



# Loutit District Library

407 Columbus Avenue • Grand Haven, Michigan 49417  
Phone: (616) 842-5560 • Fax: (616) 847-0570 • Web: [www.loutitlibrary.org](http://www.loutitlibrary.org)

## Collection Development Policy

Adopted by the Loutit District Library Board of Trustees 11/11/03

### **Mission Statement**

The mission of the Loutit District Library is to provide quality materials and services which address the educational, informational, cultural, and recreational needs of the entire community, in an atmosphere that is welcoming, respectful, and business-like.

### **I. Community Description and Analysis**

The Loutit District Library encompasses the cities of Grand Haven and Ferrysburg as well as the townships of Grand Haven and Robinson and part of the township of Port Sheldon. The community is predominantly Caucasian, well-educated and committed to a wide range of recreational activities and artistic endeavors. The community's economy is strongly based in tourism, sales, service, professional occupations, and light industry. The Library is an active member of the Lakeland Library Cooperative and offers full borrowing privileges to patrons of other member libraries.

### **II. Goals of Selection**

A public library exists to offer a choice of format, viewpoints, and level of difficulty in comprehension. To accomplish this goal, the library provides a wide array of formats: books, periodicals, newspapers, videos, DVDs, compact discs, books on tape and CD, microforms, CD-ROM, and public access to electronic resources. Materials for varying levels of education and differing social and religious customs are provided and are included on the open shelves of the collection. The library pays close attention to professional, commercial, industrial, cultural, recreational, and civic enterprises of its community.

The basis of selection shall be pro-active, although financial limitation necessitates selectivity. However, in view of its size, the library cannot pretend to offer facilities for extensive research. It therefore makes room for more materials of current interest and content by withdrawing those materials that have passed their usefulness, while at the same time supplying a well-rounded selection of recognized classics in various fields. For older materials of lesser interest and for more extensive materials, the library depends on the Lakeland Library Cooperative and its connections with other libraries.

### **III. Responsibility for Selection**

Selection of all materials shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. A staff of librarians with professional education and training assists the Director in the principles and practices of materials selection.

### **IV. Intellectual Freedom Policies**

#### **A. General Statement**

All materials are shelved on open shelves, freely and easily accessible to the public. There will be no labeling of any item to indicate its point of view or bias. The library assures free access to its holdings for all patrons, who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Children are not limited to the children's collection, although these collections are kept separate from other library collections to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library. Loutit District Library staff and Board believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and has adopted the American Library Association's *Library Bill of Rights* (Appendix A) and *Freedom To Read* (Appendix B) statement as official library policy.

#### **B. Request for Reconsideration of Material**

Whenever any patron objects to the presence or absence of any library material, the complaint will be given hearing. All complaints to staff members will be referred to a librarian who will provide the patron with the *Request for Reconsideration of Materials* form (see

Appendix A). The completed form shall be submitted to the Director who shall consider and respond to the request in writing. If not satisfied, the patron may make an appointment with the Director to discuss the matter further. If there is a request for withdrawal of material, the Director will name a committee to examine the item in question. This body will include the Assistant Director, a staff librarian, and a member of the Library Board. The Committee will check reviews and determine whether the item conforms to the selection standards of this policy. If it is a request for addition of an item that has been rejected by the library, the Director will reconsider its addition. The Director has final responsibility for deciding whether to add or withdraw the material in question and will write to the complainant giving the reasons for the decision. Materials subject to complaint shall not be removed from use pending final action.

### **C. Access to Information on the Internet**

The Collection Development Policy of Loutit District Library supports access to materials on all subjects that serve the needs or interests of its users regardless of the user's age. This pertains to the Internet no less than it does to the more traditional sources of information in libraries.

Loutit District Library is pleased to offer access to the unprecedented wealth of information available through the Internet. However, not all sources on the Internet provide information that is accurate, complete, current or legal. The Internet may contain material of a controversial nature. Loutit District Library is unable to monitor or control the content of materials on the Internet. The Library nor its officers, directors, or employees shall be liable for any damages (direct or indirect), including lost profits, for any information obtained or provided on the Internet.

While adult patrons are offered free access to the Internet, the Library must also respect the rights of other patrons not to be exposed to material and images they may find personally unsuitable. No user will be allowed to display, exhibit or disseminate obscene or sexually explicit matter to minors as prohibited by Michigan law. Specifically, the Library complies with PA 212, which states: *If a library offers use of the internet or a computer, computer program, computer network, or computer system to the public, the governing body of that library shall adopt*

*and require enforcement of a policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system...by making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors; by reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian 1 or more terminals that are not restricted from receiving any material.*

The Library will provide filtered Internet access to individuals who are 17 years of age or younger, or any other user preferring filtered access. Patrons wanting unfiltered Internet access must provide proof of age to the satisfaction of the Library. Those 17 years of age and under may be permitted unfiltered access to the Internet only if they are accompanied by a parent or guardian. Filtering software is effective, but due to the constantly changing nature of the Internet, it is possible that offensive material may be inadvertently accessed. Parents are responsible for their children's use of the Internet.

If a patron feels that an Internet site has been blocked or not blocked appropriately, s/he may appeal the same.

The Library reserves the right to end an Internet session at any time. Persons who do not comply with the Library's usage policy will lose their Internet privileges.

## **V. Policies by Collection Areas**

### **A. Periodicals**

The library provides representative periodicals in a wide range of subjects of reference value and recreational interest. Specialized titles are considered in relation to subject needs and their availability in area and regional libraries. LDL maintains current issues of regional newspapers, as well as *The Detroit Free Press*, the *Chicago Tribune*, and the *New York Times* for a period of three months in addition to the current month. The *Grand Haven Tribune* back files are permanently retained on microfilm.

## **B. Videos and DVDs**

Videos and DVDs are selected from reviews, prior viewing, or the reputation of the makers and distributors. Popular feature films are acquired, along with instructional materials, documentaries, travelogues, biographies, plays and other performances, etc. Videos and DVDs are purchased to complement print materials when a visual medium provides the best way of acquiring desired information. Subject matter should be appropriate for home use and should not duplicate materials provided through local educational institutions. However, the library does not purchase X-rated or NC-17 titles as rated by the motion picture industry.

## **C. Compact Discs**

The compact disc collection will attempt to represent the most significant and broadly-known musical literature in each of the following genres: jazz, instrumental, blues, rhythm & blues, classical, rock, pop, country, soul, folk, world, new age, soundtrack/film scores, musicals, opera, contemporary Christian, religious, wedding and holiday music. A small collection of sound effects is also maintained. Selection is based on artistic and technical quality, inclusion in standard discographies, favorable reviews, and recommendations by community experts.

## **D. Books on Tape/CD**

The Library purchases abridged and unabridged versions of both fiction and non-fiction titles. Technical quality is an important criterion, but price is also considered in selecting one edition over another. The library will not attempt to duplicate services provided by the Library of Michigan, Library of Congress, or Library for the Blind and Physically Handicapped.

## **E. Foreign Language Cassettes/CDs**

The Library purchases introductory- and intermediate-level foreign language titles in most commonly used languages. Introductory-level titles are purchased for less common languages.

## **F. Maps**

A small collection of historical maps are maintained for the Tri-Cities Area within the Local History Collection.

## **G. Microforms**

Microforms are purchased when materials are fragile or too bulky to retain in original format and as space consideration warrants.

## **H. Art prints**

The library maintains a collection of classics and poster-quality prints that represent a wide range of art styles but is no longer actively selecting for this collection.

## **I. Computer software**

The library maintains a small collection of educational, business, and entertainment software but is no longer actively selecting for this collection.

## **J. Electronic resources**

Electronic resources may include reference resources, newsletters, news services, discussion groups, listserves, bulletin boards, worldwide web pages, data files, educational games, and multimedia tools.

## **K. Adult Print Collections**

### **1. Hardcover Fiction**

#### **a. Description**

Popular bestsellers, classic literature, and genre fiction from all time periods and all parts of the world make up the fiction collection. Its purpose is to enrich and entertain. Five genre collections are shelved separately: mysteries, science fiction, westerns, short stories, and inspirational fiction. Although emphasis is placed on American and British authors, world authors in English translation are also collected.

#### **b. Selection and Development**

The Library maintains a standing order purchase plan for select authors whose works are popular in the community. Demand for newly-released titles is an important factor in determining the number of copies selected. Multiple copies of current bestsellers are always acquired. Emphasis is placed on collecting the complete works of prominent and/or popular writers.

Genre readers are particularly avid, so it is equally important to maintain older titles as well as multiple copies of new releases.

*The New York Times Book Review, Library Journal, Booklist, Publishers' Weekly* and other standard review sources, publishers' catalogs, and advertisements are used for selection. The popular media such as *Time, People*, and local newspapers are also scanned.

## **2. Paperback Fiction**

### **a. Description**

This collection contains mass-market fiction paperbacks. It is divided into general fiction and nine genre categories: adventure, classics, fantasy, historical fiction, mystery, romance, science fiction, suspense, and westerns. In addition to offering original paperback titles, it supports the fiction collection.

### **b. Selection and Development**

The clientele for this collection is the patron looking for leisure reading, the person who finds the hardbound title in circulation, and the reader who prefers the paperback edition. Heaviest circulation seems to be in genres. Therefore it is important to maintain a variety of genre titles in this format.

Original paperback releases, best sellers, genre fiction, and a few classic titles to supplement the fiction collection are purchased, but a good portion of this collection is developed from donated items.

Replacement copies of worn, lost, or damaged hardbound fiction titles often must be purchased in paperback because of short publishing runs.

### **3. Large Print Fiction and Nonfiction**

#### **a. Description**

Large print books open a small but important treasure of popular reading to the segment of the community that cannot read normal size print. Patron interest and the availability of a limited number of titles dictate the composition of the collection which is 80-90% fiction.

#### **b. Selection and Development**

The majority of large print books are titles already in the general collection. New titles are added when they meet the library's general selection criteria. The most important factors in the selection of large print books are: popularity of author and/or genre, size of print, size of volume, quality of paper and binding, and cost.

### **4. 000 – Generalities**

#### **a. Description**

Works on computers, the Internet, data processing, software programs, and related systems are the important high-interest part of this collection. Library and information science, along with books promoting reading and books about books, share shelf space with materials on censorship and the freedom to read. General encyclopedias and works about journalism and the media are also included in this collection.

#### **b. Selection and Development**

Home and business use of personal computers is emphasized. Coverage of important programming languages, instructional materials for popular software programs, and Internet tutorials are provided. Library users are working at various levels

of sophistication and have many different learning styles. Therefore, the library needs to buy a wide variety of titles. Beginning- and intermediate-level materials are selected. Paperback purchases are emphasized for cost saving.

In library and information science and journalism, material that reflects current thinking on contemporary issues as well as information about past practices and personalities is selected.

Older editions of encyclopedia sets are made available for circulation. These are generally transferred from the reference collection as new editions are purchased.

## **5. 100 – Philosophy, Psychology, and Related Disciplines**

### **a. Description**

Ancient, medieval, modern, eastern, and western philosophy are represented by popular introductions, selected writings and criticisms. Specific viewpoints and introductions to logic and ethics are also collected. Parapsychology, occultism, dream interpretation, mysticism and some new age belief systems are represented. Psychology and its component parts constitute a large part of this classification. Popular psychology and self-help materials also make up a significant portion of the collection. Ethics is also an area of interest to our patrons.

### **b. Selection and Development**

Guides and recommended lists of classic and standard works are consulted in building the core collection. Self-help and applied psychology titles are often on popular best seller lists and consequently need to be purchased. Titles that are authoritative and representative are selected. In the areas of controversial knowledge and paranormal phenomena, selection is balanced to satisfy both the believer and the non-believer.

## **6. 200 – Religion and Mythology**

### **a. Description**

Religious history, sacred texts and commentaries on major religions, doctrines, and moral and devotional literature make up this collection. While Judeo/Christian theology in its many aspects makes up the bulk of this collection, nonwestern traditions are an important and significant part of the collection. Islam, Buddhism and Hinduism along with numerous other ancient and modern theologies are represented. Atheism, mythology, new age belief systems, modern religious groups, and cults are treated here.

### **b. Selection and Development**

This collection strives to reflect the religious interest of the community and is aimed at the popular level. Scholarly titles that have received widespread attention or provide information not otherwise available may be purchased. The central goal is to maintain a religious book collection of medium scope built primarily for the independent reader. All religions and belief systems are represented as fairly as possible. Materials of a proselytizing nature should be excluded in favor of unbiased informative presentations.

## **7. 300 – Social Sciences**

### **a. Description**

Sociology and anthropology, lifestyles, marriage and the family, ethnic and religious groups, sex roles, aging, retirement, and social interaction are found in the first part of this collection.

Statistics, political science, and international affairs follow. Investments, real estate, environmental issues, labor and general economics fill the next part of this collection. Law and public administration, government, and citizenship, along with military science are also a part of the social sciences. Social problems such as crime, addiction, welfare, and the social aspects of disease have material here. Most are

for the general reader but some are on the introductory research level.

Education material purchased for students, parents, and teachers is not specific to any curriculum. Topics covered are the history and philosophy of education, educational psychology theories, teaching methods, preparation guides for standard tests, guides to colleges, and financial aid.

A section is devoted to commerce, communication, and transportation. This includes materials on foreign trade and domestic business practices. The last part of social sciences is devoted to popular material on costume, etiquette, customs, holidays, and folklore.

#### **b. Selection and Development**

Throughout this large and varied subject area the collection concentrates on material of a popular nature. Beginning professional or introductory academic materials are sometimes purchased to add depth to high-use subjects. Materials related to lifestyles, marriage and the family, divorce, sex roles, women's studies, and American culture are emphasized.

In political science, selectors concentrate on the U.S. political process and buy only the most popular titles pertaining to other countries and comparative government. Well-known political thinkers and current issues are important, as are citizenship, immigration and civil rights. Books on elections, political parties, congress, and the executive branch are collected.

The economics part of the collection is generally a popular collection. Some basic texts concerning economic systems and theories are purchased. Personal finance, investing, and real estate materials are selected from reviews and guides in consumer magazines, newspapers, and other library review sources. Current information is always sought.

Materials for the layperson are the primary focus in the law section. Selectors concentrate on family law

and everyday problems, i.e. divorce, small claims, landlord and tenant relations, adoption, fostercare, eldercare, as well as basic commentaries on government and the constitution. The business law area contains as much do-it-yourself legal advice as possible. The law materials are ordered using reviews and catalogs from reputable publications, such as Nolo Press.

In the public administration part of the collection, essential information about Michigan government is purchased. Books about the federal government and its agencies are popular. Military science is in steady demand especially for weapons books and information about military regalia and uniforms. Special emphasis, reflecting local interest and occupation, should be given to the Coast Guard.

Popular books relevant to social problems and services are chosen from standard review sources. Writers of term papers on child abuse, drugs, rape, abortion, and other hot topics need this material. *Opposing Viewpoints* and *Current Controversies* are good sources. A relatively small number of titles suitable for professionals in the fields of social problems, social services, and criminology are purchased.

In education, selectors strive to create a balance between student and professional level materials. General materials on home schooling, classroom management and teacher development are selected. Special emphasis is placed on the history of transportation with an effort to purchase illustrated books. Changing technology in communications necessitates regular purchasing. New books are regularly purchased for the etiquette, costume and customs section, with attention given to wedding planning and business etiquette. Although the folklore area is well established, new reliable collections are added as they become available.

## **8. 400 – Language and Linguistics**

**a. Description**

The language/linguistics collection consists of standard works for the non-specialist on subjects such as the evolution, use, and acquisition of language, and comparisons of languages. Emphasis is on the English language, its history and structure. The collection also includes materials on literacy, sign language, and etymology. Dictionaries, phrasebooks, and books on grammar and usage for the major European and Asian languages round out this collection.

**b. Selection and Development**

Language instructional materials are purchased on introductory- and intermediate-levels. Materials on foreign languages are obtained as warranted by demand.

**9. 500 – Pure Sciences**

**a. Description**

The major subject areas of mathematics, astronomy, physics, chemistry, earth sciences, anthropology, paleontology, life sciences, botany, and zoology are equally represented.

**b. Selection and Development**

The science and math collections serve the informational needs of middle-school through college-level students as well as inquiring layperson. In all areas, standard works covering the basic principles of scientific subjects are covered. In arithmetic, primary emphasis is placed on basic materials for self-education. Introductory to intermediate textbooks for algebra, geometry, trigonometry, calculus, and statistics are selected. Guides to trees and other flora, with a special emphasis on Michigan, are acquired. A variety of leaf and tree titles are purchased in multiple copies as demand warrants. Books related to Michigan wildlife receive high priority. The library maintains a sizable collection of birding and bird-watching books. In all areas, popular works are given preference over textbooks, although textbooks may

be selected when a more popular presentation does not exist.

## **10. 600 – Applied Sciences and Technology**

### **a. Description**

General technology is the first part of the 600s. This section contains materials on inventions, patents and histories of technology.

Medicine and medical sciences are next. This heavily used area comprises a wide range of general and specialized health topics including nursing, human anatomy, diseases, mental health, physical fitness, reproductive systems, pediatrics and drugs.

Engineering science follows and includes mechanics and materials, applied physics, electronics, radio, and television. Civil engineering issues are covered on a small scale. Boats, boat building, and seamanship are important parts of this collection. The end of the engineering section is devoted to aeronautics, automobiles, motorcycles, and robotics.

Agriculture and related topics, primarily gardening and pet-related titles are purchased. Livestock, orchards, and field crops receive some attention. Home economics and family living, cookbooks and sewing, along with a large selection of books on child rearing and home care come next.

Management and business materials include, among other things, office services, computer applications, data processing, accounting, personnel, advertising, and public relations. Starting a business and resume writing remain in constant demand.

Chemical and related technologies include the beverage industry, food technology, petroleum, ceramics, plastics, and metallurgy.

Manufacturing, metal work, lumber, leather, paper, textiles, and related topics are next. Specifics on woodworking, printing and packaging follow.

Building and construction practices along with heating, plumbing, ventilation, air conditioning, and the detailed finishing of products end this large and varied section of technology.

#### **b. Selection and Development**

In the medical section, books are chosen for their reliability and usefulness to the general reader. Self-care guides of all kinds are sought, as well as guides to specific disorders and treatments. Selectors need to be aware of current health trends and high demand areas that need frequent updating.

In selecting repair manuals of all kinds, works that cover the most popular machines and appliances are chosen first. Manuals that are useful for both modern and obsolete equipment are sought. Auto mechanics and general electronics are emphasized in selecting for this area.

The automotive repair collection includes detailed manuals from the 1960s to present, with a few older manuals retained. The library maintains the *Motor Auto Repair* and *Chilton's Automotive Service Manuals* on standing order.

Both the gardening and pet areas cover a wide range of topics, therefore care should be taken to be as inclusive as possible.

Cookbooks are selected to represent a variety of skill levels, type, and locale of cuisine. This includes books specific to a particular country as well as books devoted to a specific food.

Business materials are selected for everyone from the novice to the chief executive officer. Office services and operations materials are selected with self-instruction as an important consideration. Books on

resume writing and job seeking are always in high demand. New titles and replacements need to be purchased. Multiple copies are purchased for important works. The management collection should be contemporary and practical. Emphasis should be placed on job-related topics for the general reader, the independent investigator and the business professional.

Manufacturing subjects are reviewed in both technical catalogs, and, to a limited extent, standard library sources. Metal-working, welding, textiles, lumber, and timber are important in this part of the collection. Understandable material for laypeople and employees working in these areas are purchased.

Do-it-yourself material needs to be purchased on a wide range of subjects. Publishers' catalogs and specialty distributors can be used to locate material on woodworking, furniture construction, horology, lock and gun smithery, etc. Material suitable to the advanced amateur and professional tradesperson interested in building and construction should be sought. This popular section needs continuous restocking.

## **11. 700 – Arts and Recreation**

### **a. Description**

This is an inclusive collection of the arts. General information on the arts begins the collection, followed by civic and landscape art, architecture and sculpture. Coin and stamp collecting, antiques, furniture, interior decoration, and crafts follow. Drawing and painting, including information on individual painters' works, and art of different countries and time periods are next. These are followed by the graphic arts and photography, music and the performing arts. The collection finishes with indoor games, including parties and magic, and sports, both participatory and spectator.

### **b. Selection and Development**

The general-interest reader, teacher, student, and practicing artist are targeted when selecting in the arts. Standard review sources are supplemented by publishers' catalogs. With the exception of price guides, hard cover editions are preferred over paperbacks.

In music, emphasis is placed on popular materials. Books on musical instruments, instruction manuals, songbooks, fakebooks, collective biographies of performers, and general histories of the development of musical traditions are emphasized.

The theatrical and film arts follow. Popular monologues and guides to technique are purchased for beginning actors. Books on the history and making of popular films are collected.

In sports, instructional and coaching guides are emphasized, along with materials covering the histories of regional/popular teams and biographies focusing on the careers of popular personalities.

## **12. 800 – Literature**

### **a. Description**

Works of and about literature, specifically literary criticism, poetry, drama, fiction, speech, letters, satire, and humor are found here. Style manuals and guides to writing both fiction and nonfiction are collected. American literature constitutes the largest part of this collection. English literature, including a large section of works by and/or about Shakespeare, is the second largest part of this collection. World literature translated into English includes works and criticisms of authors, both classic and modern. European literature dominates, but a growing collection of titles by and about African and Latin American authors is becoming more important.

### **b. Selection and Development**

Standard review media are heavily used as are publishers' catalogs. University and small press

catalogs are also important. Titles are selected in depth and in multiple copies for frequently studied authors and classical works. Popular materials on writing, drama and poetry are also purchased. Standard indexes and guides are important to retrospective collection development.

### **13. 900 – Geography, History, and Travel**

#### **a. Description**

The travel collection consists mainly of guidebooks. Some of the most reliable and popular titles -- *Frommer's*, *Fodor's*, *Mobil Travel Guides*, and *Milepost* -- are retained on standing order. *Rick Steve's* remains consistently popular and new additions are actively sought. Also included are travel narratives and specialty books such as bed and breakfast guides. The circulating genealogy collection consists mostly of how-to, family names, and heraldry books. It is a small collection which serves to provide support for the far more extensive reference genealogy collection housed in the Genealogy and Local History Center.

Political, cultural, and military studies of the United States are the major elements of the history collection. Particularly well represented are books dealing with the lives of everyday people during the country's wars. African-American history is included here, as are studies of native tribes of the Americas. There is a significant circulating collection of Michigan history; a more extensive local history collection is available in the Genealogy Local History Department. Ancient, Medieval, and world histories are also relatively well covered.

#### **b. Selection and Development**

Selection of materials for the 900s is based on reviews in *Library Journal*, *Booklist*, and *Publishers Weekly*. Specialized publishers' catalogs, especially in the area of travel guides, are also consulted. Duplicates are ordered for high-interest areas when demand warrants.

## **14. Biography**

### **a. Description**

This collection consists of individual biographies, autobiographies, memoirs, correspondence, etc. It includes materials about people of all nationalities and all walks of life, both past and present. The titles range from the scholarly to the recreational. Collective biographies are shelved in the appropriate subject areas.

### **b. Selection and Development**

Standard popular and scholarly reviewing sources are used. Biographies of prominent contemporary individuals should be purchased. New works on important historical figures should also be collected.

## **L. Adult Reference Collection**

### **1. Description**

Like the circulating collection, reference covers all of the Dewey classification subjects. Reference materials covering all subjects range in degree of difficulty from high school to beginning research level. The aim is to provide current information on all subjects and provide historical information in areas for which previous questions and demand have indicated a need. There are a number of areas in reference that receive special emphasis. Legal materials are collected in some depth. The Library retains Michigan compiled laws and *Michigan Rules of Court*.

Business materials are a very important part of the reference collection. A variety of business directories, industry forecasts, demographics and marketing information, foreign trade, import and export, and investment information on equities, bonds and mutual funds are collected. Major resources include *Reference USA*, *Ward's Business Directory*, *Thomas Register*, *Value Line* and *Morningstar*.

### **2. Selection and Development**

Materials are judged by the following criteria: scope, currency, ease of use, and cost. Reference materials

are also examined at conferences. Catalogs, advertisements and brochures alert selectors to new titles. For some titles, standing orders are placed to insure prompt receipt of the most current editions. Generally, only one copy of a standard reference book is purchased. Both hardcover and paperback titles are selected. An increasing number of reference materials are being acquired in non-print formats. In some cases, having both print and non-print versions of a title is considered desirable.

## **M. Special Collections**

### **1. Local History Collection**

#### **a. Description**

This collection contains a wide variety of primary and secondary materials relating to the history of Grand Haven and the Tri-City communities.

Emphasis is on primary source materials that provide local history information. Among these primary sources are photograph collections, Grand Haven newspapers dating back to 1861, maps, broadsides, highschool yearbooks, microfilm copies of federal Michigan censuses for Ottawa and surrounding counties.

Published secondary sources include community and county histories, atlases and platbooks, local and state government documents, and Grand Haven, Muskegon, Grand Rapids, and Holland City Directories, as well as directories of Ottawa and Kent County. Periodical and scholarly journal titles are also included.

#### **b. Selection and Development**

Whether it is primary source material or published works, much of the selection for these collections is done by word of mouth, and department staff follow leads from individuals and organizations throughout the community. Public programs, exhibits, articles, books, and media appearances are all important ways to develop leads as well as inform the community of

the Library's desire to preserve material that documents all aspects of the community's history.

## **2. Genealogy Collection**

### **a. Description**

The genealogy collection consists of genealogy books and periodicals; family histories; Michigan county and community histories; passenger lists; microfilm copies of federal Michigan censuses for Ottawa and surrounding counties, and birth, death, and marriage announcements for Ottawa County; indexes to obituaries and West Michigan cemeteries; the *Official Records of the Union and Confederate Armies*, *Official Records of the Union and Confederate Navies*, and other published material useful for searching family history.

### **b. Selection and Development**

For beginning family historians, the library maintains a selection of books that explain how to begin family history research and how to gather information from sources in the U.S. and other countries. Titles which explain the process of digitizing family histories are also obtained. Book selection is heavily dependent on reviews and notices in standard genealogical publications such as *Ancestry*, *Heritage Quest*, and the *Family Tree Magazine*. Additional information comes from genealogical publishers' announcements and recommendations from the Grand Haven Genealogy Society. Family histories are not purchased, but researchers who use the family history collections are encouraged to deposit copies of their work. Periodicals are selected on the basis of their value to local researchers. An effort is made to secure the newsletters from area genealogical societies.

The library provides access to *Ancestry Plus* through The Michigan Electronic Library (MEL). Additionally,

select software titles are made available on stand-alone workstations.

### **3. Vocational Collection**

#### **a. Description**

This collection consists of academic, military, and job test preparation books, career reference materials, college guide and catalogs, financial aid sourcebooks, and circulating books. The collection pulls together career materials that would be scattered throughout the Library if cataloged in Dewey order. Materials are labeled "VOC" on the book spines.

#### **b. Selection and Development**

Many test books and college titles are ordered on an annual basis. These are augmented with titles from the standard reviewing sources, publishers' catalogs and recommendations.

### **4. Professional Collection**

#### **a. Description**

The purpose of the Professional Collection is to acquire, preserve, and provide access to materials that are needed by library professionals and trustees. Subject areas covered include, but are not limited to: administration, management, decision making, fiscal management, personnel, building planning and security, cataloging and organization of information, collection development, computerization, digitization and imaging, grants and fund raising, intellectual freedom, censorship, copyright and other legal issues, public relations and marketing, preservation of materials, reader's advisory and reference and youth services.

#### **b. Selection and Development**

In addition to standard review sources, catalogs from the American Library Association, Libraries Unlimited, and Neal-Schumann Publishers are often consulted.

## **N. Youth Collections**

## **1. Picture books (Juvenile Easy Collection)**

### **a. Description**

This collection contains books with illustrations on nearly every page that help relate the story. In the case of picture books, illustrations are not secondary to the text but of equal importance. This broad category also contains concept books such as alphabet books and a separate section called the Tiny Collection. The Tiny Collection consists of books measuring 12 cm or less that would easily be misplaced with if shelved with the larger picture books.

### **b. Selection and Development**

Selection is based on quality of the illustrations and text, popularity of author, illustrator, or character. Caldecott and Coretta Scott King winners are chosen for this collection when they fit the description of a picture book.

## **2. Board Books**

### **a. Description**

This collection contains books made of a sturdy cardboard aimed at the youngest of library patrons. They contain simple text and tell basic stories or express basic concepts. Illustrations are an important part of every page. Some are reprints of classic picture books.

### **b. Selection and Development**

Selection is based primarily on the knowledge and reputation of illustrator, author, and publisher.

## **3. New Readers**

### **a. Description**

This collection consists of books which have controlled vocabulary, written for an audience which is just beginning to read or is still mastering the mechanics of reading. Both fiction and nonfiction titles are included. Reading levels range from pre-

primer through second grade. Illustrations are considered secondary to text. These titles are often part of a series.

**b. Selection and Development**

Books which introduce phonics in a literary setting are selected. Such materials should give a realistic and purposeful context for learning and practicing sound-symbol relationships. Multiples of the most popular authors and titles are included when the budget permits. Selection is based on reviews, knowledge of author, illustrator, and publisher. Library binding is preferred. Textbooks are not purchased.

**4. Juvenile Fiction**

**a. Description**

This collection contains fiction titles of interest to children in grades second through six. Genres such as mystery, science fiction, animals, and short stories are labeled within the collection.

**b. Selection and Development**

The Newberry, The Laura Ingles Wilder, and The Coretta Scott King winners are selected for this selection when appropriate. Selection is primarily based on reviews and reputation of author. Books that are expected to have a lasting interest are purchased.

**5. Juvenile Nonfiction**

**a. Description**

This collection consists of materials which meet the informational, educational, and recreational needs of children from preschool through the seventh grade. Some higher reading level titles are purchased if nothing else is available on a particular topic.

**b. Selection and Development**

In addition to the standard selection tools, publishers' catalogs are regularly consulted. *Children's Catalog*, craft and science project indexes, and other standard bibliographies such as *Best Books for Children*, *Orbis*

*Pictus Awards, Outstanding Children's Books in Science, and Outstanding Children's Books in Social Studies* are reviewed.

## **6. Juvenile Paperbacks**

### **a. Description**

This collection consists of fiction titles of interest to children in the second through sixth grade. Series, such as *Goosebumps* and *Animorphs*, are shelved separately.

### **b. Selection and Development**

Paperbacks for this collection are typically purchased from catalogs and advertisements. The jobbers' listings, such as those from Baker and Taylor, are checked. When duplicates of hardcovers are needed, an effort is made to purchase them in paperback. Fiction titles that are not expected to maintain a lasting appeal are purchased as paperbacks.

## **7. Juvenile Reference Collection**

### **a. Description**

This collection is designed to aid Youth Services Reference staff to better assist patrons (children and adults) by ensuring that certain information is always available within the library. It is utilized by patrons to find answers to questions and primarily contains the most recent encyclopedia sets and subject-specific sets, such as *Lands and Peoples*, along with science encyclopedias, non-circulating Caldecott winners, atlases, indices, and guides to children's literature and information.

### **b. Selection and Development**

Materials are judged by the following criteria: scope, currency, ease of use, and cost. Particular attention is paid to the currency of material. Review sources and

catalogs are consulted, but many items are selected on publisher reputation alone.

## **8. Realia**

### **a. Description**

This collection contains items such as puzzles, toys, and puppets that are intended for young patrons to use while visiting the library. This collection does not circulate. Another important part of this collection are puppets, props, and clothing used by the Youth Services staff during storytimes and programs.

### **b. Selection and Development**

Selection for this area is based on need and on cost. An effort is made to keep cost down (especially for the items used by patrons). Items used for programming are purchased when need is known or when it fits into the budget.

## **9. YA Fiction**

### **a. Description**

This collection contains fiction titles of interest to young adults from approximately sixth through twelfth grades.

### **b. Selection and Development**

Books that have won such awards as Newberry and Coretta Scott King are automatically considered for selection, as well as those chosen from such recommended lists as *ALA Best Books for Young Adults*, and *ALA Quick Picks for Reluctant Young Adult Readers*. Reviews and catalogs are consulted. Author reputation is also considered.

## **10. YA Nonfiction**

### **a. Description**

This collection consists of materials that meet the informational, educational and recreational needs of young adults in the seventh through twelfth grades.

### **b. Selection and Development**

*Booklist* and *School Library Journal* are checked for reviews, along with *VOYA*. They also suggest adult books of interest to young adult readers. Catalogs are also consulted and standing orders exist for series such as *Opposing View Points*.

## **11. YA Paperbacks**

### **a. Description**

This collection consists of fiction titles of interest to patrons in the sixth through twelfth grades. Genres such as mystery, fantasy, horror, and science fiction are popular with the YA reader. These materials are also borrowed by adults.

### **b. Selection and Development**

Publishers' catalogs and advertisements are reviewed regularly, as well as jobbers' listings. Some original paperback titles are reviewed in *Booklist* and *School Library Journal*. Multiple paperback copies of popular hardcover titles are often purchased. Fiction titles that are not expected to have a lasting appeal are purchased as paperbacks.

## **12. YA Graphic Novels**

### **a. Description**

This collection is designed to meet the recreational needs of teens. It consists of both Graphic Novels and Trades (collection of comics originally published in a monthly series format). They are book-length stories told through captioned illustrations. American Superhero trades and Japanese Manga are contained within this collection.

### **b. Selection and Development**

This collection is primarily purchased in paperbacks. *VOYA*, *School Library Journal* and *Library Journal* are all sources that review Graphic Novels and are consulted. Patron recommendations are also important to selection. Topic listserves are also

monitored. Because of the visual format of this collection, attention is paid to illustrative content to ensure appropriateness for the audience. Cultural differences in Mangas are considered when purchasing.

### **13. YA Reference Collection**

#### **a. Description**

This collection is designed to fulfill the special informational needs of teens. It complements the Adult Reference Collection by supplementing it with resource material aimed specifically at a teen audience. It includes such items as specialized encyclopedia sets and brief biographical information.

#### **b. Selection and Development**

Selection is driven by the fulfillment of the informational needs of teens that cannot be filled from sources from the Adult Reference Collection. Review sources and catalogs are both used in the selection process.

### **14. Parent Resource Center**

#### **a. Description**

This collection, located in the Children's Area, is designed to assist parents, family members, caregivers, and teachers in their quest to teach children and encourage positive parenting. The collection was originally created by a grant from the North Ottawa Area Community Council. The materials are nonfiction and span a variety of formats. Items such as the Hooked-on-Phonics kits are located in this collection.

#### **b. Selection and Development**

Selection is based on a perceived need. Both standard review sources and catalogs are consulted.

## **VI. Selection Criteria**

### **A. Selection Tools and General Criteria**

Selection tools include, but are not limited to:

- reviews in professional library journals or periodicals which specialize in a particular subject
- reviews and sales information from online sources such as Amazon.com and Barnes&Noble.com
- individual subject expertise of staff or community members
- suggestions from LDL patrons
- coverage in local bookstores and newspapers
- publishers' catalogs
- standard bibliographies

Using the selection tools described above, professional staff evaluate each title according to the following criteria:

- vitality and originality of thought
- contemporary utility
- permanent significance
- artistic excellence
- accessibility through independent indexes
- suitability of physical form to library use
- reputation of author
- technical quality (for non-print)
- quality of indexing
- relative importance compared to other materials on subject
- appropriateness to interests and skills of intended audience
- comprehensiveness

Professional staff further consider a title in terms of its relevance to LDL collection priorities, level of community interest, ability to provide diversity or balance to the collection, availability through interlibrary loan, collection priorities of other libraries in the service area, and funding and spatial constraints. In addition to collection-wide selection and collection criteria, the development of some subject collections requires the application of more specific selection criteria and collection parameters.

### **B. Collection Priorities**

In general, collection priority is given to:

1. Print over non-print materials.
2. Currency. Collection emphasis is on up-to-date information. Older materials which remain accurate will be retained and replaced according to patron demand.
3. General treatments over those which are specialized, scholarly, or primarily for professional use.
4. Breadth over depth. In general, LDL will purchase single copies of a wide range of titles rather than multiple copies of the same title.
5. Single-volume overviews over multi-volume works.
6. Works of broad popular appeal that meet the needs of the independent learner over textbooks or other materials which meet curriculum requirements of the formal student.
7. Materials written in English language.
8. Unabridged editions over abridgments. Abridgments will be considered only if they retain the flavor and quality of the original.

## **VII. Collection Maintenance**

### **A. Evaluation and Inventory**

The Loutit District Library materials collection will be evaluated annually on the basis of one or more of the following criteria:

- % holdings in a particular subject area compared to % of circulation from that area
- comparison to standard lists
- proportion of subject area in circulation at any given time
- median age of publication
- representation of diverse viewpoints
- completeness of sets or series
- # of interlibrary loan requests
- # of reserves placed

Collection Development Staff will set annual objectives for improving the quality of the materials collection in accordance with the Library's mission and collection development goals herein described.

### **B. Withdrawal Policy**

Book withdrawal is an important aspect of collection development. When library materials lose the value for which they were originally selected, they should be withdrawn. The purpose of a withdrawal policy is to insure that the collection remains vital and useful by:

- discarding and/or replacing items in poor physical condition
- eliminating items with obsolete, misleading or superseded information
- reducing the number of copies of titles whose relevance to the community has lessened.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn and beyond mending or rebinding)
- S = Superseded by a truly new edition or by a much better book on the subject
- T = Trivial (of no discernible literary or scientific merit)
- Y = Your collection has no use for this book (i.e. irrelevant to the needs and interests of the community)

Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors.

The library will employ the use of the automated circulation system to assist in the weeding process. For example, a list of books not circulated in the last two years can be generated by the circulation system. Rebinding should be considered as an alternative to discarding a worn or damaged book. In some cases, notably out of print titles, rebinding is the best option. Minor damage will be repaired by library staff and volunteers until it can no longer circulate. Many items are replaced if they continue to meet selection criteria.

Materials that have been weeded from the library's collection may be donated to the Friends of the Loutit Library Cheapstacks Used Book Store. Revenue generated from the sale of used/expended materials is used to update the collection, add or enhance services

and library programs, and to purchase materials or equipment that are not currently budgeted.

## **VIII. Special Considerations**

### **A. Levels of Selection**

- 1. Minimal level.** A subject area which is out of scope for the library's collections, and in which few selections are made beyond very basic reference tools.
- 2. Basic level.** A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.
- 3. Study level.** A collection which is adequate to support sustained independent study; this is, which is adequate to maintain knowledge of a subject required for limited or generalized purpose, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic apparatus pertaining to the subject.

### **B. Gifts**

Gifts which do not meet the Library's objectives and policies may be refused. Bookplates may be provided for gifts, and a letter for tax purposes may be sent to the donor. No other conditions may be imposed relating to any gift either before or after its acceptance by the Library. Donors will be asked to complete a Donation Acknowledgment Form (Appendix D), acknowledging the Library's Gift Policy.

### **C. Replacements**

Replacement copies are sought for high-demand titles. Out-of-print titles are often obtained from Alibris at a reasonable cost.

Hardcover editions are preferred but paperbacks are obtained when the former cannot be acquired.

#### **D. Duplicates**

Multiple copies may be purchased when they are warranted by public demand, or when the title is of local interest and may go out of print, or if it is the definitive title on a particular subject.

### **IX. Appendices**

- A.** Library Bill of Rights
- B.** Freedom to Read
- C.** Request for Reconsideration of Materials
- D.** Donated Materials Acknowledgment

## **Appendix A**

### **THE 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 by the ALA Council; amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## **Appendix B**

### **THE FREEDOM TO READ**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the *freedom to read*.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy:

*that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.*

We trust Americans to recognize propaganda and to reject it. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in

itself, and we tend to move against it as against a hostile deed, with suppression.

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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards 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 men 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.

Creative thought is by definition new and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which 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 non-conformist idea at birth would mark the end of the democratic process. Furthermore, only through 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 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.

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 man can read should be confined to what another thinks proper.

3. IT IS CONTRARY TO THE PUBLIC INTEREST FOR PUBLISHERS OR LIBRARIANS TO DETERMINE THE ACCEPTABILITY OF A BOOK ON THE BASIS OF PERSONAL HISTORY OR POLITICAL AFFILIATIONS OF THE AUTHOR.

A book should be judged as a book. 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 men can flourish which 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 literature 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 taste differs, and taste cannot be legislated; nor can machinery be devised which 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 WITH ANY BOOK THE PREJUDGMENT OF A LABEL CHARACTERIZING THE BOOK OR AUTHOR AS SUBVERSIVE OR DANGEROUS.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. 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.

It is inevitable in the give 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 each individual is free to determine for himself what he wishes 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.

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, BOOKMEN 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 expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

---

This statement was originally issued in May 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;  
revised January 28, 1972, January 15, 1991,  
by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association & Association of American Publishers

Subsequently Endorsed by:

American Booksellers Association, American Booksellers Foundation for Free Expression, American Civil Liberties Union, American Federation of Teachers AFL-CIO, Anti-Defamation League of B'nai B'rith, Association of American University Presses, Children's Book Council, Freedom to Read Foundation, International Reading Association, Thomas Jefferson Center for the Protection of Free Expression, National Association of College Stores, National Council of Teachers of English, PEN American Center, People for the American Way, Periodical and Book Association of America, Sexuality Information and Education Council of the United States, Society of Professional Journalists, Women's National Book Association, The YWCA of the USA.

