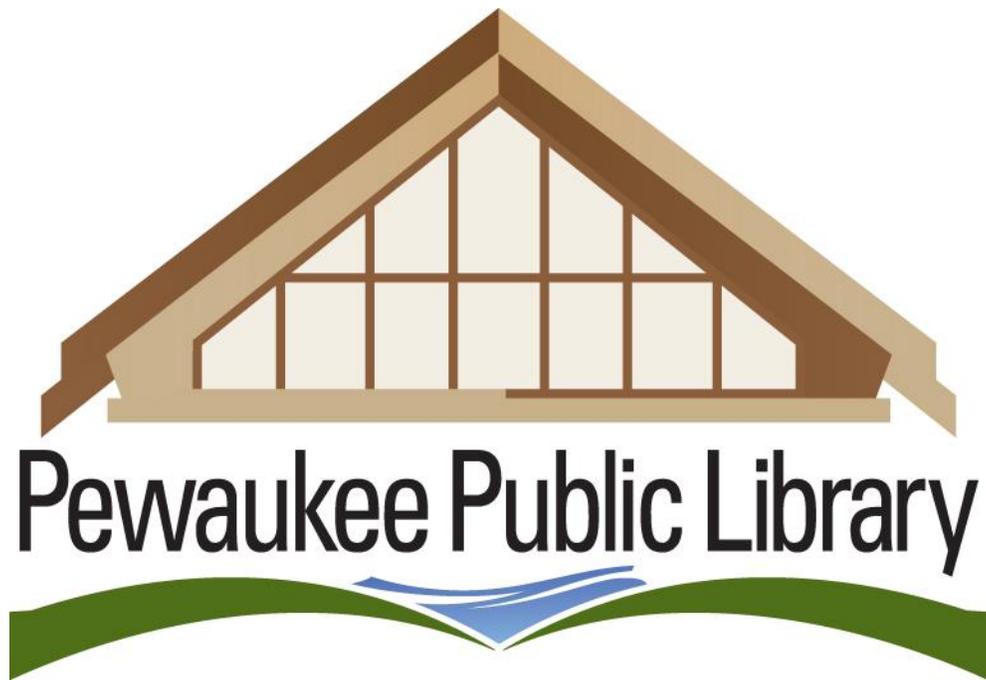


Pewaukee Public Library
Collection Development Plan



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January, 2019

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I. Introduction

A. Purposes

The Collection Development Plan of the Pewaukee Public Library sets forth the guiding principles for acquiring new materials, and evaluating, replacing or eliminating materials in the collection on an ongoing basis. It also serves as a guide to ensure that the collection grows in a deliberate and balanced way. As such it is intended first to serve as a planning tool to assist Library staff in their work building collections responsive to community needs and in consonance with the purpose, mission, roles and goals of the Library.

This Plan is reviewed regularly by the Library Director and Library Staff and takes into consideration such factors as 1) the needs and interests of the community, 2) the facilities available for proper storage and preservation, 3) financial resources of the Library, 4) the Library's existing collection, 5) popular demand for materials, and 6) the availability of desired items in other library collections.

B. Community Profile

The Pewaukee Public Library is a joint library that serves both the Village and City of Pewaukee which are located 30 minutes west of Milwaukee. The combined population of the two communities is approximately 22,200, of which 12,781 (as of December, 2017) have library cards. The population is expected to be nearly 31,000 by the year 2025. The median household income for the City of Pewaukee is \$83,998, and for the Village of Pewaukee the median is \$57,321. The median age is 42. The population has an ethnic composition of approximately 91% Caucasian, 4% Hispanic, 2.5% Asian, 1.5% Black, and the remaining American Indian, Hawaiian & other Pacific Islander, or two or more races. Ninety-eight percent of the adult population are high school graduates and nearly 40% hold Bachelor's Degrees or higher. The community has an excellent school system. Pewaukee High School is ranked 20th in the State of Wisconsin and 850th in National Rankings on the Best High Schools Rankings for US News and World Reports. Ninety-five percent of the students from Pewaukee High School graduate and 64.3% of the 2017 class met the college and career readiness benchmark on the state ACT. Over 300 students take 596 AP exams. In summary, this is a prosperous, highly educated community that expects high quality services from its library. *

(*Statistics from the United States Census Bureau and DATA USA)

II. Principles

A. Mission Statement

The Purpose of the Pewaukee Public Library is to provide our community with carefully selected books and other materials to aid in the pursuit of education, information, research, recreation, and the creative use of leisure time.

B. Vision Statement

The people of the greater Pewaukee area will:

- Have the information they need to succeed at work, school, and in their personal lives;

- Have reading, viewing and listening materials and programs that stimulate their thinking, enhance their knowledge of the world, and enrich the quality of their leisure time;
- Discover the joy of reading and develop a love of learning;
- Enjoy access to electronic resources and receive guidance in developing the skills needed to obtain this material in an technological ever changing world;
- Think of Pewaukee's Public Library as a center point of community life that connects and unites people.

III. Practices

A. Scope of the Collection

The Library's collection is predominantly targeted to an English speaking audience. The most used elements of the collection are books (hardcover, paperbacks, and digital), audio books on CD, DVDs, music compact discs, and periodicals.

The Library also provides access to several online resources through a collaborative agreement arranged by the Bridges Library System. This includes databases such as Reference USA, Consumer Reports Online, Ancestry Library Edition, and Heritage Quest. Bridges Library System has also coordinated shared purchasing of special online services such as Gale Courses, online instructor-led classes and Flipster, digital magazines.

Local history and genealogical materials relating to the Pewaukee area, both current and retrospective, are sought for the local history collection.

B. Selection

Selection refers to the decision to retain as well as to add to the collection. It is based upon awareness of the diverse needs and interests of the individuals who use the Library, balanced with evaluation of the material and knowledge of the collections' strengths and weaknesses. Selection decisions are also influenced by budgetary and spatial considerations and the availability and accessibility of alternative information resources.

C. Responsibility for Selection

Ultimate responsibility for materials selection decisions which shape the development of the collections rests with the Director, who functions within the policies established by the Board of Trustees of the Pewaukee Public Library. The Director allocates the budget and delegates responsibility for and oversight of the collections to the Department Heads, who monitor selection of materials as well as budget expenditures. Selection of materials is done by the Department Heads and staff members assigned to specific collection areas. To assure the acquisition of resources desired by Library users, customer suggestions are always considered for addition to the collection.

D. General Considerations

Selection generally attempts to meet the needs of the lay person rather than the technical or scholastic specialist. Every attempt is made to balance special group interests with general demands while maintaining an awareness of an individual item's political and social significance and its importance as a record of the times. The Library attempts to provide differing viewpoints on all major issues of interest to its public. Inclusion of a particular item does not indicate endorsement of its contents but, rather, is an acknowledgement of the existence of a point of view.

The Library recognizes that some materials, both fiction and non-fiction, may be offensive to individuals or groups for a variety of reasons, including language and incidents that might be perceived as distasteful; the social, economic and political ideas expressed; religious viewpoints; the background of the author; the kinds of information provided; illustrations and photographs; or other reasons. Selection is not made on the basis of anticipated approval or disapproval but solely on the merits of the selected work in relation to building the collection to serve the interests of all our users. No item in the Library's collection is marked or identified to indicate approval or disapproval of its contents or to restrict its use except for the purpose of protecting it from damage or theft and in the case of R-rated movies, which are limited to individuals holding adult library cards. Individual borrowers must be responsible for their own choices when borrowing library materials.

Responsibility for the reading choices of children rests solely with their parents or legal guardians. The Youth Services staff will provide guidance whenever possible, but they are not responsible for children's or young adult's reading or viewing choices while they are in the library. Selection of, or access to, materials in the adult collection is not restricted, and it is possible that children may obtain materials which their parents or legal guardians might consider inappropriate. The Library encourages all parents or legal guardians to establish guidelines for their children's use of library materials and services.

E. Selection Criteria

Librarians exercise judgment using their experience and expertise in the application of the following Criteria for Materials Selection and make acquisition decisions as objectively as possible. Evaluation of a work includes the entire work, not just individual parts of the work. A work's overall contribution to the collection is a critical determinant for acceptance or rejection. No single criterion can be applied to all materials, and various criteria carry different weights in different circumstances. Contextual considerations – budgetary and spatial availability, interlibrary loan availability – also shape the selection process.

The library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

1. For Nonfiction:

- a) authority and competence in presentation
- b) high standards of quality and accuracy of content
- c) good reviews in standard review media
- d) current interest, usefulness and timeliness
- e) readability and clarity of presentation
- f) format, durability, and ease of use

- g) price and availability
- h) popular demand and patron requests
- i) copyright dates
- j) local interest
- k) relevance and permanent value
- l) newer editions of titles already in the collection
- m) replacements/new editions for lost, missing, long overdue, or worn material

2. For Fiction:

- a) originality, imagination, and artistic expression
- b) sustained interest
- c) consistency of characterization
- d) good reviews in standard review media
- e) popular demand and patron requests
- f) popular authors and genres
- g) local interest
- h) copyright date

F. Review Sources

Librarians use a variety of tools to aid in awareness and selection of materials, including such sources as professional review journals, popular print and broadcast media, bookstores, electronic interest groups, publishers' catalogs, purchase alerts, websites, sales representatives and patron and staff recommendations.

Selection publications include but are not limited to:

Baker & Taylor Forecast	Milwaukee Journal Sentinel
Booklist	New York Times Book Review
Horn Book	VOYA
Library Journal	Wall Street Journal
Publisher's Weekly	Annual "best of" lists
School Library Journal	

Selection websites include but are not limited to:

Amazon.com
 Audiofilemagazine.com
 Baker & Taylor
 Freshfiction.com

G. Selection for Children

The goal of materials selection for children is to make available materials which suit their varied interests, ages, and reading abilities. The Children's collections feature highly recommended picture books for preschoolers and popular fiction for school aged children. Children's nonfiction is selected with the goal to provide works reflecting diverse views on a wide range of topics, as well as to complement the curriculum and homework needs of students in elementary through middle school. The collections for children are carefully chosen with an emphasis on materials that entertain, develop reading ability, curiosity, and creativity.

H. Selection for Young Adult

The Young Adult Collections serve young people from approximately seventh through twelfth grades. This collection of novels, nonfiction, graphic novels, and audio books is selected for their special appeal to this age group and to provide a bridge between the Children's and Adult Collections. The Library also attempts to provide titles that appear on school reading lists. Many of the same criteria are applied in the selection of materials for young adults as are applied to adult materials, while bearing in mind the age groups which they will serve.

I. New Formats

As old formats are phased out, new formats must be considered for addition to the Library's collection, such as downloadable audio books, electronic books and Internet databases. New formats may be considered for the collection when national surveys and local requests indicate a significant portion of the community has the necessary technology to make use of the format, while always keeping in mind the constraints of the Library's budget. Availability of items in the format, cost per item, and the Library's ability to handle the items will also be factors in determining whether a new format will be collected and when the new collection will be implemented. Similar considerations will influence deletion of a format from the collection. Addition of new formats may necessitate the elimination of older formats, in order to meet budgetary or spatial needs.

J. Special Collections

1. Browsing Collections

Currently there are two browsing collections. The Browsing Book Collection is a mix of the most popular, best-selling fiction and nonfiction books and the Browsing DVD Collection is a selection of the most popular, high demand DVDs. Both collections contain secondary or additional copies of items already owned by the Library. These items are set up in the catalog so that holds cannot be placed on them. The intent of the collections is to allow patrons to find highly popular materials on the shelf, materials which have long waiting lists. In order to comply with statutory requirements and system agreements, the Library needs to make sure that for every non-holdable browsing copy there is a regular copy that is able to have a hold placed.

2. Reference

The adult and children's reference areas of the library consist of items that do not circulate because they are necessary for answering questions asked by our patrons, as well as being immediately available for in-library research by students or other individuals. They range from inexpensive items such as paperback informational almanacs to expensive titles such as specialized encyclopedias. The content ranges from basic to beginning research levels. As information has become more freely accessible on the Internet, corresponding print volumes have been eliminated from the reference collection or have been moved into the circulating collection.

3. Serials

The Library acquires magazines and newspapers for recreational reading as well as informational and business use. Every attempt is made to provide a balanced collection in terms of political, informational, and cultural interests. Titles are evaluated annually for current usage, relevancy to the collection and our patrons, current appeal, and budgetary and spatial needs.

Magazine back issues are generally retained for one year plus the current year. There are currently four exceptions to this rule – Milwaukee Magazine, National Geographic, and Consumer Report in the adult periodicals collection and Cobblestone Magazine in the Juvenile periodical collection.

Newspapers are retained for one month plus the current month. Periodical titles that the Library does not own or retain can often be found at the BLS resource library (Waukesha Public Library) or at one of the other member libraries of the Bridges Library System.

4. Audio-visual collections

Audiobooks for adults, young adults and children are acquired in CD format. Additional audiobook titles are available in digital format through Wisconsin's Digital Library, which the Pewaukee Public Library helps fund. These collections include both fiction and non-fiction titles.

Video recordings are purchased in DVD format with some titles also in Blu-ray format. Fiction titles are selected to include current titles which have received critical acclaim or achieved commercial success, as well as classic titles which have stood the test of time. The non-fiction video collection includes documentaries and instructional titles, as well as travel series and entertainment items. A small collection of video titles are available in digital format through Wisconsin's Digital Library.

5. Large Print Books

Large print books are acquired in both fiction and non-fiction titles. The fiction collection includes all genres. Titles, both fiction and non-fiction, are selected based on their popularity in the regular print collection.

6. Kits

Combined groups of material, often a juvenile book and audiobook, are circulated in hanging bags and referred to as "kits."

7. Local History Collection

This special collection was created to gather together books on Pewaukee, Lake Country, and county topics, such as local history as well as the history of the State of Wisconsin and specialty travel materials for Wisconsin. A special oral history project was compiled by Mary Schwister. This project is a 19 volume set that includes recordings of nearly 100 interviews with many individuals from the Pewaukee area. Also included are transcripts of the interviews and photos and other historical documents to accompany the interviews.

K. Local Authors

Every attempt is made to acquire titles by local authors whose works are available through our usual vendors. Titles that are self-published and will be added if they meet our selection criteria and our Collection Development Plan. Print-on-demand titles will be added when necessary.

L. Interlibrary Loan

The Pewaukee Public Library strives to provide a balanced and comprehensive collection to meet the library needs of the community, within the confines of its budget. Interlibrary loan allows Pewaukee Library patrons access to materials not contained in the collection of the Pewaukee Library. The Library supplements its own resources with materials borrowed from other libraries, both as a member of a shared library system, the Bridges Library System (BLS), as well as through access to items throughout the state of Wisconsin, and beyond, via Interlibrary Loan. In return, the Pewaukee Public Library agrees to lend its materials to other libraries through the same statewide interlibrary loan network, as well as through the shared system of BLS. Every effort is made to locate and borrow from other libraries those specialized materials that are beyond the scope of the Library's collection.

M. Gifts

The Library welcomes gifts of books and other materials with the understanding that they are accepted with no conditions governing their use, location, or disposal. The same criteria are applied to gifts as are applied to purchased items in determining their suitability for the collection. Gifts of all types are considered with the explicit understanding that the library may choose not to add them to the collection for a variety of reasons (e.g. inadequate shelf space, duplication of titles or subject matter; high cost of processing; physical condition; insufficient community interest; etc.). Gift items which are not added to the collection are made available to the Friends of the Library for their book sales. Children's books which are not added to the collection and that are in good condition may be used as incentives for the library's Summer programs.

O. Requests for Purchase

The Library accepts requests for purchase of materials. Such requests will be subject to the same criteria for selection as other purchased materials per the Collection Development Plan.

P. Reconsideration of Materials

The Library will reconsider materials in its collection upon written request. Individuals wishing to submit a title for reconsideration may use the "Request for Reconsideration of Library Materials" (See Appendix E) form available on the policy page of the Library's website. Receipt of formal requests will be acknowledged by the Library Director. Appropriate selectors review each request and the materials challenged. The selectors submit a written recommendation to the Director who then communicates a decision and the reason for it, in writing, to the person who initiated the request for reconsideration. In the event that the person is not satisfied with the decision of the director, s/he may appeal it to the Board of Trustees.

Q. Evaluation of the Collection

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of the residents of both Pewaukee communities, the collection requires continuous evaluation. Therefore, a systematic weeding of the collection by selectors should be done on a rotational basis. Some subject areas where currency is very important, e.g. medicine, law and travel, are weeded with more frequency than other areas such as cooking or literature. Systematic evaluation and weeding of the collection allows selectors to keep the collection responsive to customers' needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Weeding identifies damaged items, ephemeral materials no longer useful, out-of-date materials, extra copies not being used, materials no longer appropriate for the collection, and subjects, titles, or authors no longer of interest to the community.

Weeding also helps selectors evaluate the collection by identifying areas or titles where additional materials are needed or where updated editions are desirable. Holdings of other area libraries are considered in making de-selection decisions. Withdrawn materials in good condition are given to the Friends of the Pewaukee Public Library for consideration to sell with the profit coming back to the Library for special programs, projects, or collections.. Selected periodicals withdrawn at the beginning of each year also are given to the Friends of the Library to sell. *No materials will be held for or given to individuals.*

A stock evaluation is an in-depth look at one or more Dewey Classification Schedules each year. This exercise involves examining each item and determining its use history from the circulation statistics. The elements evaluated include but are not limited to:

- Currency of information
- Levels of information
- Physical appearance of materials
- Frequency of use
- Relevance to area school curriculum
- Needs of Library patrons

R. Schedule for the Evaluation of the Collections

Weeding is the process of removing books and other materials from the collection that normally fall under the MUSTIE Guidelines outlined in *CREW: A Weeding Manual for Modern Libraries* (available online at <http://tsl.state.tx.us/ld/pubs/crew/>). Although the MUSTIE factors are only guidelines—and do not take the place of a librarian’s professional judgment—they might prove useful for those new to the weeding process. By: Belinda Boon, MLIS, PhD, Assistant Professor, Kent State University School of Library & Information Science

M for Misleading : The information is inaccurate or out of date. There are many classic examples of these types of materials, such as the book with a 1959 publication date assuring readers that “one day, man will go to the moon!” (I actually weeded this very book from the children’s department in a rural public library in Kentucky during a workshop in 2005.) Aside from obviously dated titles like these, library staff should be on the lookout for older editions of medical, financial, and travel books, information which goes out of date very quickly. A ten-year-old book on Cancer treatment will not supply the library patron with the accurate information they need, nor will a five-year-old book on U.S. tax law. In cases such as this, circulation statistics do not tell the whole story. People who have been diagnosed with a serious illness, or who have loved ones suffering from that illness, will check out anything they can find—even books with inaccurate information—just to have something on the topic. Chances are they won’t bother to check the copyright date. It is the responsibility of the library staff to ensure that accurate and timely information is available to patrons who need it. For the most part, the removal of books and materials in this category also is easy to justify.

U for Ugly : The materials are worn, tattered, or mildewed. These materials are easy to spot and their removal from the collection is easy to justify. The most obtuse of county commissioners can be persuaded that a book covered with mildew or damaged by water should be discarded. Rule of thumb: if it looks like you need to put on latex gloves to pick it up, chances are no one else will want to pick it up either. When dealing with collections that have not been weeded in five or ten years—or in your lifetime—consider going through the

entire collection and pulling out all the ratty looking books. Once this is done the collection will immediately take on a fresher, cleaner look.

S for Superseded : When a title has been replaced by a newer edition, newer format, or newer title. Note that many reference titles—among them Bartlett's Familiar Quotations and Webster's New Biographical Dictionary—are not superseded by later editions. Instead, the newer editions supplement the older works.

T for Trivial : The material is not well written. This is often the case when sudden world events occur, such as the terrorist attacks on 9/11. Publishers will scramble to put out something on the topic because of the high interest from the public. Six months or a year down the road they will issue another title that has been thoughtfully written and researched. At this point, the library should discard the older work and add the newer title.

I for Irrelevant : If the library owns a book on Learjet repair and no one in the community own a Learjet; there won't be any need for it. This is an exaggerated example, but this idea reflects the need for library staff to be familiar with the needs of the library's community of users. Something of great interest to one community may fall flat in another. Books and materials in this category can be difficult to spot. They may be brand new books with accurate and up-to-date information and attractive covers, but for some reason these items aren't of interest to the library's community of users. This is a common occurrence in school library collections. A young and enthusiastic teacher may work with the librarian all year to build up a collection in her area of expertise; when she leaves at the end of the school year another teacher is hired to teach that subject—one who uses a completely different approach to the topic and needs different titles to support her teaching. Library shelf space is valuable real estate, and few libraries can afford to let unused materials languish in the stacks. Happily, in cases such as this, teachers are almost always happy to receive books for their classroom collections, freeing up needed space in the library.

E for May be obtained Elsewhere : The same information is available in another format or title OR if you belong to a consortium, you may not want titles that are readily available in mass quantities at other libraries—you can interlibrary loan.

Rather than create a set schedule within this document, it is recommended that the ~~Assistant Director~~Head of Adult Services and the Head of Youth Services create their own weeding schedules which they will share with their staff who are responsible for collection development. These schedules should be re-evaluated on an annual basis, since some weeding schedules may need to be shifted.

T. Multiple Copies

The Library buys multiple copies of print materials that have high patron demand (e.g. current best sellers). For titles expected to generate numerous reserves, the library tries to anticipate demand by buying multiple copies in order to have at least one print copy for every five to seven reserves by Pewaukee Library cardholders. In popular nonfiction subject areas selectors try to have a variety of titles with possible duplicates of the most requested titles. Additional copies of these high demand items may also be purchased for the Pewaukee Library browsing collections. As previously stated, these browsing items cannot be held, thereby allowing availability of these popular materials to Pewaukee Library patrons who do not wish to wait on long reserve lists. When the popularity of a DVD title begins to decrease the item is moved into the regular DVD collection.

U. Worn Materials

Staff members are always inspecting materials for wear. Items that are returned to the library which have become worn from use may be set aside by Circulation staff for later evaluation by Youth or Adult Services staff. Items discovered on the shelf by staff or library pages are also set aside for evaluation. Selectors examine these items on a regular basis determining whether an item should be mended, replaced or withdrawn.

Replacement of an item will be determined by the appropriately assigned staff member with consideration to whether:

- The item is still available and can be replaced
- Another item or format might better serve the same purpose
- There remains sufficient need to replace that item
- Updated, newer or revised materials better replace a given item
- The item has historical value
- Another agency could better provide that or a comparable item

IV. Appendices

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 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.
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 individuals or groups requesting their use.

Adopted June 18, 1948; Amended February 2, 1961; June 27, 1967; January 23, 1980 by the ALA Council.

B. Freedom to Read

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 which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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.
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.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, 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.

Excerpted from a joint statement by the American Library Association and the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972; January 16, 1991 by the ALA Council and the AAP Freedom to Read Committee.

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 or expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials, because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films 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.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Originally drafted by the Educational Film Library Association's Freedom to View Committee, and adopted by the EFLA Board of Directors in February 1979.

Adopted by American Library Association on June 28, 1979, endorsed by the ALA Council January 10, 1990.

D. Libraries: an American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;

- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the Council of the American Library Association February 3, 1999

E. Request for Reconsideration of Library Materials

Pewaukee Public Library
Request for Reconsideration of Library Materials

The trustees of the Pewaukee Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Date:	
Name:	
Address:	
City:	State/Zip:
Phone:	Email:

Do you represent yourself?
An Organization? Name of the Organization: _____

Please provide as much information as you can about the item on which you are commenting:

Title:
Author:
Publisher:
Book (ebook) <input type="checkbox"/> Movie <input type="checkbox"/> Magazine <input type="checkbox"/> Audiobook <input type="checkbox"/> Music CD <input type="checkbox"/> Digital Resource <input type="checkbox"/> Other <input type="checkbox"/> Please list format:

Please answer the following questions. Feel free to use additional sheets of paper and attach them to this form.

1. What brought this resource to your attention? (optional)

2. Did you read the entire book or listen to/watch the entire selection? If not, what sections did you review?

3. Describe your concerns about the resource?

4. What specific pages/sections illustrate your concerns?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

7. Are you aware of the judgment of this work by professional critics?

Adopted by the Pewaukee Public Library Board of Trustees: February 20, 2019; Dale Noll,
Library Board President