing advice and suggestions to TCPL regarding CBA purchases. Member libraries are encouraged to make recommendations for CBA purchases to the FLLS Reference Coordinator at any time, using procedures established by FLLS.-

All materials purchased with CBA funds are the property of FLLS, but are shelved at TCPL.

B. USE OF COLLECTION

Materials and resources purchased with CBA funds shall be used primarily to support reference and interlibrary loan service provided by FLLS and TCPL to the member libraries of FLLS.

CIRCULATING COLLECTION

Member libraries may borrow any CBA circulating materials from TCPL for their patrons as soon as they are processed and available.

Materials in the general CBA collection may be selected by FLLS for inclusion in bulk deposit collections that are sent to member libraries, as long as the CBA collection is not substantially weakened in specific subject areas. FLLS shall consult with TCPL before including CBA materials in bulk loans.

REFERENCE COLLECTION

In certain circumstances, reference, non-circulating CBA materials may be borrowed by libraries for in-library use by their patrons. Member library patrons may request CBA reference books held by TCPL. Every effort will be made to provide the material, however, there may be exceptions where unique or high-demand reference items cannot be loaned. In such cases, the FLLS Reference Coordinator will contact the requesting library to determine

whether the question may be answered with other material or by providing electronic or photocopies of pages from reference materials. Requests to borrow a specific title can be made by contacting the FLLS Reference Coordinator by phone, fax, email, or by sending an ILL request form in the delivery bag. The request will then be forwarded to the TCPL Reference Coordinator. If the item is deemed to be available for loan, it will be checked out by the FLLS ILL Dept. staff and loaned for one week in-library use only (excluding travel time to and from the member library).

ON-LINE RESOURCES

On-line resources, such as databases, will be made available to all FLLS member libraries through remote access. Exceptions may be made due to the high cost of vendor licenses. In such cases, the TCPL Reference Coordinator and the FLLS Reference Coordinator may mutually agree to acquire an on-line database for in-house use by both FLLS and TCPL staff to enhance reference and interlibrary loan services to all member libraries and their patrons.

C. SCOPE OF COLLECTION

Materials selected for the CBA collection are intended to meet adult level non-fiction needs and interests of the FLLS service area, and not of any one library. They are not meant to replace purchases that normally would be made to meet local demand. The materials selected could include print, microform, and electronic sources of information, such as audiovisual and on-line resources. They could be designated as circulating or reference materials. CBA materials are intended to enrich and expand the scope of TCPL's non-fiction collection for the benefit of all FLLS member library patrons. While it is recognized that some titles purchased with CBA funds will be more expensive, esoteric items, it should be kept in mind that this is not the main purpose of the collection. The collection should be a dynamic one that is well used by member libraries and their patrons. Duplicate and replacement titles may be purchased with CBA funds if demand by member libraries warrants.

D. CRITERIA FOR SELECTION

All acquisitions are considered in terms of the following standards. Additional criteria apply to computer-based resources. An item need not meet all of the criteria in order to be acceptable.

1. Quality — Has the material received positive, objective reviews in standard sources and acclaim by critics, reviewers, or professional selection tools?
2. Subject Coverage — How does the material relate to other published material that may be available on the same subject?
3. Relationship to other materials in TCPL's collection —Does the material enrich, expand, or complement the scope of a basic collection for the benefit of all member libraries in FLLS?
4. Demand — Does the material have present and potential relevance to member library needs and interests, including patron demand or specific requests?
5. Price — Is the resource not likely to be purchased by member libraries due to higher cost?

6. Format – Is the presentation of the material of high quality and suitable in terms of binding, print size, durability, illustration, packaging, etc.?
7. Level – Does the resource meet one of the first three criteria for level collected according to the American Library Association's "Guidelines for the Formulation of Collection Development Policies", e.g., minimal, basic, or study/instructional? (see Appendix B)

ELECTRONIC RESOURCE CRITERIA

In addition, the following criteria apply to electronic resources that include, but are not limited to, computer-based resources such as on-line databases.

1. Access – Does the resource provide greater access for users than other formats?
2. Authority – Does the resource have a stable source and authority, that is, has there been continuity of service and customer support over time and is the data reputable and reliable?
3. Compatibility – Is the resource compatible with existing library technology, available equipment and/or existing operating systems and software?
4. Ease of use – Does the resource provide enhanced flexibility in searching capabilities?
 - Is it "intuitive" to use, e.g., appropriate help screens, tutorials, and indexing that provides numerous points of access?
5. Quality – Is the resource authoritative, accurate, current, and frequently updated?
6. Value – Does the resource offer value-added enhancements to make it preferable over a significant addition to print equivalents?

E. COLLECTION MAINTENANCE

All CBA acquisitions will be identifiable in the on-line library catalog. The CBA collection shall be weeded by TCPL. Reference items weeded from the collection may be offered to FLLS member libraries, depending on condition and currency, or given to the Friends of the Library Book Sale.

F. CRITERIA FOR WEEDING

Materials are discarded according to accepted professional practices such as are described in the publication, *The Crew Manual (The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-sized Public Libraries*, revised and updated by Belinda Boon, Library Development Staff, Texas State Library, Austin, Texas, 1995).

1. Circulation - Items for which demand has decreased and which circulate infrequently are considered for withdrawal. Standard lists and/or various subject bibliographies are consulted, and future use and availability through interlibrary loan is considered
2. Condition - Items that are shabby and unattractive are removed and replaced. If out-of-print and still needed, items may be mended or replaced with a newer title on the subject.
3. Currency - Materials are discarded when the information or presentation becomes inaccurate or dated in content or appearance.

Electronic resources, such as on-line databases, will be reviewed annually to determine if usage and overall value justify continuing the lease.

G. LIBRARY BILL OF RIGHTS

The Finger Lakes Library System and Tompkins County Public Library Boards of Trustees have officially endorsed the "Library Bill of Rights" (January 23, 1996) text and the ALA Freedom to Read (June 30, 2004) text statements. These two documents are appended to and shall be a part of this selection policy.

H. REVIEW AND REVISION OF POLICY

This policy shall be submitted for adoption by the Boards of Trustees of the Finger Lakes Library System and the Tompkins County Public Library. It is subject to review each year by FLLS and TCPL staff and the Directors Advisory Council, which acts as the Central Library Advisory Committee, and may be amended as necessary by the adopting Boards of Trustees.

Patrons and Libraries questioning or objecting to specific materials purchased with CBA funds shall submit an appropriate formal "reconsideration request form" (attached to this policy) stating their objections to the material.

The completed form shall be reviewed by the TCPL Director (if it is from a TCPL patron) or the FLLS Director (if it is from a Member library or a patron of a Member library). Both Directors may consult with appropriate FLLS and TCPL staff before notifying the patron or library of a decision. Such notification shall be provided within 30 days of the date the reconsideration form is submitted. The decision may subsequently be appealed to the Finger Lakes Library System Board of Trustees. Such appeal shall be filed within ten days of the receipt of the Director's decision by the patron/library. The Finger Lakes Library System Board of Trustees may elect to consult with FLLS and TCPL staff, the Directors Advisory Council, and other appropriate organizations before reaching a decision. The patron/library submitting the appeal will be notified of a decision by the FLLS Board within 90 days of the submission of the appeal.

Approved

Directors Advisory Council September 15, 2005

Tompkins County Board of Trustees October 25, 2005

Finger Lakes Library System Board of Trustees September 28, 2005

APPENDIX B**American Library Association’s “Guidelines for the Formulation of Collection Development Policies”:**

1. Minimal Level – A subject area in which few selections are made beyond very basic works. Coverage can be uneven and not systematic; or even, with basic authors, core works, or a spectrum of ideological views represented.
2. Basic Information Level – a Selective collection of materials that serves to introduce and define a subject and to indicate the following varieties of information available elsewhere. Materials at this level include basic reference tools and general works devoted to major topics and figures in the field. Basic information is sufficient to provide patrons with general information.
3. Study or Instructional Level – A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level less than research intensity.

The Support Level collection contains a wide range of works, a significant number of classic or retrospective materials, complete collections of the works of more important writers, and selections from the works of secondary writers. The collection is adequate to support independent study and most learning needs through undergraduate levels.

APPENDIX C

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

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

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

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

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

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980

inclusion of "age" reaffirmed January 23, 1996,

by the ALA Council.

APPENDIX D

THE FREEDOM TO READ STATEMENT

American Library Association Statements and Interpretations

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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

9. 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.

10. 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.

11. 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.

12. 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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

APPENDIX E

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:

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.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

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.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.

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. It was updated in 1989, endorsed by the ALA Intellectual Freedom Committee June 24, 1989; and adopted by ALA Council January 10, 1990.

APPENDIX F

Challenged Materials:

An Interpretation of the Library Bill of Rights

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form that reflects the Library Bill of Rights, and that is approved by the appropriate governing authority.

Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The *Library Bill of Rights* states in Article I that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

APPENDIX G

Diversity in Collection Development: *An Interpretation of the Library Bill of Rights*

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other potentially controversial topics.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: “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.” A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron’s right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982; amended January 10, 1990, by the ALA Council.

APPENDIX H

Evaluating Library Collections

An Interpretation of the Library Bill of Rights

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of all libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles I and II of the Library Bill of Rights, which state:

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.

The American Library Association opposes such “silent censorship” and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Adopted February 2, 1973; amended July 1, 1981, by the ALA Council.

APPENDIX I

Expurgation of Library Materials

An Interpretation of the Library Bill of Rights

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

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

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

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

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

APPENDIX J

Statement on Labeling: *An Interpretation of the Library Bill of Rights*

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

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

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

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

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

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

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