

Revisions 2023

Peabody Public Library

Collection Development Policies



April 2023

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I. MISSIONS AND GOALS

The Peabody Public Library is a municipal corporation in the State of Indiana, and operates under a mission and goals statement.

Peabody Public Library Mission Statement:

Building Communities. Encouraging Exploration. Connecting with the world.

Among the goals of the library, the following may pertain to this document:

- Study collection usage with the goal of expanding those areas of greatest use/need.
- Integrate educational curricula with library collection.
- Build collection and focus on new formats.

While the 21st Century public library exists as much more than a repository of books and other circulating materials, its function in this regard remains undiminished and, as such, must provide for the various needs and desires of its patron base. Therefore, the Peabody Public Library is committed to collecting materials representing the widest possible diversity of viewpoints while striving to maintain a pertinent, balanced, and timely collection of print, audio-visual and digital formats.

The source of the library's collection is threefold in nature: items purchased with library funds; items purchased through monetary donations; and, items donated to the library. Those items purchased with library funds are generally new, recently published materials reviewed or otherwise covered in the professional media. Monetary donations for material purchase may be unlimited or of a more specific nature, as determined by mutual agreement. Donations of physical items are from time to time added to the collection, based upon criteria established in this document. See GIFTS AND DONATIONS for more detail.

Youth Services Department Mission and Goals Statement:

The Youth Services Department operates to fulfill the mission of the library, building community, encouraging exploration, and connecting with the world.

The Youth Services Department collections are intended to encourage life-long reading habits by offering materials in a variety of formats to satisfy the informational, educational, cultural, and recreational needs of children from infancy through grade five and the young adults from grade six through twelve. The department's collections will develop and expand in a way that reflects the interests and needs of our community.

II. MATERIAL SELECTION

Peabody Public Library's collection supports the community's entertainment and educational needs, and it comprised of a wide range of materials representing a variety of experiences and viewpoints. Professional librarian staff select materials based on the criteria listed below. Adult department materials, as defined in Sections III and IV, are chosen by the Adult Services Librarian. Children and young adult materials, as defined in Sections III and IV, are chosen by the Youth Services librarian. Items in the library's professional development collection, consisting of material pertinent to the profession of librarianship in all of its manifestations, are suggested by a variety of professional staff members, but final choice is with the library director.

Selection is an ongoing process that uses many tools and aids. The selector is expected to use as many authoritative aids as possible, either in print or electronic format.

Selection Aids:

Professional review journals: These include, but are not limited to, titles such as *Publisher's Weekly* and *Booklist*, which include original reviews of new publications and products.

Baker and Taylor Title Source 3 (TS3): While primarily an online ordering tool, TS3 has many selection lists.

Vendor and Publisher Catalogs and Mailings: While not providing critical reviews, these publications provide summaries, cover art, and other information on a wide variety of material not always reviewed or seen in the general media.

Professional Organizations such as the Children's Librarian Network, the PUBYAC listserv, and conferences such as ILF (Indiana Library Federation) are often excellent sources of input as professionals share ideas and titles.

Trade Publications (Print and Online): Book publishing and library-centric publications dedicated to book news, reviews, genre-specific information, and more. Developed by subject experts, these resources often provide more detailed information and reviews than general book review journals. Notable sites include Book Riot, Shelf Awareness, RA For All, The Internet Speculative Fiction Database, Common Sense Media, No Flying No Tights, We Need Diverse Books, Book Page, and online awards lists for all genres.

Requests:

Patron requests for purchase of material are an important part of the selection process. In addition to giving the selectors insight into our readerships' interests, it may also draw attention to items not readily found in conventional selection aids.

Patron requests must meet the same standards set down in this document. Wider ranging appeal and authority of authorship will be among the considerations. If a requested item is not chosen for purchase, the patron is given the alternative of interlibrary loan.

Availability and Cost:

While many new and popular items are readily available through vendors and publishers, older or esoteric items may be more difficult to find. Purchasing decisions will be made based on the criteria listed in this document, as well as cost and overall community needs.

In all cases, the alternative of interlibrary loan, Systems Remote Circulation System (SRCS) or substitution of a comparable title within the same subject field, will be offered as a viable option.

GIFTS AND DONATIONS

This section deals with gifts to the library that impact the physical collections. These may be actual titles in print or AV format. All monetary donations will go to unrestricted gifts for purchases deemed necessary for the collection.

GIFTS

The Peabody Public Library accepts gifts of library material with the understanding that the same guidelines and criteria specified in the Collection Development Policy for purchases are applied to gifts. Gift material not added to the collection is donated to the Friends of the Peabody Public Library.

Gifts are subjected to the following restrictions:

- The library retains unconditional ownership of the gift.
- The library makes the final decision on its use or other disposition.
- The library reserves the right to decide the conditions of display, housing, and access to material.
- As the library grows and changes, a memorial gift such as a tree or an item of furniture may not be permanent.
- Monetary gifts may be made directly to the library or may consist of a contribution to the library endowment at the Whitley County Community Foundation.

When a monetary gift for materials is received, selections will be made by the library. The library encourages cash gifts not ear marked for specific items in order to permit the most flexible use of the donation for the enrichment of the collection.

The library will provide a written statement which describes the contributed material and states the date of receipt. The library will not make an appraisal of the gift. The appraisal of the gift is the responsibility of the donor and is paid for by the donor.

Gifts of small monetary value may not require professional appraisal. For a standard collection of books that is unexceptional, appraisal may be greater than the donor can

afford, and in some cases may be greater than the value of the material. Donors may be referred to sources of prices, such as *alibiris.com*, *Huxford Old Book Value*, and *Bookmen's Price Index*. Evaluation of many materials can be assisted by reference to the original list price, using *Baker & Taylor Title Source*.

ACKNOWLEDGMENT OF GIFT MATERIAL

The Library is happy to provide a gift material receipt. The gift material receipt is an acknowledgment of the number and type of materials received. The Peabody Public Library does not assign a dollar value to a gift. Determination of the value of a gift is left to the donor.

SAMPLE GIFT MATERIAL RECEIPT

This is to acknowledge that the following materials: _____

were donated by: _____

Name: _____

Address: _____

Date: _____

Signed by Library Staff Member _____

Donations of materials:

The Library accepts donations of materials from individuals and organizations. All such materials become the property of the library and are only accepted unconditionally. Disposition of such material includes, but is not limited to:

Addition to the collections (subject to the same policies applied to new materials).

- Use as prizes in library programming.
- Use in the library's Wait and Read program.
- Donation to the Friends of the Peabody Public Library for sale.

Monetary Donations:

From time to time, the library will receive monetary donations for the purchase of books and other materials. Patrons are encouraged to make unrestricted gifts, but if they are interested in a particular subject or genre, the selectors will work with them to determine purchase expectations.

Memorials:

Memorials are specific items purchased with donated funds and marked with a memorial plate in the front inside cover. The procedure for such items is the same as that for monetary donations.

III. DESCRIPTION OF THE COLLECTION

1. The Print Collection

The print collections of the Peabody Public Library include all printed monographs, both hardbound and softbound, all reference works, both sets and singles, and all printed serial subscriptions. This includes adult, children's, young adult and professional collections.

Fiction:

Fiction

The adult fiction collection includes hardcover, trade paperback novels, and single-author compilations. The collection focuses on current popular fiction representing the diverse reading interests of our community, as well as many classic titles. The library's collection focuses primarily on American and United Kingdom authors, as well as some world literature in translation. As a member of the Evergreen Indiana Consortium, we are able to provide our patrons with access to many titles that are not available on-site, as well as multiple copies of single titles for book clubs and other groups.

Graphic Novels and Manga

Graphic novels and manga comprise a popular, growing collection noted for visual storytelling and diverse forms of artistic expression. The library purchases both stand-alone and serialized materials for this collection. This collection includes both popular and award-winning materials in both fiction and non-fiction.

Paperbacks

This collection contains mass market paperbacks in a variety of fiction genres. All attempts are made to maintain complete series of recent serialized genre fiction printed solely in this format.

Youth Services Fiction:

Children's Collection

This collection serves the informational, educational, cultural, and recreational needs of children from infancy through grade 5.

The collection includes a variety of print and non-print materials, including fiction, nonfiction, graphic novels, manga, audio books, read along VOX books, e-books, puppets, board games, puzzles, and science and activity kits. School textbooks and workbooks are not in the general circulating children's collection.

Young Adult Collection

This collection serves the informational, educational, cultural, and recreational needs of young adults from grades sixth through twelve.

The collection includes a variety of print and non-print materials, including fiction, nonfiction, graphic novels, manga, audio books, e-books, board games, video games and science and activity kits. School textbooks and workbooks are not in the general circulating young adult collection.

Non-fiction:

The non-fiction collections of the library includes nonfiction for adults, informational picture books, non-fiction for elementary school level readers, and young adult books, both monographs, sets, and continuations.

Adult Non-fiction:

The Non-fiction collection is a general collection. Materials are chosen based on recency, accuracy of information, bestseller status, reviews, programming needs, and current topics of interest. The collection also includes some classic works of nonfiction, but it is not a comprehensive or historical collection. Rather, it is a constantly changing and evolving collection as information and knowledge about subject areas develop and change.

The Non-fiction collection is transitioning from the Dewey Decimal System to a system organized according to subject headings based on BISAC (Book Industry Standards and Communication). This system is word-based and subject driven. An example of a book heading might be as follows: **HISTORY** / United States / Civil War.

Reference Books

The library maintains a small selection of reference books in the Adult Collection, ranging from general to specific, and covering a range of topics. Increasingly, more reference materials are available online or through our subscription databases.

Genealogy Collections

Julia M. Snodgrass Genealogy Center

Materials in the Julia M. Snodgrass Genealogy Center include general works about the State of Indiana, materials pertaining to local history, and genealogical works relevant to local families and their histories. This collection also contains materials aimed at helping people at various stages of genealogy research.

The Julia M. Snodgrass Genealogy Center houses several computers, all with access to Ancestry Library, FindMyPast (with PERSI), and HeritageQuest, as well as a ViewScan Microfilm Scanner and a large format Epson color scanner.

2. NON-PRINT COLLECTIONS

Audio visual material in the collections of the Peabody Public Library consists of: video, both entertainment and educational; music CDs; CD Audiobooks; e-media: books, audio, video and streaming; and circulating gaming software.

The Peabody Public Library recognizes the growth and potential popularity media formats, and the need to meet patron expectations in these fields. As a consequence, the library will consider new and changing formats as it collects and expands its collections. In like manner, older formats are often of limited or no use, and the library recognizes the need to review these formats periodically.

BLU-RAY AND DVD:

The Adult Blu-Ray and DVD collections contain both entertainment and non-fiction titles. The Blu-Ray and DVDs are located in separate collections. Each collection is organized into the following categories: Pre-School, Film, TV, Animated, and Non-fiction.

CDs:

This collection contains music in a variety of genres, as well as spoken word performances, on compact discs.

Audio books

Audio books are an integral part of the circulating collection of the Peabody Public Library. The library purchases unabridged titles only. This collection also includes some Playaways. Unlike CDs or downloads, Playaways do not need a separate player. Playaways come pre-loaded and ready to use with one audiobook per device—making them simple for you to use.

3. DIGITAL COLLECTIONS

Peabody Public Library provides a large selection of e-Books, e-Audiobooks, streaming video, and downloadable music through several subscription services.

Hoopla:

Hoopla provides free streaming movies, TV shows, music, and audiobooks with an account created using your green Peabody Public Library card and PIN.

Overdrive:

Overdrive offers downloadable eBooks, Audiobooks, eVideos and eMusic through Indiana Digital Downloads Center consortium. This collection includes special sections just for kids and teens.

Kanopy:

Kanopy offers more than 30,000 films, with a special focus on documentaries, indie films, classic films, and world cinema. Kanopy Kids provides a curated selection of educational and enriching videos with age-based ratings from Common Sense Media, as well as additional parental controls.

Computer software

Young adults gaming software

The Library collects a variety of gaming software that can be check out. Gaming software are collected currently for X-box 360, X-box One, PS3, PS 4, Nintendo 3ds, Nintendo Switch, Wii and WiiU.

4. Realia

Adult Games

The Adult Games collection consists of indoor board games and card games designed for general and adult audiences. These games span a variety of audience interests and game types. The collection includes both classic and recent games.

Games for younger audiences can be found in the Youth Services collections.

Home Goods

The Home Goods collection contains items as varied as cupcake stands and a power washer. Representing everything from tool sets to sewing machines to musical instruments and more, this collection provides patrons with access to items not otherwise available in their homes.

Lawn Games

The Adult collection offers a variety of recreational lawn games available for checkout.

IV. EVALUATION AND DESELECTION

A well-maintained library collection requires more than regular purchase of new or the addition of donated material. To keep the collections current, authoritative and accessible, materials need to be evaluated on a regular basis to determine their continued place on the shelves.

Evaluation:

The library evaluates collections to determine currency, continued authority and accuracy, circulation statistics, and condition of materials on the shelves. Collection review is a continuous process, as the library continues to add materials and patron interests and needs evolve.

Currency – Is the title still of value as an informational tool? Is a ten year old computer book of any value as a guide or simply of interest to the historian of such minutiae? The general guidelines for the useful age of a particular subject are determined in part by the rules of the C.R.E.W. (Continuous Review, Evaluation, and Weeding) method, and also by the common sense approach (again, is a computer guide to computers no longer in use of any value?).

Authority and Accuracy – Is the item authored or produced by accredited individuals or companies? Is the information still pertinent to the subject? Changing research and outlook can change the accuracy of long-held paradigms.

Usage – The amount of usage can help to determine the interests and needs of patrons for certain subjects, genres and authors. While the most obvious source of usage figures is circulation, interlibrary loan, in-house usage and patron requests are also of value.

Condition – Materials that cannot be repaired will be evaluated for replacement based on the other criteria listed in this document.

Collection Cores – Many titles are considered essential for collections; likewise, “classics” exist in all areas of the collection, not just in fiction. The use of core lists and library catalogs is invaluable in assisting the selector in identification of these titles, as is the selector’s own knowledge in certain areas.

Deselection:

Small and medium sized libraries frequently need to evaluate space needs and access to collections. Not only are we limited in what we are able to purchase, we are limited in what we are able to keep.

Deselection – or weeding – accomplishes several purposes for the modern small public library:

- Removal of titles no longer valid, either because of accuracy or need.

- Improved access to titles of interest.
- Aesthetics.
- Increased circulation.

The process of deselecting materials is done by the selectors in each department. Items to be discarded are chosen, removed from the shelves, and then reviewed again to be certain of the choice. While there is not a set schedule, some areas need to be weeded more often than others. These include but are not limited to: computer and related technology; health and medicine; computer software; travel guides and test preparation books.

Deselection by attrition occurs when the selector makes the conscious decision not to replace a worn, damaged, or missing item. The same criteria apply to these items as to those found on the shelves.

Several special collections in the library, mostly of a historical nature are generally exempt from deselection. These include books donated by Simon J. Peabody, the McLallen collection, and titles pertaining to Whitley County history and genealogy.

INVENTORY

In order to maintain an accurate count of the Library's holdings, the library will conduct an inventory of all materials on a three-year schedule. This inventory will be done using the library's automated ILS and regular library personnel.

SCHEDULE FOR ADULT DEPARTMENT INVENTORY

Yearly:

All DVDs and Blu-Ray including children's DVDs and Blu-Ray

Year One: 2023

Music CDs including children's CDs; Audio Books (CDs, Playaway)

Year Two: 2024

Nonfiction Books; Oversized Books; References Books

Year Three: 2022

Fiction Books; Paperback Books; Large Print Books

SCHEDULE FOR YOUTH SERVICES DEPARTMENT INVENTORY

Yearly:

Gaming Software; Launch Pads, Skill Bags

Year One: 2023

JE Fiction; Early Readers; Board Books; Puzzles; Activity Kits; Science Kits; 1000 Book Club bags

Year Two: 2024

J 3-4 Fiction; J Fiction; YP Fiction; Audio Books (CDs, Playaway)

Year Three: 2022

All Nonfiction; Oversized Books; Holiday books

RECONSIDERATION OF MATERIAL, EXHIBITS, OR PROGRAMS

Libraries have diverse materials and programs representing varied points of view. Peabody Public Library provides access to information and resources to all library users, following guidelines set forth in its Collection Development Policy, Library Policy, The Library Bill of Rights, and the Freedom to Read Statement of the American Library Association.

Peabody Public Library acknowledges that the library may acquire resources, display exhibits, and host programs that do not align with all patrons' beliefs. Individual library users can decide which of these resources they choose to engage with, but they cannot restrict access to materials for others.

Library patrons who believe a library program or exhibit does not meet the library's mission may complete a "Patron's Request for Reconsideration" Form. All Requests for Reconsideration will be addressed in terms of the library's mission statement, The Library Bill of Rights, and the Freedom to Read Statement of the American Library Association. The completed form will be reviewed by a committee designated by the Executive Director, including the Librarian in charge of the material, exhibit, or program. The patron will be notified in writing of the results of the review. If the committee does not reach a solution, the Request for Reconsideration will be forwarded to the President of the Library Board of Trustees. The Library Board of Trustees will take final action on the Request. The patron will be notified in writing of the final action.

Appendices

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.

1. Books and other library resources should be provided for 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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 groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948 February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 24, 1996, by the ALA Council.

Appendix B: Freedom to Read

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

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

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

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

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

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

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

We therefore affirm these propositions:

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the

comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

Appendix C: Freedom to View

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

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

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

Appendix D: Request for Reconsideration

Peabody Public Library

Patron's Request for Reconsideration

Name: _____ Date: _____

Address: _____

E-mail address: _____

Phone: _____

I am filling out this form:

- As an individual/family
- On behalf of a group/organization

Name of organization, if applicable:

I request that the library reconsider:

- Library materials
- A library event
- A library exhibit
- Something else: _____

What is the title, author, performer, or producer, if applicable?

I read, listened to, or viewed this material completely.

- Yes
- No
- Not Applicable

I attended the entire program.

- Yes
- No
- Not Applicable

I saw this exhibit or display in person.

- Yes
- No
- Not Applicable

In your view, the topic or theme of the material, program, exhibit, or display is:

Your objection to the material, program, exhibit, or display is:

How did this material, program, exhibit, or display come to your attention:

Other materials that you recommend to provide additional information or points of view on this topic:

What would you like Peabody Public Library to do about this display, program, or material?

Signature: _____

Appendix E: Acknowledgement of Gift Form

ACKNOWLEDGMENT OF GIFT MATERIAL

The Library is happy to provide a gift material receipt. The gift material receipt is an acknowledgment of the number and type of materials received. The Peabody Public Library does not assign a dollar value to a gift. Determination of the value of a gift is left to the donor.

SAMPLE GIFT MATERIAL RECEIPT

This is to acknowledge that the following materials: _____

were donated by: _____

Name: _____

Address: _____

Date: _____

Signed by Library Staff Member _____