

The New Hartford Public Library Collection Development Policy

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I. Overview

1.1 The New Hartford Public Library

New Hartford, NY is located in central New York and has 22,166 residents. It is located in Oneida County. New Hartford is predominantly middle class with a median household income of \$60,045.00. New Hartford is a predominantly white area, 93.5% of the population identified themselves as white, 2.8% identify as Asian, and 2% identify as black or African American, 1.5% Hispanic or Latino, and 0.4% American Indian according to the Census Bureau. Less than 6% of the town residents live in poverty. The New Hartford Public Library is a member of the Mid-York Library System, which spans 3 counties and serves 43 libraries. Though a majority of our patrons are within our immediate community we proudly serve all residents that live within the Mid-York service area. Our patrons range from newborn to senior citizens and it is the goal of the New Hartford Public Library to develop a collection that represents the interests and needs of all of our patrons. Our collection ranges from physical items to digital resources.

1.2 Mission Statement

The New Hartford Public Library strives to be the center of community activity and identity by providing access to available resources and opportunities to further the educational, informational, recreational and cultural pursuits of the residents of the Town of New Hartford and the Mid-York region.

1.3 Goals

In today's world, access to information and the freedom to explore one's interests, whether they are educational or recreational, is essential. The New Hartford Public Library provides opportunities for the citizens of New Hartford as well as the people in surrounding communities within the Mid-York System. The New Hartford Public Library strives to develop a collection that is reflective of the wants and needs of those it serves.

The goals for the New Hartford Public Library include:

1. Meet the needs of the New Hartford Public Library patrons, by providing access to informational materials.
2. Provide high demand popular items as well as maintaining a core collection to meet our patrons' needs.

3. Recognize the importance of recreation and entertainment within the community and supply a collection that will enhance those pursuits.
4. Encourage patrons to become well-informed citizens of the community by developing a collection that reflects current issues and trends.
5. Encourage a love of reading and lifelong learning.

As a means of meeting these goals, the New Hartford Public Library strives to keep the following objectives in mind:

1. Identify the interests and needs of the patrons the library serves.
2. Purchase items and resources within budgetary and space restrictions to meet those interests and needs.

As a member of the Mid-York System, the New Hartford Public Library benefits from access to the collections and resources of other member libraries as well as Mid-York.

1.4 User Needs

In order to support the mission of the Library, collection development will prioritize the needs, interests, and values of our patrons. The collection will maintain a balance of recreational, informational, instructional, and reference materials appropriate to community needs and desires.

The goals of selection will be:

- To support enlightenment and personal development.
- To provide recreational materials.
- To educate and inform patrons about current issues that are relevant to them and their communities.
- To provide a broad cross section of information and research.

1.5 General Collection Guidelines, Priorities and Limitations

The materials selected for the Library's collection are based on the merits of the work and are selected solely in relation to building the collection and to serving the interests of the total community. The primary focus of selection will be on physical materials, as Mid-York purchases all of the electronic resources (eResources) for the Library's consortium.

The collection will consist of Fiction, Non-Fiction, Children's, Young Adult, and media such as music, movies and audiobooks. Any new formats will be added at the discretion of the Library Director and the librarian managing the collection. The materials will be selected in accordance

with the Library Bill of Rights (See Appendix A), as adopted by the American Library Association and approved by our Library Board of Trustees.

General Priorities and Limitations

As per the Library's focus on physical materials, the selection process will prioritize hardcover materials over paperback in order to enhance the longevity of the materials. Audiobooks will also be prioritized over MP3s due to budgetary and technological constraints. Every item will be reviewed for relevance, quality, accuracy, and popularity to determine priorities in purchasing.

Non-fiction materials will be purchased singularly unless there is a known and high demand for the material. Non-fiction materials will also focus on general subjects of interest. Materials which are too limited or specialized in nature may be excluded due to financial constraints.

Fiction items such as best sellers and those materials which are forecasted to be in high demand will be purchased in multiples at the discretion of the selector. Items which are out of print and cannot be easily purchased will not be selected for the collection unless highly relevant to the collection and community.

As a part of the Mid-York Library System, the New Hartford Public Library cooperates with other member libraries. Patrons of the New Hartford Public Library have access to materials from any library in the Mid-York service area and beyond through a shared catalog and distribution process. Through interlibrary loan in Mid-York Library System, patrons of the New Hartford Public Library can obtain almost any book, audio, video, or magazine. Mid-York Library System also provides free access to eResources for all New Hartford Public Library patrons.

II. Details of Subject Areas and Formats

2.1 General Selection Criteria

The selectors of the library will all follow the basic selection guidelines outlined here alongside the collection specific guidelines outlined below. An item need not meet all the criteria in order to be acceptable:

- Relevance to community needs
- Public demand or interest
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher

- Timeliness of material
- Relationship to present collections
- Statement of challenging, original or alternative point of view
- Creative, literary, or technical quality
- Treatment of subject to age of intended audience

Selectors will use, but aren't limited to: Ingram's iPage (which provides reviews), Advance, Publisher's Weekly, School Library Journal, Booklist, Kirkus Reviews, New York Times Best Sellers, Library Journal Book Review, VOYA (Voice of Young Advocates), and YALSA (a division of the American Library Association, Young Adult Library Services Association).

2.2 Adult Collection

Fiction

The adult fiction collection aims to select materials that provide recreational enjoyment for all members of the community. In order to provide the most diverse and popular choices, the collection will be purchased based around one or more of the following criteria with an emphasis on including titles of diversity and wide ranging literary styles and types:

- Suitability of the literature to the intended readers
- Positive contribution to self, community, and social heritage
- Popularity and qualifications of author or subject to the community
- Creative, literary or technical quality
- Inclusion of the title in an existing series as well as the popularity of that series
- Internationally and nationally renowned works
- Realistic presentation of the diversity of cultures and backgrounds

Non-Fiction

The non-fiction collection aims to acquire materials that provide a core basic knowledge that serves the diverse interests and needs of the entire community. All materials will be purchased in their original format (paperback or hardcover). However, materials which provide a choice will be purchased in hardcover to promote longevity. The collection range for adult non-fiction will aim to encompass recreational, informational, instructional and reference materials. The priority of selectors will be on materials that address contemporary issues, self-help information, job-related knowledge and skills, continuing education, spiritual growth and cultural and recreational interests of the community. The following criteria will be considered when selecting materials:

- Relevance of the material to community interest
- Currency of the material to the subject

- Authenticity of factual materials
- Quality of writing
- Accurate portrayal of issues

Materials are selected on the basis of these criteria and on the whole content of the material. The personal or political history of the author is not taken into consideration. The only information considered is whether the material in question meet the guidelines and criteria stated. Under no circumstances should a book be excluded due to the race or nationality or because of the political or religious views of the writer or publisher. When purchasing controversial materials, the selector will strive to select materials that provide a varied and balanced selection of views when available.

2.3 Children's Collection

The Library will seek to meet the informational and recreational needs of its community through the materials it acquires for the children's room. While building upon the strengths and weaknesses of the existing collection, selection of materials for children birth through sixth grade will be based on demand, need, and community interest. This includes picture books, easy readers, board books, juvenile fiction and juvenile non-fiction. The following criteria will be considered when selecting materials:

- Current or anticipated needs of patrons
- Local significance of subject matter or author
- Reputation of the author, illustrator, or publisher
- Evaluations and review in professional journals
- Receipt or nomination for juvenile specific awards

Suggestions by patrons or staff are welcome and will be reviewed through the selection criteria. Format selection will be based on expected use, shelf-life, or size.

2.4 Young Adult Collection

Young adults, in this library, are defined as those in grades 7 through 12. The young adult collection is viewed as a bridge between the juvenile and adult collections. The young adult collection is often viewed as a browsing collection. The items chosen often reflect current issues and trends but will aim to meet their recreational, informational, and instructional needs as well. The topics in the collection are varied and often times reflect the issues that are unique to this age group. Areas included in the selection process are graphic novels, fiction, non-fiction and audiobooks. The reading levels vary as well as do the maturity levels of the content. Items purchased for this population are designated with a "YA" label on the spine. Young adult non-

fiction items receive a “YA” spine label as well but are shelved with all other adult non-fiction items. The selectors use the following criteria to determine whether an item is appropriate for the collection:

- Suitable for young adult age range/audience
- Public Request
- Corresponds to Curriculum in School District
- Currency of item
- Popular subject matter
- Award Winning
- Credibility or reputation of author/publisher/illustrator
- Opposing viewpoint/alternate point of view
- Supports to existing collection
- Multicultural/diversity

2.5 Visual and Audio Collections

Audiovisual materials include audiobooks, music CDs, and DVDs. These materials are purchased using the same selection criteria and guidelines as provided for the library’s fiction, non-fiction, young adult and children’s collections. Audiobooks in all subject areas will also be selected as unabridged materials whenever possible. Although the New Hartford Public Library will make every effort to purchase materials requested by the community, budget constraints make it impossible to purchase all items suggested. Therefore, the New Hartford Public Library will rely in part on the Mid-York library system’s ILL services from the other consortium libraries to fulfill certain visual and audio material requests. However, if an item is requested by multiple (more than two) patrons within a two month period, the item will be considered for purchase.

2.6 Electronic Resources

As a member of the Mid-York Library System, the New Hartford Public Library has access to a wide range of digital resources. A number of web-based resources are readily available on the New Hartford Public Library’s website.

Selection of digital materials and resources is conducted by the Digital Resources Librarian at Mid-York. All libraries in the system contribute to a general fund based on a cost per circulation model. Those libraries with higher circulation rates of the digital resources will pay a higher amount. All licensing agreements are reviewed, signed, and monitored by the Digital Resources Librarian at Mid-York. Access is determined by licensing agreements set by vendors.

Patrons may submit requests for digital resources to be considered for purchase. All requests will be forwarded to the Digital Resources Librarian at Mid-York for consideration. Please see Appendix F for the Request to Purchase Library Material form.

2.7 Collection Development Responsibility

The selection of materials is the responsibility of the departments which preside over the maintenance and weeding of that portion of the collection. The department as a whole participates in selecting materials and the head of each department is ultimately responsible for approving and purchasing said materials. Reference and the Head of the Reference department are responsible for the selection, maintenance and weeding of the adult non-fiction collections.

The Children's librarian participates in the selection of all children's materials, including children's audiobooks, CDs and DVDs. The Children's librarian gives final approval and purchases said materials. The Young Adult librarian selects and approves all young adult materials.

The Director has the authority to approve or reject selections as it pertains to the Collection Development Policy.

The selection of materials by all departments is done based on the selection criteria outlined in this policy. The selectors also take into account book reviews in professional review journals, trade publications and patron requests. Each selector is an independent entity who uses his or her professional judgement along with the Library's mission and goals in the analysis and selection of materials for the collection.

Patrons may submit requests to have items reviewed for purchase. Each request will be reviewed. Based on the criteria listed in this policy an item may be purchased or rejected for purchase. Please see Appendix F for the Request to Purchase form.

2.8 Controversial Materials Statement

It is important to the library's mission and goals that there is a balanced representation of all topics in all sections of the collection. The Library does not exclude titles for reasons other than budgetary constraints or failure to meet the selection criteria. In selecting materials, the staff is upholding the American Library Association (ALA) Bill of Rights and the Freedom to Read Act. It is the Library staff's view that a guardian holds all responsibility for materials their children borrow from the Library. The Library does not judge items in isolation or on a part of the whole item. Patrons who feel an item should be changed or removed from the collection may ask for a "Request for Reconsideration of Library Materials" form from any member of staff. The item will be reviewed by the Director who will take into consideration the request of the patron and

review materials related to the item to make a professional judgement. The Director and Board of Trustees will then make the official decision. Please see Appendix D for the full procedure and Appendix E for the form.

2.9 Statement on Rejection of Materials

Non-fiction items may be excluded if the material is deemed propaganda, lacking in factual information, lacking integrity, or intends to incite hatred or intolerance. Textbooks will also not be considered for selection due to the currency of the information and specialization of the subjects.

Fiction items may be excluded from purchase if they are self published in nature and are not easily purchased through the library's selected vendors. These materials may also be excluded from purchase if they are not considered to add value to the existing collection.

Any materials may be rejected for selection by library staff if they fail to meet any of the selection criteria presented above.

III. Miscellaneous

3.1 Gifts and Donations

The Library accepts donations of new or gently used materials that are consistent with the goals, policies, and objectives of the library. Donated items are evaluated under the same criteria as purchased materials. Donations become the sole property of the Library and are unreturnable. The Library does not evaluate or appraise books for tax purposes. Donated materials may be placed into the collection, the book sale, or disposed of at the discretion of the library.

Types of materials accepted:

- Current publications of hardcover novels
- Non-fiction materials containing current information
- Biographies & Autobiographies
- Children's books
- Paperbacks
- Materials of local interest
- Media: books on CD, music CDs, and DVDs

Types of materials not accepted:

- Materials with outdated information

- Textbooks and Encyclopedias
- Reader's Digest condensed or abridged books
- Books that are moldy, mildewed, musty
- Books with torn or missing pages or with writing inside or that are stained or water damaged
- Periodicals
- Media: VHS, pirated movies or shows recorded from television

3.2 Deselection, Discards & Evaluation

The Library regularly reviews its collection to identify materials that are worn, obsolete, unused, or outdated. In addition to consulting *CREW: A Weeding Manual for Modern Libraries* produced by the Texas State Library and Archives Commission, the Library uses the following criteria for weeding materials:

- Damaged or poor condition
- Broken or worn bindings
- Outdated cover art, especially on children's and youth materials
- Unnecessary duplicate copies
- Demand and frequency of use
- Accuracy of information
- Current relevance to the needs of users
- Local interest
- Last copy
- Consideration of space

Lost, damaged, or destroyed materials will be assessed for the feasibility and cost of repair or replacement. Items are not automatically replaced. The decision to do so is based on need, demand, and budget. Materials that are withdrawn from the collection will either be donated to the library book sale or disposed of at the discretion of the staff.

Ongoing collection evaluation provides librarians knowledge of the real strength and weakness of the collection; the following questions need to be considered when evaluating the collection:

- What is the depth of each subject area?
- How is the collection being used?
- Do the collections reflect the needs of users?
- Which area of the collection is weak and needs to improve?

Collection evaluation focuses on the quality and use of the collection. The evaluation of materials can also reflect on the work of selectors, which may provide a way of evaluating the selector as well. The strength of the collection may imply that the ones who are responsible for that area do their job very well. The evaluation shows how the Library funding is overall allocated. It also provides an overview of how the strong areas of collection met the needs of patrons and which weak areas need more funding. All of these will be used as justification for funding requests in the future.

3.3 Intellectual Freedom Challenges

The Library is committed to the principle that Library patrons have the right to intellectual freedom, see Appendix A, B, C.

Library patrons have the right to challenge the inclusion of materials in the Library collection. Patrons who feel an item should be changed or removed from the collection may ask for a “Request for Reconsideration of Library Materials” form from any member of staff. See Appendix D for the reconsideration procedure, Appendix E for reconsideration form.

IV. Approval & Revision

The Board of Trustees is the governing body of the Library, who serve without remuneration. The Board is responsible for approving the Collection Development policy. The Board has the ultimate legal responsibility for the Library’s collection. The policy can be amended only by the Board.

The procedure for approval and revision

1. Plan. To have a new Collection Development policy or policy revision, the managing staff should first inform the governing body, the Board of Trustees, then form a committee to do the actual work. The Board can be asked to appoint a member to work with the library director and other staff members to write the policy.
2. Gather information. Read the Library’s long-term plan and current Collection Development policy if available.
3. Discuss changes. Re-examine the Library’s long-term plan, and make sure that the Collection Development policy supports the plan and vice versa.

4. Draft the policy.

5. Present the policy to the Board for approval, giving the Board time to review the draft and make suggested changes. These changes should be incorporated into the policy before it is approved.

Review the Collection Development Policy

As the Library environment and patrons' needs change over time, the Collection Development policy should be reviewed annually by the Library staff and the Board of Trustees to make sure the policy is up-to-date.

V. 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.

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 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.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

APPENDIX B - The 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.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
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 – The 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.

APPENDIX D - Request For Reconsideration of Library Material Procedure

Patrons of the New Hartford Public Library may request materials be withdrawn or reconsidered from the collection. Patrons requesting withdrawal or reconsideration of an item may express their concerns to the library manager or Director. Upon receipt of the complaint, the patron should be given a copy of the Collection Development Policy which explains the New Hartford Public Library's selection process and procedure.

A patron who is still not satisfied should be informed that a Request for Reconsideration of Library Material form may be completed and formally submitted to the Director. If a patron decides to take this action, the following procedure will be followed:

1. Formal complaint is filed with the Director
2. The Director will then:
 - a) Promptly respond to the patron in writing detailing the process.
 - b) Review the item for reconsideration.
 - c) Upon decision, inform the patron in writing. Should the item be retained, the patron is notified that it is their right to appeal to the Board of Trustees. The procedure for doing so is included in the written letter.
3. The procedure for a formal complaint to the Board of Trustees is as follows:
 - a) The request to appear before the Board shall be submitted to the Director at least seven days in advance of the Board meeting.
 - b) The patron must appear in person to issue his or her complaint.
 - c) The Board of Trustees will take one of the following actions:
 - Keep the item in the collection
 - Withdraw the item as requested
 - Defer decision until the next Board of Trustees' meeting

APPENDIX E – Request for Reconsideration of Library Material

**The New Hartford Public Library
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

If you wish to request reconsideration of library materials, please complete the form below and return it to:

Executive Director
New Hartford Public Library
2 Library Ln.
New Hartford, NY 13413

Please Note: your request will be forwarded to the Library Board of Trustees and it will become a matter of public record, including your name and address. A written reply from the Library Board of Trustees' decision will be sent to the address provided below.

Requested by: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Representing: Self: _____ Organization: _____
Organization's Name _____

Have you read the Library's Collection Development Policy? _____ Yes _____ No

Resource on which you wish to comment:
_____ Book _____ Video _____ Magazine _____ Newspaper _____ Audio
book _____ Music _____ Digital Resource _____ Display _____ Other
(Please list) _____

Author/Producer: _____
Title: _____

What brought this work to your attention? _____

What concerns you about this work? (Use opposite side or additional pages if necessary.)

Did you read, view, or listen to the entire work?

To what do you object? Please be specific. (Use opposite side or additional pages if necessary)

What works would you recommend to provide additional information and/or other viewpoints on this topic? _____

What action are you requesting the Library Board of Trustees take?

Re-evaluate it. _____ Withdraw it from the collection. _____

Other: _____

Signature: _____

APPENDIX F: Request to Purchase

**The New Hartford Public Library
REQUEST TO PURCHASE**

If you wish to request an item for purchase please complete the form below and return it to:

Executive Director
New Hartford Public Library
2 Library Ln.
New Hartford, NY 13413

Please Note: Completion of this form does not guarantee an item will be purchased and added to the collection. A full list of the selection criteria is contained in this policy. Please note that all eResources (eBooks and eAudiobooks) are purchased through Mid-York as noted in the Collection Development Policy. All requests for those formats will be forwarded to Mid-York and the decision to purchase will be based on their policy.

Title: _____

Author: _____

Format Requested:

_____ **Audio Book**

_____ **Physical Book**

_____ **DVD**

_____ **CD**

_____ **Magazine**

_____ **eResource (decision to be made by Digital Resources Librarian at Mid York)**

Reason for Request:

Contact Information:

Name _____

Phone Number _____

Email Address (Optional) _____

Library Card Number _____