

Collection Development Policy March 2011

I. Mission Statement

The 21st century Crowell Public Library provides: a gathering place, an information center, a technology hub, and a book and media collection to serve the educational, cultural, and recreational interests of people of all ages.

II. Purpose of Policy

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the San Marino community as outlined in the Strategic Plan. As the community changes, the library will reassess and adapt its collections to reflect new and differing areas of interest and concern. This document provides a framework for continuous collection development and improvement and will be periodically evaluated and revised to provide guidance for implementing changes in the collection.

III. Community

San Marino is a small urban community comprised of approximately 13,500 residents. In the 2000 Census, the community was 47% Asian and 48% Caucasian; the 2010 Census shows an increase in growth to 53.5% Asian. There is a scattering of other ethnic groups throughout the community; in the 2000 Census, they represented less than 5% of the total population. However, the most recent Census shows the Hispanic or Latino population reaching 5.7%. According to the 2000 Census, 70% of the residents have a bachelors degree or above and the median family income is \$128,000. Studying the community is essential to selecting materials for the library. Knowledge of the community enables the library to better serve its users by developing collections that reflect the changing interests and composition of San Marino.

IV. Philosophy of Selection

Crowell Public Library fully endorses the principles documented in the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement. The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

V. Scope of the Collection

The primary responsibility of the Crowell Public Library is to serve the citizens of San Marino by providing a broad choice of materials to meet their informational, educational, cultural and recreational needs. Materials are selected to aid individuals, groups, and organizations attain practical solutions to daily problems, and to enrich the quality of life for all community members.

Budget and space limitations, as well as local needs, preclude the library from duplicating the specialized and comprehensive collections that exist elsewhere in the greater Los Angeles area. Access to these collections is provided through interlibrary loan and direct referral.

The library has always had a close relationship with the local schools and recognizes the informational needs of the children of San Marino Unified School District. Each school library is staffed by at least one aide. The school libraries strive to have sufficient materials for students to complete all assignments using the school library resources. The public library has chosen not to duplicate these materials but to provide complementary materials to supplement and enhance the school curriculum.

VI. Scope of the Library

The Library serves the San Marino community as a whole. Users from surrounding areas in the San Gabriel Valley and Los Angeles basin also use the facility, but the main purpose is to serve the citizens of San Marino. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages and interests of users of all ages. Scholarly and highly technical or specialized materials are not acquired, but are made available through other libraries using interlibrary loan services.

VII. Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the City Librarian. Under his/her direction, selection is delegated to the professional library staff. All staff members and the general public are encouraged to recommend materials for consideration.

VIII. Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection. Purchase of books in hardback format is preferred.

1. Popular interest
2. Contemporary significance or permanent value
3. Currency of information
4. Accuracy
5. Local emphasis
6. Readability or ability to sustain interest

7. Treatment of subject is suitable for age of intended audience
8. Reputation of author, publisher, producer or illustrator
9. Creative, literary or technical quality
10. Critical assessments in a variety of journals
11. Format and ease of use
12. Cost and availability
13. Durability/type of binding
14. Relationship to existing materials in collection
15. Relationship to materials in other area libraries

IX. Selection Tools

Some of the professional tools used by librarians to select materials for the collection include, but are not limited to:

1. Booklist
2. Hornbook
3. Library Journal
4. Publishers Weekly
5. School Library Journal
6. New York Times Book Review
7. Los Angeles Times Book Review
8. VOYA (Voice of Youth Advocates)
9. Reviews in local newspapers and magazines
10. Online review sources

X. Suggestions for Purchase

The library strongly encourages input from the San Marino community concerning the collection. A suggestion for purchase procedure enables San Marino citizens to request that a particular item or subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. Suggestions can be made using forms available at the public service desks, online, or in person to any library staff member.

XI. Request for Reconsideration

1. Overview

The library believes in freedom of information for all, and does not practice censorship. Many items are controversial and any given item may offend some person. Selections for the library will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the reader. The library holds censorship to be a purely individual matter and affirms that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with parents and/or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

The Library does not indicate through the use of labels or other devices particular philosophies outlined in a book. Labeling establishes in a reader's mind a judgment before the reader has had the opportunity to examine the book thoroughly.

2. Procedures for Request for Reconsideration of Library Materials

Reconsideration forms are available at the public service desks at the library and online.

When a patron wishes the library to discard or reclassify an item, he/she fills out the "Request for Reconsideration of Library Materials" form.

- a. The form is given to the City Librarian, who then requests the librarian who ordered the material or is familiar with the area in which the challenge falls to review the material to determine if it meets the selection criteria and other guidelines for collection development. Staff reviewers do not receive a copy of the Request for Reconsideration and do not know the name of the patron requesting reconsideration.
- b. The Community Services Director receives an "FYI" copy of the request for reconsideration.
- c. The Board of Trustees will have a copy of the complaint (without the patron's name) in their packet at the next meeting after the reconsideration form has been received.
- d. The reviewer(s) provides the City Librarian with a recommendation to retain/discard/limit availability of the item, and documentation supporting the decision. Holdings and circulation history of the material is also provided to the City Librarian.
- e. The City Librarian reviews the material, considers the recommendations, reviews, and circulation history of the material and makes the decision regarding the disposition of the challenged item. The City Librarian brings the recommendation to the Director.
- f. The City Librarian and Director jointly review the material and the staff recommendations, reviews, and circulation history. They jointly reach consensus regarding the disposition of the item.

i. If the decision is to retain the material:

- a. The City Librarian will notify the patron of the decision in writing.
- b. The Board of Trustees will be notified of the decision at the next meeting after the decision is made.
- c. If the patron is not satisfied with the decision to retain the material, the patron may request in writing that the Board of Trustees review the material.

- d. The President of the Board of Trustees will request a subcommittee of at least three Board members to review the material. Any Board member may serve on the review committee upon request. The President of the Board will set a deadline for completion of the subcommittee's review.
- e. The members of the Board subcommittee will report to and make a recommendation to the full Board of Trustees.
- f. The Board of Trustees will make a decision following the subcommittee's report and recommendation.
- g. The Community Services Director will notify the patron in writing of the Board's decision.
- h. The decision of the Board of Trustees is final.

ii. If the decision is to remove the material:

- a. The Board of Trustees will receive all items related to the decision in the Board packet prior to the removal of the material.
- b. If the Board of Trustees agrees with the decision, the City Librarian will notify the patron of the decision in writing. The City Librarian will instruct staff to collect and discard all copies of the material.
- c. If the Board of Trustees disagrees with the decision to remove, steps i(d-h) as listed above will be followed. If the decision is to retain the material, the Community Services Director will notify the patron of the decision in writing.

The City Librarian will keep a file five years, plus current, of challenged materials. Items removed from the collection should not be replaced through purchase or gift. This file should be re-accessed every 5 years.

XII. Gifts

The Board of Trustees has adopted a Gift and Donation Policy, available on the library's website. A copy is attached hereto. In general, the Crowell Public Library accepts gifts (including publisher's gift copies) for the library's collection that fall within needed subject categories as determined by the City Librarian and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

- 1. All gifts must be in excellent condition.
- 2. The library retains unconditional ownership of the gift.
- 3. The library makes the final decision on the use or other disposition of the gift, including allowing for its resale through the bookshop maintained by the Friends of the Crowell Public Library.
- 4. The library reserves the right to decide the conditions of display, housing and access to the materials.

Monetary gifts to the collection are welcome and may be designated as “in honor” gifts or memorials. Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.

XIII. Duplication of Material

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular fiction and non-fiction titles, the library will try to maintain a ratio of one copy for every five reserves. This may be altered due to budget limitations.

XIV. The Collection

The library and staff recognize there are differences between the adult and children’s collection at the library. However, acquisition of materials for both sections will adhere to the general principles outlined below.

The library does not collect musical scores, software, and gameware.

Items in any format which have received significant awards or critical acclaim are evaluated for inclusion in the collection. This includes (but is not limited to) bestsellers on lists generated by the New York Times, Los Angeles Times, Amazon.com, Publishers Weekly, and Barnes and Noble.

1. Fiction

The library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users. Most fiction on traditional bestseller lists is purchased.

2. Non-Fiction

The library strives to acquire materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

- a. address contemporary issues
- b. provide self-help information
- c. facilitate completion of school assignments (K-12) without duplicating school library collections
- d. facilitate continuing education
- e. enhance job-related knowledge and skills
- f. increase knowledge of affairs of the community, the country, and the world
- g. support business, cultural, recreational and civic interests in the community
- h. nourish intellectual, aesthetic, creative and spiritual growth
- i. present different viewpoints on issues

3. Electronic Databases

Online computerized databases extend the collection by providing timely and versatile 24-hour access to information in electronic format from any computer with internet access. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format. Databases are added or removed based upon:

- a. usage statistics
- b. availability of remote access
- c. coverage in the print collection
- d. patron demand
- e. education curriculum standards
- f. availability through school sites
- g. professional reviews
- h. cost

4. Foreign Language Materials

The library maintains a Chinese language collection aimed at meeting the recreational and many of the informational needs of the San Marino community. Resources available exclusively in Chinese (the second most common language in the San Marino community) include books, magazines, and newspapers, limited DVDs and sound recordings. These materials are purchased in both simplified and traditional Chinese, without preference. This is a circulating collection. Availability of materials may impact the development of the collection.

The library's collection also includes materials which support learning a second language. These resources include books such as grammars and dictionaries, cds and DVDs, and an online subscription database for learning the languages most frequently studied in the community. Most of these materials circulate.

The library is committed to developing and maintaining foreign language collections which meet the needs of a changing San Marino population. Foreign language needs are assessed through such tools as Census data, patron requests, circulation statistics, and community awareness. While the staff of the library recognizes many ethnic groups use the facility, surrounding libraries are better equipped to meet foreign language needs other than Chinese. The Crowell Public Library focuses on meeting the needs of San Marino's primarily Chinese population. If Census or other reliable data show an ethnic demographic $\geq 5\%$, staff will begin a re-examination of language materials.

5. Internet

Crowell Public Library provides access to a vast array of information available through electronic media. Electronic information, services, and networks provided directly or indirectly by the library will be readily, equally, and equitably accessible to all library users over the age of 18. The Crowell Public Library does not monitor and has no control over the information

accessed and cannot be held responsible for the content, accuracy or quality of the information retrieved. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the library's collection, offering unprecedented opportunities to expand the scope of information available to all users. All users need a library card to access the internet and must agree to the Internet Users Agreement at each login.

The children's computers allow filtered Internet access. The library recognizes this can be a controversial topic and supports the ALA position that local libraries are responsible for adopting their own operating policies and procedures. The Crowell Public Library filters children and young adult internet access. Children under age 18 are not allowed on adult computers.

6. Large Type

The large type book collection meets the needs of an increasing number of visually impaired patrons. The major focus of the collection is popular fiction, along with high interest non-fiction such as biographies and health-related materials.

7. Manga

Manga is a special collection for the young adult area. Manga rated "M" (intended for ages 18 and over) are not purchased.

Two or more of the criteria below must be met for manga purchases AND donations.

- a. Item is the next volume in a continuing series that has circulated within the past 6-8 months
- b. The series is recommended in professional review (such as School Library Journal, VOYA, Booklist, Publishers Weekly)
- c. The series is written by a manga author/artist that is circulating well
- d. Item is recommended for young adult age group in *Understanding Manga and Anime* by Robin E. Brenner
- e. The series is generating interest on manga and anime websites (such as *Anime News Network* and *Shonen Jump*)
- f. The series is selling well in local bookstores
- g. The series is a read-alike of a popular series Crowell Public Library owns.

8. Materials for Public Review

The library provides San Marino citizens with information on local issues, actions, services and programs. Some city-produced reports, agendas, and minutes of boards and commissions and other local agencies are made available for public review. The library does not retain the complete record for any group; the San Marino City Clerk retains a full record, which are available upon request from San Marino City Hall.

9. New Media

The library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or

augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the San Marino community.

10. Paperbacks

The library maintains an uncataloged donated paperback collection to provide recreational reading in popular areas of interest. The collection duplicates many cataloged books, including best sellers, classics and works of perennially popular authors.

11. Periodicals

The library's newspaper and magazine collection provides current information aimed at meeting the recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The print periodical collection includes basic and popular reading magazines in Chinese and English and a wide selection of business, trade publications. Journals which are highly technical or scholarly are not included in the print collection. The library subscribes to electronic databases that provide the research periodicals necessary for more in-depth study of a subject area. In addition to magazines, the print collection includes newspapers in Chinese and English published locally as well as a few with specialized business interest.

The library maintains a complete record of the San Marino Tribune, available on microfilm for patron use. The San Marino Historical Society retains a second microfilm copy of the paper.

12. Recorded Books

The spoken recording collection contains unabridged sound recordings of fiction and nonfiction books, poetry and drama, language instruction, and other instructional subjects. The collection emphasizes popular fiction and nonfiction, as well as recordings of literary classics, language instruction, and general educational topics of popular interest. Spoken recordings are currently published and purchased in CD format. The library will begin to purchase downloadable books following the same guidelines for purchasing regular print editions depending upon pricing and budget constraints. New formats will be collected as outlined in (9) above.

13. Recorded Music and Spoken Word

The adult music collection consists of works by major classical and contemporary composers, as well as popular music. An emphasis is placed on acquiring recordings of musicals, folk music, jazz, and classical music. Compact discs for children include storytelling, folk and nursery songs, holiday music, and read-alongs, as well as instructional topics. New formats will be collected as outlined in (9) above.

14. DVDs

The library maintains two DVD collections: Popular and Permanent.

Permanent Collection

In the Permanent DVD Collection, the library collects DVDs to meet the educational and recreational needs of adults and children. This collection does not attempt to offer a wide selection of current DVDs, which are available in the Popular Collection. Emphasis is placed on educational and documentary DVDs on a variety of subjects for both children and adults. Feature film selections are guided by the Academy Awards, AFI and the Library of Congress selections. They include film classics, such as those named to the National Film Registry, and highly rated current films of broad family appeal or potential cultural, historical, or aesthetic significance. R-rated films are generally not collected unless the film has received a significant award, is critically acclaimed, and would be of interest to patrons.

DVDs of special interest to the San Marino community are collected under the same general guidelines as other San Marino materials. The collection consists of privately produced DVDs about San Marino and city-produced DVDs on a variety of topical issues. The library maintains a collection of City Club and Rotary Club meeting DVDs.

Items in the Permanent Collection are loaned free of charge.

Popular Collection

The Popular Collection is maintained to meet the recreational needs of patrons and offers a wide selection of current DVDs. Purchases are based upon box office revenue and best seller lists. Items in the Popular Collection are loaned for a fee, with revenue used to purchase additional DVDs.

DVDs are removed from the Popular Collection when they have not been loaned for a period of two months. Removed items will be added to the Permanent Collection if they meet the guidelines as outlined above; items not added to the Permanent Collection will be given to the Friends for resale in the Book Shoppe.

15. Reference Collection

The library maintains a reference collection which is used to answer questions and to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. Reference sources are consulted for specific items of information rather than read consecutively. They remain in the library to be readily available to all citizens. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.

The reference collection contains standard works in areas of general reference, the humanities, social sciences, physical and biological sciences, technology, history and area studies.

16. San Marino History/Local History

The library maintains a small vertical file collection of items of local interest, with particular emphasis on library history. A full set of San Marino High School yearbooks (in print) and the City Directory (in print and on microfilm) are also available for patron use within the library. The comprehensive collection of local San Marino history is retained by the San Marino Historical Society; the library does not attempt to duplicate this collection.

17. Textbooks

Recognizing the responsibility of colleges and universities to provide access to required textbooks for their students, the Crowell Public Library does not acquire textbooks required for higher education school curricula. In the adult collection, the library acquires some textbooks when needed to provide broad or introductory coverage in various subject areas. The library also acquires the most commonly requested texts for San Marino High School and Huntington Middle School. These are non-circulating and intended primarily for afterschool homework use.

XV. Collection Maintenance

Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

Library materials are discarded for one or more of the following reasons:

1. Obsolescence: subject matter is no longer timely, accurate, or relevant
2. Damage or poor condition
3. Space limitations
4. Insufficient use

The staff frequently refers to *CREW: A Weeding Manual for Modern Libraries* <http://www.tsl.state.tx.us/ld/pubs/crew>. (CREW = Continuous Review, Evaluation and Weeding) This is a standard resource for libraries and provides guidelines for item retention as well as weeding. Each dewey class is addressed, listing considerations for retention and age of item suggestions. In addition, at Crowell Public Library, last copies of a work are evaluated in terms of their value to the community, with consideration to the following:

1. Local interest
2. Reputation of author, publisher, producer, illustrator
3. Significance as identified in standard bibliographies
4. Quality of graphics

5. Uniqueness of information for research

XVI. Replacement Library Materials

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

1. Availability of additional copies in neighboring libraries
2. Popular interest
3. Adequacy of coverage in the subject area
4. Significance in subject area
5. Cost and availability

XVII. Revision of Policy

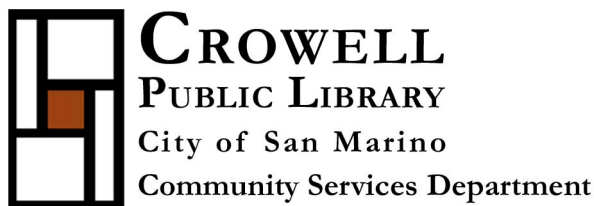
This policy will be reevaluated periodically as circumstances require and/or every five years from date of adoption.

Attachments:

ALA Library Bill of Rights
ALA Freedom to Read Statement
ALA Freedom to View Statement
Suggestion for Purchase Form
Request for Reconsideration of Library Materials
Gift and Donation Policy
Computer and Internet Use Policy

**Approved by Library Board of Trustees
April 18, 2011**

**DVD collection update approved by Library Board of Trustees
January 16, 2012**



ALA 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.

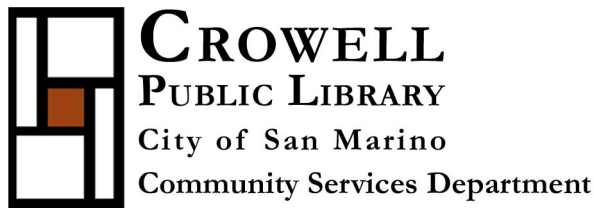
III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

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 that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.



ALA Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture

depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

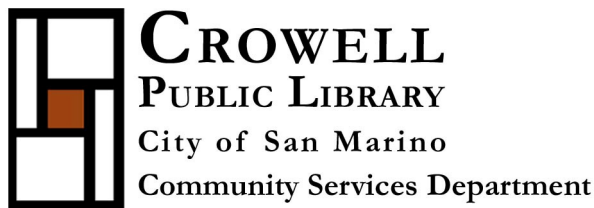
The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of

enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.



ALA Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.



CROWELL
PUBLIC LIBRARY
City of San Marino
Community Services Department

Suggestion for Purchase

Today's date:

Title:	
Author:	
Where did you hear about the item?	
Your Name:	
Would you like to be notified if we purchase this item? If so, please give us your phone number or e-mail address	

Form created 3/2011



CROWELL
PUBLIC LIBRARY
City of San Marino
Community Services Department

Request for Reconsideration of Library Materials

Title _____

Book _____ Periodical _____ Other (please specify) _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Request made on behalf of _____ Yourself

_____ An organization (name) _____

_____ Other group (name) _____

1. Did you read/view the entire work? If not, what parts did you read/hear/view:

2. What is your objection? Please be specific. Cite pages. _____

3. What is positive about the work? _____

4. What do you feel might be the result of reading/viewing the material?

5. For what library patrons would you recommend this work? _____

6. What do you believe is the theme of this work? _____

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

8. Action requested:

____ Return it to the staff selection committee/department for reevaluation

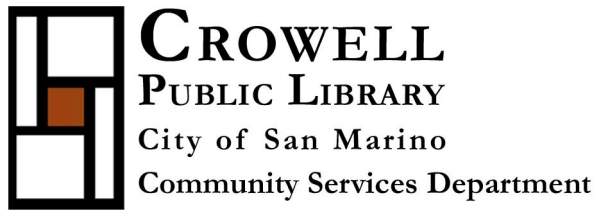
____ Other. Explain. _____

9. In its place, what work would you recommend that would convey as valuable a perspective of the subject treated?

Signature: _____ Date _____

Received by _____ Date _____

Adapted, with permission, from
Texas Library Association
Intellectual Freedom Handbook
March 2009



Gifts and Donations Policy

The Crowell Public Library, City of San Marino, accepts gifts (including publisher's gift copies) for the Library's collection that fall within needed subject categories, as determined by the City Librarian and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

- The Library retains unconditional ownership of the gift.
- The Library makes the final decision on the use or other disposition of the gift.
- The Library reserves the right to decide the conditions of display, housing and access to the materials.

The Library does not accept non-library oriented materials (e.g. paintings, wall art, furniture, decorative items). Individuals wishing to make other types of donations, including but not limited to goods and services, should contact the City Librarian.

Monetary Gifts

Monetary gifts to the collection are welcome and may be designated as memorials.

- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the Library reserves the right of final decision.
- Memorial donations and Honor donations will be used to purchase book(s) in the requested subject area whenever possible. A special bookplate will be placed in the book naming the honoree.
- The Library cannot guarantee an item will be kept in perpetuity and cannot take responsibility for notifying a donor if an item is lost or withdrawn.

Contributions and bequests are also accepted by the Library's two support organizations, the Friends of the Crowell Public Library and the San Marino Public Library Foundation. Both groups are 501(c)3 organizations and donations are tax-exempt.

Library Materials

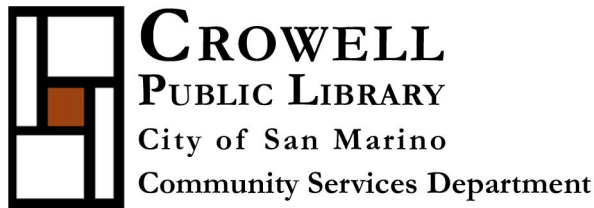
Library materials gifts, including used books, paperbacks, and other library materials in good condition can often be used to supplement the Library's collection. Materials are evaluated for inclusion using the criteria in the Library Materials Selection Policy.

Items not needed by the Library will be offered for sale by the Friends of the Crowell Public Library in the Friends Book Shoppe.

Donations in poor condition cannot be accepted by the Friends or the Library. The Friends and the Library do not take responsibility for returning unwanted items to a donor.

Donors will be given a receipt stating the date and number of items received. Internal Revenue Service regulations do not permit the Library to assign a value to donated materials.

Approved by Library Board of Trustees
December 14, 2009



Computer and Internet Use Policy

Revised May 2010

The Crowell Public Library offers Internet access as a service to help fulfill its mission of providing equal access to educational, recreational and cultural materials and services. Internet usage is free to patrons with a current library card; guest passes are also available. While the Internet offers unprecedented opportunities, it is an unregulated medium on which any person, institution, or group can post data, and the Internet contains controversial and sexual materials.

All computer users are required to read and agree to comply with the Library's Internet Use Policy. A parent or guardian of a minor is required to read and agree that the minor will comply with the Library's Internet Use Policy before the minor can use Library computers to access the Internet.

The Library assumes no responsibility for the content, accuracy, or quality of the information or images sent, retrieved, or viewed. The Library does not limit access to sites on the Internet by adults or censor information that some adults may find offensive. The Library does filter content on the computers available to children and young adults. This filtering is intended to prevent access to visual depictions that are deemed obscene, child pornography, and other material deemed harmful to minors, as defined under California and federal law. However, no filtering software can control access to all materials, and children and young adults might still receive or view materials they or their parent or guardian deems inappropriate. Parents should supervise their children's Internet sessions and assume responsibility for deciding what Library resources are appropriate for the minors and young adults under their care. It is both the right and responsibility of parents and legal guardians to guide their own children's use of Library resources in accordance with individual family beliefs. The computers available to children and young adults under 18 years of age are located in the children's and Young Adult areas of the library.

The user is ultimately responsible for selecting which sites to visit but should be aware that others may be involuntarily exposed to what is displayed. Users must respect the privacy of others and adhere to the Library's Standards of Behavior. Violation of this Policy or the Library's Standards of Behavior may result in the loss of some or all Library privileges.

The following is a list of some of the federal and state laws to which persons using the Internet at the library must adhere:

- **Material Harmful to Minors**

Computers are located in public areas where minors may be present. Under California Penal Code Section 313 et seq., it is unlawful for any person who, with knowledge that a person is a minor, or who fails to exercise reasonable care in

ascertaining the true age of a minor, knowingly distributes, sends, causes to be sent, exhibits, or offers to distribute or exhibit by any means, any harmful matter to the minor. Displaying such materials on a computer screen when children and young adults are present would violate this statute.

- **Child Pornography, Sexual Exploitation of Children and Obscene Matter**

California Penal Code Section 311.3 prohibits the sexual exploitation of a child. “A person is guilty of sexual exploitation of a child if he or she knowingly ...duplicates, prints or exchanges any representation of information, data or image, ...that depicts a person under the age of 18 years engaged in an act of sexual conduct.” Accessing or sending such materials with Library computers could violate this statute.

Child pornography is defined under federal law in Section 2256 of Title 18 of the United States Code.

It is a violation of federal law to knowingly receive visual depictions of minors engaged in sexually explicit conduct. Any person who does so is subject to federal criminal prosecution under 18 USC Section 2252.

“Obscene matter” is defined in California Penal Code Section 311; and Section 1460 of Title 18 of the United States Code. It is unlawful under federal law to transmit any obscene material or child pornography across the Internet. 18 U.S.C. Section 1460, et seq.

It is unlawful to knowingly transmit any obscene material or child pornography across the Internet to a recipient who is under the age of 18. 47 U.S.C. §223(a)(1)(B).

Should Library staff observe the occurrence of any activity that violates federal or state law with regard to obscene matter, child pornography, or matter harmful to minors, law enforcement will be alerted.

- **Copyright**

Materials obtained or copied from the Internet may be subject to laws which govern the making of reproductions of copyrighted works (Title 17 U.S. Code). Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them. The user will be responsible for the consequences of copyright infringement by the user.

- **Tampering With Equipment**

It is illegal for users to physically or electronically modify library computer equipment, or to tamper with hardware or software (California Penal Code, Section 502 et. seq.) The user may be liable for damage to the equipment caused by the user.

- **Confidentiality**

The Library maintains confidentiality of patron usage records for the Internet as it does for all materials. However, such confidentiality is subject to the requirements of federal and state law, and the Library will cooperate with law enforcement officials by providing access to patron records under the terms of the California Public Records Act (California Government Code, Title I, Div. 7, Chapter 3.5, Section 6267) and other applicable State or Federal statutes.

- **Hostile Work Environment**

Displaying explicit, graphic or obscene images on Library computers that can be viewed by Library staff may create a hostile workplace environment and may constitute a violation of Title VII of the Civil Rights Act of 1964 and the California Fair Employment and Housing Act, both of which prohibit sexual harassment and other forms of sex discrimination in the workplace.

- **Other Unacceptable Uses**

Examples of other unacceptable uses that may result in revocation of a user's privileges to use Library computers include but are not limited to:

- Any practices or uses that violate any other law.
- Uploading a worm, virus, "trojan horse," "time bomb" or other harmful program or materials or participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of access of the computer network or other networks on the Internet, including use of the Library's computers to disclose or share the user's password with others; impersonate another user; use one's own software programs on the Library's computers; alter the Library's computer settings; or damage or modify computer equipment or software.
- Uses that compromise the safety and security of any person who uses e-mail, chat rooms and other forms of direct electronic communications, such as giving others private information about one's self or others, including credit card numbers and social security number; or permitting another user to use one's own account or password to access the computer network and Internet.

- **Disclaimers**

Software and information downloaded from any source, including the Internet, may contain computer viruses; users are advised to utilize virus-checking software on their home computers. The Library is not responsible for damage to users' disks or computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

Use Guidelines

- Use of Library computers is offered in one-hour segments on a first come, first served basis. Users may log in at the same computer for an additional hour if no other patron is waiting.
- Reservations can be made in person for the desktop computers at the computer reservation station.
- Access to the Library computers and wireless network requires a library card barcode and pin number (the last four digits of phone number).
- Users are responsible for configuring their own equipment. Library staff does not provide technical assistance for personal computers and/or software.
- The Library is not responsible for any data (e.g. credit card numbers) transmitted across any of its networks.
- Printing is available from the desktop computers; wireless printing is not currently available.
- Excessive fines and fees, as established in the Circulation and Fines Policy, will preclude use of library computers.

Violations

The user's access to the Library's computer network and Internet is a privilege, not a right. Failure to comply with this Policy and its procedures will result in the forfeiture of the user's right to use the Library's computers. Library staff will contact law enforcement authorities if the Library staff believes that a user has violated federal or state law.

Approved by the Library Board of Trustees
May 17, 2010