

# **Cranberry Public Library**

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# **Cranberry Public Library**

## **1. Cranberry Public Library Mission Statement**

The mission of Cranberry Public Library is to strengthen our community by serving as a hub for information, inspiration, and enrichment.

## **2. Collection Development Goals & Objectives**

**2.1** The goals of Cranberry Public Library, regarding collection development are:

- To provide materials on the basis of quality, significance, validity, and timeliness
- To provide materials based on both the actual and potential interests and needs of the community
- To supplement formal study and encourage informal and recreational learning
- To provide access to a variety of opinions on matters of current interest

**2.2** The following objectives have been adopted in order that Cranberry Public Library may meet the goals set forth in this policy:

- Serve the entire population of Cranberry, both actual and potential, by obtaining, organizing and providing free access to accurate and up to date information in a variety of formats.
- Evaluate new items and formats as they become available and integrate them as demand warrants and budget allows.

## **3. General Principles Guiding Collection Development**

**3.1** Cranberry Public Library subscribes to the material selection principles contained in both the American Library Association's (ALA) Library Bill of Rights (Appendix A) and the Freedom to Read Statement (Appendix B). In addition, the ALA Code of Ethics (Appendix C) which requires that there is fair representation of ideas and provision of information resources is followed.

**3.2** Cranberry Public Library recognizes the confidentiality of patron records within the parameters of the current consortium software system and laws of the United States of America.

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- 3.3** Within the framework of the above mentioned principles, the Library will provide a wide range of materials and material formats for users of all ages, all educational levels and all socio-economic backgrounds. The collection is defined as groups of materials which meet these needs in formats which include, but are not limited to printed items, visual and audio materials, as well as electronic/online materials that are made available through a variety of sources.
- 3.4** As a member of the Butler County Federated Library Association, Cranberry Township Public Library subscribes to the principals and guidelines recommended County wide.

## **4. Responsibility for Selection**

Within the framework of this policy, the ultimate responsibility for the selection of materials is held by the Library Director and other individuals to whom the Library Director delegates that responsibility. The quantity of materials purchased is based on the current year's collection and materials budget as directed by the Cranberry Public Library Board of Trustees.

## **5. Selection**

### **5.1 General Selection Guidelines**

- 5.1.1** The Cranberry Public Library selects material for its collection in accordance with professionally accepted guidelines set forth by the American Library Association.
- 5.1.2** The Library does not censor or sanction particular beliefs or views.
- 5.1.3** Selection principles take into account inclusive not exclusive ideas, the rejection of passive censorship, diverse opinion, and tolerance of different points of view.
- 5.1.4** The selection of materials is governed by the Library's objectives, the present and future needs of the community, its cooperation with other libraries in the county and the limitations of space and budget.

### **5.2 Selection Tools**

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The Library's staff members, as designated by the Library Director, are expected to read current Library and review journals in order to suggest materials for purchase. These may include, but are not limited to, *Library Journal*, *Booklist*, and *School Library Journal* and materials that are reviewed in other sources such as newspapers, magazines, online sources and broadcast media.

**5.2.1** The Library Director may also consider for purchase suggestions from Library staff members and patrons.

## **5.3** Non-fiction Criteria

The Library acquires materials of both permanent and current interests in all subjects based upon the merits of the work in relation to the needs, interests, and demand of the community. While a single standard cannot be applied to each work, the following criteria are to be considered when selecting materials for purchase:

- Authoritativeness of the writer and publisher
- Accuracy of information
- Currency of data, when relevant
- Relevancy of subject to the Library's users
- Popular demand
- Quality of illustrations
- Features such as bibliographies and indexes
- Historical significance
- Cost
- Publication date

## **5.4** Fiction Criteria

The Library will aim to provide a variety of types of fiction in order to satisfy the variety of tastes, interests, educational backgrounds and reading skills of our Library users. Fiction is a form of imaginative literature therefore there is no single standard by which to judge fiction. For selection of fiction materials, the following criteria will be considered:

- Popular demand
- Reputation of author and publisher
- Appropriateness to the Library's users
- Relationship to the existing collection
- Literary merit and style of writing
- Inclusion in standard Library bibliographies
- Cost
- Part of existing series

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## 5.5 Periodicals Criteria

Periodicals are publications that are published and received on a regular basis. The Library does not subscribe to highly specialized or professional periodicals other than those in the Library science field. With the availability of online full-text magazine articles for the purposes of research, the periodical collection no longer requires extensive back collections and may be seen as a browsing collection, rather than a research collection. Periodicals are selected according to the following criteria:

- Cost
- Request by patrons
- Local or regional interest
- Possible duplication in online magazine databases
- Reputation

## 5.6 Reference Criteria

Selection of Reference materials is based on the Library patrons' information needs for quick, concise, current or historical information. Because the materials in the Reference area are used by Library staff and patrons to answer specific questions on a daily basis, these items are used only in the Library. The following criteria are used when selecting items for the Reference Collection:

- Usefulness of the publication with regard to the existing collection and the needs of the community
- Reputation of author/publisher
- Currency of topic
- Publication date
- Individual cost, as well as possible future costs for maintaining ongoing publications
- Possible duplication of information in other sources, including online databases

## 5.7 Audio Visual Criteria

**5.7.1 Recorded Books.** The Library's audio book collection will include recorded instructional, educational and quality literature that parallels most areas of the general collection. Both abridged and unabridged selections will be purchased. The following criteria will be considered:

- Technical quality
- Popular demand
- Cost

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**5.7.2** *Recorded Music.* The Library strives to provide a collection of music that reflects the interests of the Library's users, is historically or contemporarily significant and/or of enduring popularity. The following criteria will be considered:

- Artistic merit
- Popular demand
- Technical quality
- Cost

**5.7.3** *Video Materials.* The Library will strive to provide a collection of entertaining, instructional, educational, and literature-based videos that will enhance and supplement the Library's existing collection of fiction and non-fiction items.

It is not the Library's intention to duplicate the full spectrum of entertainment videos available in the private sector, but rather to provide quality films of educational or entertainment value.

The Library's video collection is not intended to supplement curriculum requirements of educational organizations within the community. The following selection criteria will be considered:

- Positive reviews in standard Library and/or Film review sources
- Technical quality
- Appropriateness of the subject to the collection
- Authority of the producer
- Artistic merit and reputation of the performers
- Availability of public performance rights
- The need for non-fiction and documentaries to present accurate and current information
- Popular demand
- Local interest
- Cost

**5.9** *Possible Factors for Limiting Collection Selection.*

- Physical limitations of the building
- Sustainability of the format of an item for Library purposes
- Budgetary considerations
- Need for additional materials in the existing collection
- The Library will not duplicate items, or subject matter, in sufficient quantity to meet the needs of school assignments.
- Heavy demand for a specific item, or subject, is sufficient reason for its consideration, but does not make purchase mandatory.

## 6. Material Formats

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- 6.1** *General Statement.* Materials will be selected and purchased in the format(s) most appropriate for the Library's use.
- 6.2** *Hardcover Books.* Because of their durability, books are typically purchased in hardcover editions.
- 6.3** *Paperback Books.* This format includes paperback books which are comparable in size to hard cover editions but which are typically lower in cost.
- 6.3.1** *Trade.* Trade paperbacks are preferred in cases where the hardcover edition is extremely expensive and the title would be either used infrequently or would be removed from the collection in a few years.
- 6.3.2** *Mass Market.* The mass market collection will be primarily limited to those titles that are either unavailable or too costly to purchase in hardcover or trade paperback format.
- 6.4** *Serials.* Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. This format includes newspapers, periodicals, and annuals or continuations in the reference collection. At Cranberry Public Library, they may include the following physical formats: print, microfilm, and electronic. Decisions as to retention of back issue periodicals and reference annuals or continuations are made on a title by title basis. The following factors will be considered in any retention decision:
- Current cost, as well as possible future costs for maintain ongoing editions
  - Shelf space
  - Usage rate
  - Availability in another format such as electronic format
- 6.4.1** Any periodical or newspaper that the Library determines should be retained for historic or research value may be retained indefinitely in print or microfilm format.
- 6.5** *Large Print Books.* Books printed in larger than 16-point type are in demand by Library patrons with visual impairments. The Library attempts to provide a variety of titles in this format.
- 6.6** *Videos.* Videos are selected and purchased in the DVD format.



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- 6.7 *Audio.* Recorded books will be purchased in CD and downloadable formats, and will include both abridged and unabridged titles. Musical recordings are most readily available on compact disc. Therefore the Library will collect recorded music in CD format.
- 6.8 *Electronic.* The electronic format includes on-line databases and CD-ROM resources. The Library only provides access to the on-line databases. CD-ROMs are not purchased individually, but if they come with a book, they will be added to the collection and circulated with the print item it is intended to go with.

## 7. Collections for Different Age Groups

- 7.1 *Picture Books.* The Picture Book collection is comprised of picture books of interest to all ages. Because the illustrations are the predominant feature, they are generally designed for adults to read to children. Although most picture books are intended for young children, there are an increasing number of picture books that are specifically written and illustrated for older children.
- 7.2 *Easy Readers.* Easy Readers are intended for kindergarten through third grade readers. A controlled vocabulary, larger print, heavy use of illustrations, and a limited number of pages characterize easy readers.
- 7.3 *Juvenile.*
  - 7.3.1 *Fiction.* This collection serves students from approximately third grade through sixth grade and includes age appropriate vocabulary and subject matters.
  - 7.3.2 *Non-fiction.* This collection serves to meet the informational needs of preschoolers, elementary-age and middle school students. The subject matter, vocabulary, organization and scope must be age appropriate.
- 7.4 *Teen Collection.* The primary audience for the teen collection is students in grades seven through twelve. The Library's teen collection emphasizes popular fiction and limited non-fiction topics of interest to teens. The collection also includes graphic novels, teen magazines, audio and visual materials. Emphasis is on material that widens the scope of adolescent's thinking, enriches his/her life, and helps fulfill recreational or emotional needs.
  - 7.4.1 *Selection.* Materials for this collection are purchased based on the criteria outlined in section 5.2 of this policy. In addition, the teen librarian

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may use review sources that are geared specifically toward teen materials, including but not limited to *School Library Journal*.

**7.4.2 Responsibility for Reading Suitability.** Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item for a teen must be determined on an individual basis by the parent/legal guardian of that teen. The Library will not act “in loco parentis” by monitoring any items that a teen may check out of the Library or read while in the Library.

**7.5 Adult Fiction and Non-fiction.** The Adult collection includes fiction and non-fiction titles for adults of all ages, reading abilities and interest.

## 8. Collection Maintenance and Replacement

**8.1 De-selection.** De-selection of Library materials, or “weeding,” is an integral part of maintaining a viable and useful collection. The Library staff refers to the “CREW” method of de-selection (Continuous Review, Evaluation and Weeding) as well as the “WORST” (Worn Out, Out of Date, Rarely Used, System headquarters will supply, or Trivial and faddish) guidelines recommended by the ALA. Materials are withdrawn from the Library’s collection through systematic weeding or because of loss or physical damage. The following categories of materials should be considered for de-selection:

- Worn or mutilated items
- Duplicate copies of seldom used titles
- Materials which contain outdated or inaccurate information
- Superseded editions of specific titles
- Materials no longer of interest or demand

**8.2 Item Replacement.** While the Library tries to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. Decisions concerning the replacement of items are based on the following considerations:

- Demand for the specific item
- Number of copies held
- Existing coverage of the subject within the collection
- Currency and/or accuracy of its contents
- Availability for re-order
- Cost of mending vs. cost of replacement
- Availability of item from other libraries

## 9. Responsibility for Individual Material Choices

- 9.1** *Adults.* The Library will not restrict, monitor or pass judgment on any items that an individual checks out. Library employees will maintain the privacy of all patrons and will not share any information about the patron or the items checked out to that patron with anyone other than the individual patron.
- 9.2** *Minors.* A minor is anyone under the age of 18 years of age. Responsibility for a child's reading rests solely with the parent(s) or legal guardian(s), not with the library. The Library will not act "in loco parentis." Information on items checked out on a minor's Library card may only be shared with a parent/legal guardian.

## 10. Reconsideration of Library Materials

As an institution that aims to serve all of the members of the community, Cranberry Public Library strives to build a diverse collection.

As such, the collection does include opposing viewpoints.

Cranberry Public Library neither endorses, nor censors, any particular viewpoints or beliefs represented in items within the collection. Rather, it encourages patrons to freely examine items and come to their own conclusions and interpretations of the information contained within the materials.

As such, some materials may be perceived as offensive to individuals or groups of individuals because of their perception of content provided within some materials.

Members of the community are invited to make informal, appropriate comments and suggestions to appropriate Library staff members concerning Library materials, but staff will be governed by the Library's Collection Development Policy.

No Library materials may be checked out or removed from the Library with intent of censorship or, if censorship is involved, without orders of a court of competent jurisdiction.

Patrons requesting reconsideration of an item will be given a copy of this policy and asked to put their request in writing by completing the Reconsideration of Library Materials Form (Appendix D). The form must be completed in its entirety and returned to a Library staff member or to the Library Director.

Once the form is received, the Library Director and the Library Board of Trustees will review the request at the next regularly scheduled Board of Trustees meeting, taking into consideration the criteria used in selecting the item, the item's place in the collection, and reasons for the item's inclusion within the collection. The Director will

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then contact the patron, via written letter, with the decision. A written copy of the decision will be given to the patron and kept on file at the Library.

If the patron is not satisfied at this point, they will be invited to attend the next regularly scheduled meeting of the Library Board of Trustees. After hearing the complaint, the Board may either appoint a special committee to review the item or recommend a policy regarding the item in question. In either case, the Library patron will be informed, in writing, of the Board's decision.

## **11. Donation of Items**

Cranberry Public Library accepts donated print and audiovisual items with the provision that all items become the property of Cranberry Public Library. Donated items may be acceptable for the collection when they meet the same standards as they apply to purchased Library items within the guidelines of the collection development policy, require no special conditions, and may be disposed of when warranted. In no case will an item be added to the collection solely because it is a donation.

Library staff will determine which donated materials will be added to the Library collection. Materials not added to the collection may be placed in the Library's book sale or disposed of as seen fit.

Intake and processing of donated items takes a significant amount of staff time. As such, no more than 4 boxes of donated items will be accepted at any one time.

The following items will not be accepted as donations:

- Adult books older than 5 years
- Textbooks
- Newspapers
- VHS or Cassette tapes
- Encyclopedia sets
- Sacred texts of any religion
- Toys, puzzles, stuffed animals
- Readers Digest Condensed Editions
- National Geographic magazines
- Items in poor condition
- Computer equipment, hardware, and software

## **12. Memorials**

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The Library will accept monetary donations accompanied by a subject request in memory or honor of individuals.

If a patron wants to donate a specific item as a memorial or honorarium, the Library Director, or a staff member to whom the duty has been delegated, must approve of the item's acceptability for inclusion within the Library's collection. Such items must meet the same standards as other materials selected for inclusion in the Library's collection.

Memorial and Honorariums titles will receive a book plate and be shelved in the appropriate place within the collection.

Memorial items may be withdrawn from the Library's collection as long as they meet the de-selection criteria outlined in section 8.1 of this policy.

### **13. Policy Revision**

This policy will be revised as time and circumstances require.

# **Cranberry Public Library**

## **APPENDIX A**

### **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 B**

### **THE FREEDOM TO READ**

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

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

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

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

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

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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.



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*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.*

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

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

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

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

*A Joint Statement by:*

American Library Association

Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

## **APPENDIX C**

### **AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS**

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

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

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

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

- I. We provide the highest level of service to all Library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor Library resources.
- III. We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

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- VI. We do not advance private interests at the expense of Library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

*Adopted by the ALA Council*

*June 28, 1995*

# Cranberry Public Library

## APPENDIX D

### RECONSIDERATION OF LIBRARY MATERIAL

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Do you represent?

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization (name) \_\_\_\_\_

#### Material Information

Format:

\_\_\_\_\_ Book          \_\_\_\_\_ Movie / Video          \_\_\_\_\_ Music CD

\_\_\_\_\_ Periodical          \_\_\_\_\_ Other: \_\_\_\_\_

Title: \_\_\_\_\_

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

Please comment on the item, being specific about the issue(s) that concern you (attach additional sheets if necessary):

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Have you read / viewed / listened to the item in its entirety?

YES

NO

If not, then which parts are you familiar with?

What do you believe is the purpose of this item?

What do you feel might be/was the effect of your using this material?

Are there positive points about this item?

For what age group would you recommend this item?

What would you like the Library to do about this item?

Can you suggest an adequate replacement for this item?

Have you read any reviews of this item?

YES

NO

If so, please list those review sources.

# Cranberry Public Library

Have you read the Cranberry Public Library Collection Development Policy?

YES

NO

Signature of Patron: \_\_\_\_\_

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## FOR OFFICE USE ONLY:

Date: \_\_\_\_\_

Received by Staff Member: \_\_\_\_\_

Received by Library Director on: \_\_\_\_\_

Reviewed at Library Board of Trustees Meeting on: \_\_\_\_\_

Board Outcome:

# Cranberry Public Library

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