

CHEROKEE REGIONAL LIBRARY Collection Management Policy

PURPOSE

The purpose of this document is to describe the method by which library materials are selected, maintained, and evaluated, and to inform the public about the principles of materials selection for the library system.

The approval and adoption of the Collection Management Policy is the responsibility of the Cherokee Regional Library System Board of Trustees. Implementation of this policy is the responsibility of the library director and the library system staff.

As the library collection and the community are constantly changing, the policy will be reviewed every five years. Limitations on the budget, changes in population, diversity in population, commercial activities, technological innovations, collections of other institutions, availability of materials from commercial information repositories and lending agencies, crucial needs in certain areas at times, and other unforeseen situations and conditions are factors to be considered and monitored.

OBJECTIVES

The library's purpose is to promote the communication of ideas for an enlightened citizenship and enrich personal lives; to serve as a center of reliable information; and to support the educational, civic, and cultural activities of the community.

In order to meet this purpose, the Cherokee Regional Library will obtain, organize and make conveniently available, educational, informational and recreational, materials in convenient form, including books, periodicals, microforms, videos, audios, and other print and non-print materials. It is the policy of the library to maintain an up-to-date collection of standard works in all fields of knowledge that are of permanent value, plus timely materials on current issues and items in current demand within the limits of the budget.

As a responsibility of library service, materials selected will be chosen for values of interest, information, and enlightenment of all the people of the community. Materials are added when they are of current and potential value to individuals and groups with varying levels of interests, age, and ability. In no case shall library materials be excluded because of the race or nationality or the social, political, and religious views of the authors or the language or illustrations used to convey the information, circumstances, descriptions or ideas put forth by the author. The selection of any library material is based on the judgment of the total work, rather than words,

phrases, chapters, or situations, which in themselves may be objectionable, but are only pieces of the whole.

It is the library's responsibility to provide books and other materials presenting differing points of view concerning the problems and issues of our time. The library will always be guided by a sense of responsibility to both present and future users in adding materials that enrich the collection and maintain overall balance. Librarians on the staff are available to guide and assist readers in their choice of materials. Any inclusion of a particular title in the collection does not imply any recommendation or endorsement by the library system, the member libraries, the Boards of Trustees or any personnel.

Materials will be selected to meet needs of the general public served, of business, the professions, government, formal education programs and community organizations within the limits of the budget. Materials selection will also include consideration of the needs of the homebound, the visually, physically and mentally disabled and those individuals with learning disabilities. The needs of adult beginning readers and of people for whom English is not the principal language will also be considered. Both the adult and young adult collections will serve as supplementary sources for student use.

The library accepts as its responsibility the provision of a specialized reference collection for individuals enrolled in public and private schools. This collection is designed to provide at least one resource to help students complete assignments. No public library, however, can take the place of a school or college library. This library does not usually buy textbooks or other basic curriculum materials nor does it duplicate heavily such titles that appear on reading lists or are assigned for supplementary reading.

The library system is opposed to censorship and no materials shall be proscribed or removed from the libraries because of political, religious, moral or aesthetic disapproval. Basic to this policy are the Library Bill of Rights, Freedom to Read Statement, and the *Freedom to View Statement* of the American Library Association (Appendices A, B, and C).

RESPONSIBILITY FOR COLLECTION MANAGEMENT

Books and/or library material selection is and shall be vested in the Library Director and, under his or her direction, members of the staff. Any books and/or library material so selected shall be held to be selected by the Board of Trustees.

PHILOSOPHY OF SELECTION

The Cherokee Regional Library System endorses the American Library Association's Library Bill of Rights (Appendix A) and its interpretations. The library upholds the right of the individual to secure information even though the content may be controversial, unorthodox or unacceptable to others. The existence of a particular

viewpoint in the collection is an expression of the library's policy of intellectual freedom and access to information, not an endorsement of the particular point of view. Library materials are not marked or identified to show approval or disapproval of the contents. Library materials are not sequestered, except for the purpose of protecting them from damage or theft. Materials selected under the Collection Management Policy are considered protected under the First Amendment of the United States Constitution.

SELECTION OF MATERIALS

Selection of materials is based on the merits of a work in relation to the needs, interests, and demands of all members of the community.

1. Responsibility for the reading of children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
2. Materials with an emphasis on sex, containing profane language or dealing with controversial topics will not be automatically rejected. Selection shall be made on the basis of whether the material presents life in its true proportions, whether characters and situations are realistically or creatively presented, and whether the material has literary or artistic value.
3. Based on the services it is expected to perform, it is the responsibility of the library to provide circulating and reference materials for the general public. Special collections in depth shall also be maintained when indicated by community interest, special need, and appropriate funding.
4. Gift materials and materials in the collection which need repairs, binding or replacement will be evaluated in the same manner as new purchases.
5. Member libraries will be responsible for maintaining collections of standard and currently popular materials comparable in quality to those of the main library within their space and budget limitations. Government documents that must be made available to the public will generally be housed only at the main library.
6. Materials that are no longer useful in light of stated objectives of the library will be systematically weeded from the library collection according to accepted professional practices. They may be donated to other organizations, sold or discarded.
7. Organizational memberships: In order to receive organizational newsletters, journals or other publications deemed to have immediate or long term informational value to the patrons of the library or to the staff of the library for selection purposes, it will be necessary to apply for membership in the name of the library. Whenever possible, "library" or "institutional" memberships will be obtained. Fees will be paid from the budget categories "Dues" and/or "Periodicals" as appropriate.

EVALUATION OF MATERIALS

Evaluation of materials should involve one or more of the following criteria:

1. Contemporary significance or permanent value.
2. Authority, accuracy, literary merit, and artistic quality.
3. Contribution to the diversity and scope of the existing collection.
4. Price, format and ease of use.
5. Availability of materials elsewhere in community.
6. Current appeal and popular demand
7. Reputation or significance of the author, illustrator, editor, publisher, producer or performer
8. Attention of the media and evaluation by critics and reviewers.
9. Appropriateness and effectiveness of medium to content.
10. Suitability of subject, style, and format for the intended audience.
11. Policies of the library on specific subject areas as delineated in the following section.

SUBJECT

Subject fields needing fuller explanation:

Health, Medicine and Drugs

The lay person requires a growing amount of technical information: therefore, selection by the library will range from the basic to the specialized; however, acquisition of specialized materials will normally be left to the special and university libraries of the state from which materials are available to the patron through Interlibrary Lending upon request. Library staff will assist patrons in accessing authoritative and appropriate websites with medical information.

Human Reproduction and Sexual Behavior

The library system is responsible for providing authoritative, scientifically accurate, up-to-date, non-sensational materials on sex. Materials appropriate for various age and interest levels will be acquired. Books concerning sexual deviation or the morbid, perverse conditions of society are bought only to the extent that they give insight into the problems. In the selection of any book in this area, judgment is based on the total work rather than words, phrases, or situations, which, in themselves, may be objectionable.

Law

Popular books for the general reader on such subjects as jurisprudence, legal history, legal ethics, court procedure, jury duty, etc. will be provided. Standard texts by recognized authorities are purchased in certain fields. Technical legal materials are

available at the Law Library that is maintained and open to the public by the Walker County government.

Politics

The library will attempt to provide a balanced collection on modern American and international politics and government will be provided. Outright propaganda will be avoided except for a few representative items.

Religion

The library attempts to maintain a well-balanced collection representing all the major religions. Authoritative material that introduces and explains the basic concepts and practices of the various religions and beliefs is also included. The library does not add materials of a strictly proselytizing nature. (Gift policy on religious materials is stated elsewhere).

Georgia History, Local History, Genealogy

The library will acquire, within limitations of budget and facilities, materials that reflect the political, social, cultural, and economic life of Walker and Dade Counties, Georgia, the northwestern area of Georgia, and to some degree, the southeastern area of the United States. Standards for the general collection may not always apply, since inclusiveness is the goal in regard to materials produced in and about Walker and Dade Counties. Copies of Georgia items will be placed in the collection as needed. Genealogical and local history materials written or assembled by interested patrons, but not published, are encouraged, within the appropriate standards of the library selection policy. The library system will cooperate, as far as possible, with groups and individuals interested in local history. The library staff cannot do in-depth genealogical research. However, a designated staff member will be available to aid in ones research.

TECHNIQUES FOR MATERIAL SELECTION

According to the materials selected, one technique or a combination of techniques may be acceptable. In most cases, materials will be selected utilizing the following criteria:

1. Professionally recognized reviewing sources.
2. Reviews in literary, specialized and general periodicals.
3. General and specific reputable bibliographies.
4. Catalogs of authoritative sources of reputable publishers.
5. Preview of materials.
6. Advice of competent people in specific subject areas.
7. Patron requests.

REQUESTS

All requests from patrons for specific titles or subject requests will be considered, but not automatically purchased. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased unless it is completely without literary or social value, or the subject in question is already adequately covered by better materials in the library collection.

FORMATS

Library resources may be available in a variety of formats. Multiple formats are often required to accommodate the special needs of the community. The library's selection criteria are applied to all formats regardless of format chosen. Additional factors governing the choice of format include anticipated use, storage requirements, accessibility, technical support, and cost.

NORTH GEORGIA TALKING BOOK CENTER

Talking Books on cassette provided to the North Georgia Talking Book Center from the National Library Service for the Blind and Physically Handicapped (NLS), are selected by NLS staff following guidelines developed by a Collections Development Committee. Locally produced materials or materials about local subjects that are requested by a user and that are of lasting value may be recorded by volunteers at the library if not recorded by NLS, the North Georgia Talking Book Center or the Library for Accessible Services (GLASS). The North Georgia Talking Book Center also maintains a collection of descriptive videos (video movies that have been described by a narrator for the blind and visually impaired.) Videos are selected based on availability and user interest.

MATERIALS FOR MEMBER LIBRARIES

The Library Manager and staff in each member library are responsible for most of the book selection for that library within the principles and guidelines of the approved Collection Management Policy. Requests are transmitted to the Branch Services Librarian, who is responsible for placing orders for materials. The professional staff of the Cherokee Regional Library System will occasionally recommend purchase of materials that may have been overlooked by the local library staff or materials that will enhance that library's collection. The general development of the collections in each library is under the supervision of the Director, and (under his or her direction), members of the Regional Library staff.

With the stated exceptions, books and other library materials are not the exclusive property of any one member library or location. Under certain circumstances, material originally placed in one library may be relocated to another library in the system.

Materials may be lent between libraries in this regional library and other libraries. Readers may borrow a book from one library in the Cherokee Regional Library System or any library in the statewide PINES system and return it to another.

EXTENSION MATERIALS

The entire library collection is available for use, at nursing homes, for homebound service, and through selective loan to county jails and prisons.

RESOURCE SHARING

Since the Cherokee Regional Library System cannot meet all the information needs of its users with in-house materials, the library belongs to resource sharing networks that give access to the collections of other libraries. The Cherokee Regional Library System is a member of PINES, a consortium of Georgia public libraries. Library users with a valid library card are eligible to borrow materials from other PINES libraries. In addition, the library encourages the use of Interlibrary Lending to make resources outside the PINES network available to its users.

Resources available at other area libraries and community agencies are considered when making final collection development decisions for the Cherokee Regional Library System.

JUVENILE AND YOUNG ADULT (YA) MATERIALS

Materials are selected for the Children's Department on subjects of interest to and within the comprehension of children from birth through the elementary school grades.

Titles of particular interest to persons of middle school and high school age are selected by the book selection personnel.

Adult books of interest to students of children's and YA literature, parents, and people working with children and young adults are also purchased. These include historical perspectives and evaluations of children's literature, information on children's authors and illustrators, and bibliographies of materials for children.

GIFT BOOKS AND RELATED MATERIALS

The library system welcomes gift books and other related materials with the understanding that the Director and designated staff have the authority to make whatever disposition they deem advisable. Gifts will be evaluated by the same standards that are applied to materials purchased with public funds. No special shelves will be provided as a condition of acceptance.

Gift materials not meeting the library's standards, those that are out of date, unneeded duplicates of items already owned, or those in a format unsuitable for

library use, may be given to other organizations, sold, exchanged, recycled, or discarded.

Gift items will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

A letter for tax purposes may be sent to the donor, if requested, at the time the donation is made, acknowledging receipt of the gift only. (Ask for the Donation of Library Materials form.)

Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

The library will accept from any one donor as many as three religious titles per library for any one denomination, if these books meet the library selection guidelines. The library system reserves the right to withdraw them on the same basis as other library materials.

MONETARY GIFTS

Gifts of money for the purchase of books and other materials are welcome. The library system appreciates flexibility in the use of the donation for the enrichment of the collection and to avoid unnecessary duplication of titles. Donors of large amounts of money are urged to consult the Director of the library about possible uses of the funds.

OTHER GIFT ITEMS

Gifts of personal property, art objects, portraits, antiques and other museum objects must be approved by the Board of Trustees. (See Donations policy)

MEMORIALS

Books and other library materials make fitting and lasting memorials. (The library may be able to purchase a desired title at a smaller cost than an individual would pay.) The library system encourages the giving of cash donations or books as memorials. The donor may suggest a particular subject field or title, or donations may be specified otherwise (See MONETARY GIFTS). The library will send an acknowledgement of the memorial to the donor and an announcement of the donation to the family of the person memorialized. The amount of the donation will not be disclosed.

Gifts intended for memorials will be selected for the designated library as a significant contribution to the basic collection of that library. Any books given as a memorial to any member library may be borrowed by other libraries upon request but will be returned to the library from which it was borrowed. Selections of memorials must be

approved by the book selection personnel in accordance with the collection management policy.

Memorials of equipment or furnishings or similar items are also encouraged. These will be accepted or refused by the Board of Trustees according to their usefulness and appropriateness to the objectives of the library. Donors considering such gifts to the library are urged to consult the Director.

DUPLICATION

The library system attempts to weigh the specific demand in relation to the total library program and policies. Materials that are in great demand may be duplicated. Duplication is considered on the basis of accumulated reserves or otherwise recorded requests.

RESERVES

Only material in the general circulating collection (not reference) may be reserved.

REPLACEMENT

The library system's policy is to consider for replacement all books withdrawn because of loss, damage, or wear. Replacement in each case is based on the following factors.

1. Adequate coverage in the field by later and better materials.
2. Demand for the specific title.

COLLECTION MAINTENANCE

The weeding of a book collection is book selection in reverse. Weeding is a thorough and conscientious effort to achieve a well-balanced collection suitable to the patrons and community served, and should be a continuous, consistent process. Books and other materials that are obsolete soiled, damaged, or no longer useful in light of the selection policy or purposes of the library shall be systematically removed from the collection. Library materials are not removed from the collection simply because a library user wishes to purchase it. Books weeded from the collection may be sold to the general public at book sales held by the library and/or the Friends of the Library, donated to *non-profit community groups* or other organizations, or discarded. The Cherokee Regional Library System adheres to *A Position Statement of Discarding and Disposing of Library Material* (see Appendix E) adopted by the Georgia Council for Public Libraries. In some instances an irreplaceable title of importance must be retained regardless of condition. Special handling will be given to such titles.

ACCESS

Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no library labeling of any item or of its catalog information to indicate its point of view or bias. Materials will be shelved in their proper order on open shelves, freely and easily accessible to the public. Certain exceptions may be approved by the Director in order to facilitate access; i.e., young adult browsing area, the adult new reader area, and special displays.

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 will not preclude its use by others.

Children are not limited to the juvenile collection, although juvenile collections are kept together to facilitate use. Responsibility for a child's reading rests with the parent or guardian, not with the library.

CONTROVERSIAL MATERIALS

The library collection is not limited to ideas and information one person or group believes to be true, good, and proper. Library materials may contain a certain amount of coarseness or frankness. Materials selected for children and young adults may include representations of the human experience that reflect a realistic or a fantastical point of view. Selection of these library materials is not restricted by the possibility that a minor may use such materials. Legislation may restrict access to certain Internet resources. Responsibility for a minor's use of library resources, regardless of format or content, lies with the minor's parent or legal guardian, not the library.

The library reconsiders any resource in its collection upon written request of a resident. (See Appendix D) Procedures are established to ensure that objections or complaints are handled in a consistent and timely manner. The professional librarian staff reviews requests for reconsideration of library materials. If necessary, an appeal is heard by the Cherokee Regional Library System Board of Trustees. Their decision is final.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can*

demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

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

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

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

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

FREEDOM TO VIEW STATEMENT
ENDORSED BY THE ALA-IFC AND THE ALA COUNCIL
JUNE 28, 1979

The FREEDOM TO VIEW, along with the freedom to speak, hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, 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 audiences, films and other audiovisual materials which represent a diversity of the views and expression. Selection of 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.

CHEROKEE REGIONAL LIBRARY SYSTEM
PROCEDURES FOR HANDLING A COMPLAINT ABOUT MATERIALS

The Cherokee Regional Library System subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

Any complaints from a Library patron concerning the Library's having or not having a selected item is to be handled using the following procedures.

1. Request that the complainant complete the information on the form, "Request for Reconsideration of Library Materials".
2. As the staff member receiving the complaint, you should prepare a written statement detailing the interchange with the patron. Your written statement and the completed patron's form should be given to the Director by the end of the working day.
3. Upon receipt of the written complaint and the staff statement, the Director will acknowledge receipt to the patron using the standard form letter (attached).
4. The written complaint will be referred to the Library's professional staff for immediate investigation. They will lead the investigation and will prepare a written report of their findings to the Director within 10 working days.
5. At the same time that the complaint is sent to the professional staff for investigation, a copy of the complaint will be given to members of the Regional Library Board, as a matter of information.
6. Upon receipt of the report from the professional staff, the Director will notify the complainant of the recommended action.
7. At the same time that the complainant is notified of the professional staff's recommendation, the Regional Library Board will receive copies.
8. The complainant will be given the opportunity to appeal the recommendation of the professional staff to the Regional Board of Trustees. He will be notified of this option in writing at the time the initial recommendation is sent to him.
9. If a request for an appeal is filed with the Regional Board of Trustees, the complainant will be placed on the agenda of the next regularly scheduled meeting.
10. The decision of the Regional Board of Trustees shall be considered final.

11. Throughout the process, communication will be maintained with the Chairman of the Georgia Library Association Intellectual Freedom Interest Group and with the Director of the Georgia Division of Public Library Services.

CHEROKEE REGIONAL LIBRARY SYSTEM
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date: _____ Library Card Number: _____

From: _____
Full Name Phone Number

Address City/State Zip Code

Whom do you represent? _____ Self _____ Organization

Please specify Organization: _____

Author: _____

Title: _____

Subject: _____

_____ Hardback _____ Paperback _____ A/V Material _____ Periodical

Call Number of Item: _____

Have you read the Library's Material Selection Policy? _____ Yes _____ No

Request for Reconsideration of Item in Library Collection

1. Have you read the book or listened/viewed the item in its entirety? _____

If no, why not? _____

2. Have you seen or heard reviews of this material? _____

If no, why not? _____

3. What do you believe is the theme of this work? _____

4. To what in the work do you object? (Please be specific, site pages) _____

5. What would you like the library to do with this material? _____

6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject?

Request for Reconsideration of Material Not Owned by Library

1. Why do you feel that this material should be in the library? _____

2. Please list any reviews or recommendations of this material. _____

The Cherokee Regional Library System appreciates your interest in our Library's collection. You will receive written notification of the disposition of this request.

Signature of Complainant: _____

Received by: _____

Signature of Staff Member Receiving Complaint

CHEROKEE REGIONAL LIBRARY SYSTEM
FORM LETTER TO BE USED IN RESPONSE TO WRITTEN COMPLAINT

Dear _____;

Your written complaint concerning the Library's (having/not having) the item, _____, has been received and is being investigated by the Library's professional staff. Their written recommendation concerning your request will be given to me within 10 working days and a copy will be forwarded to you immediately. Their report will be based on the Library's established Materials Selection Policy and will reflect an unbiased and objective review of the item in question. To help you understand the selection process, I encourage you to read the library's Materials Selection Policy, which is available at the library.

Your interest in our Library's collection is appreciated and I sincerely hope that the disposition of your complaint will be met with your satisfaction.

Sincerely,

Lecia Eubanks, Director

cc: Members, Regional Library Board

A Position Statement on Discarding and Disposing of Library Materials

Public libraries adopt roles based on the community they serve. Many public libraries serve as repositories for local information. Others support the research needs of citizens searching their family trees. Most public libraries support the educational needs of students at least through the high school years. Others serve as the child's first step in learning readiness. The information citizens need for their daily lives in the areas of health, shelter, finance and community make up a large portion of the resources public libraries maintain. Public libraries are also in the business of providing "the right book, for the right reader, at the right time," As the technology changes the information provided takes on many different forms. PeachNet and GALILEO have enhanced the amount of information that can be made available in our facilities. But public libraries are still very much about books. For the most part, those books are valuable for the information they contain. When that information becomes outdated, when the book becomes tattered and torn, or when that information the book contains is no longer needed, the book is removed from the library's collection. This de-acquisition is done differently by each library and depends on the roles the library has chosen for its community and funding level the institution enjoys. Once the de-acquisition or weeding occurs, the disposal of the book occurs. This disposal, governed by state and local law and local board policy, allows for the sale of the books and the proceeds of that sale to be used to replenish the library's collection. Libraries differ in the disposition of books remaining after a public sale because of many factors including number, space and staff resources. However a library chooses to accomplish this disposal, it is the end of a careful, professional process done to keep the library's book collection responsive to the community's needs. Disposal of these books can be misinterpreted by citizens, who view the book as having value outside the information it contains or as having value to someone other than the library and its customers. It is important to remember that shelf space is one of the public library's most expensive costs. That shelf space must be used for books that are factually correct, in good condition and used by the community. The public library's role in our society demands that we provide our citizens with the best possible current collections. This means that our stock must be rotated, that some must be discarded and librarians must make difficult decisions as stewards of the public dollar.

Adopted by Georgia Council for Public Libraries
January 20, 1999