

BIG BEND VILLAGE LIBRARY
COLLECTION DEVELOPMENT POLICY

INTRODUCTION

The purpose of this policy is to guide librarians and to inform the public about the principles upon which selection and collection development is made. Policy alone cannot replace the experience and judgement of librarians, but stating goals and having boundaries will assist them in choosing from the wide array of available materials. The library's goal is to provide materials which will best meet the community's cultural, informational, and educational needs.

Materials not readily available because of collection size and budgetary constraints will be supplemented through the cooperation of the Waukesha Federated Library System's interlibrary loans and resource sharing of member libraries in the county.

This policy will be reviewed and updated if needed every five years.

The Big Bend Library Board adheres to the principle of freedom adopted by the American Library Association (ALA) as expressed in the ALA's Bill of Rights:

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

OBJECTIVES

The Big Bend Village Library has defined its role in the community as a Popular Materials Library and Pre-School Door to Learning. With this in mind, the objectives of the library are to collect, organize, produce, and make easily available materials of contemporary significance. The library will be guided by a sense of responsibility to both present and future needs in adding materials that will enrich the collection. The library also recognizes that knowledge of its residents and their interests is vital to the selection of library materials.

New formats will be considered for the collection as community needs arise, keeping in mind the library’s ability to acquire and handle the items. Allocation of the materials budget and number of items purchased for each area of the collection will be determined by use, cost per item, and objectives for development of the collection.

The purpose of the Big Bend Village Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, and pleasure.

CRITERIA OF SELECTION

To build a well-balanced collection, materials in all formats must be measured by objective guidelines. Since the library does not promote any one particular belief or view, the collection will contain various positions and unpopular views. Selections will be made on the basis of the principles stated in this policy.

In no case shall materials be excluded because of race, sex, nationality, political, or religious views of the person/s responsible for the creation of such materials. Materials presenting all points of view concerning issues and problems of our times, international, national and local will be part of the collection.

The scope of the collection is intended to offer a choice of formats, so that most individual needs can be met and service given to patrons of all ages.

The selection policy covers all forms of materials now available in the library, and any which may become available in the future. They include books, magazines, audio-visual materials, pamphlets and any other type of materials.

Selection of library materials will not be influenced by the possibility that they may come into the possession of children or young adults, or the liability of materials to theft or mutilation.

The following shall be considered as criteria for the selection of library materials. However, an item need not meet all of the criteria in order to be acceptable:

1. Accuracy of material
2. Authority of author
3. Current usefulness or permanent value
4. Relation to existing collection
5. Price
6. Format
7. Popular appeal or demand
8. Scarcity of material on subject matter
9. Reputation and professional standing of publisher
10. Critical reviews
11. Original point of view
12. Representative of current ideas and events

PHYSICAL CHARACTERISTICS

- Typeface – well chosen (suitable for intended audiences)
- Binding and paper of good quality
- Durability

SPECIAL FEATURES

- Are bibliographies, appendices, notes and guides to the material included?

Selections may be limited by the following factors: physical limitations of the library, and budgetary constraints.

In order to help the library to be aware of what library materials are available, print and non-print, it is vital to have a good variety of selection tools with which to build and enhance the collection.

Tools used in selection include professional journals, subject bibliographies, publisher's promotional materials and reviews from reputable sources. Purchase suggestions from library customers are welcome and are given serious consideration.

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, and based on the criteria cited above. Staff may have special knowledge or expertise in a given area to assist in collection development. Any staff member aiding in selecting, producing, or organizing library materials is expected to keep the library's objectives and policies in mind.

The library director has the authority to reject or select any item contrary to the recommendations of the staff or patrons.

SCOPE OF THE COLLECTION

1. The selection of any material for the library's collection does not constitute an endorsement of its contents. The Library recognizes that many materials are controversial and may offend some patrons. Selections are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of patrons

Because the library serves a public with a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying interests.

2. The library holds a particular interest in its local history; therefore, it will seek to acquire and store materials relating to Big Bend and add to its collection.
3. Organized according to the Dewey Decimal System, the collection includes:
 - A. 000 Generalities
 - B. 100 Philosophy and related areas (psychology)
 - C. 200 Religion- beliefs, studies, theory, mythology
 - D. 300 Social Sciences
 - E. 340 Law (legal works will be acquired only to the extent that they are useful to the layman)
 - F. 350 Public Administration- (government)
 - G. 355 Military Art (war and warfare, causes)
 - H. 360 Social Problems and Services
 - I. 365 Penal Institutions- (Prison systems, reform, history)
 - J. 370 Education
 - K. 390 Customs
 - L. 400 Languages
 - M. 500 Pure Sciences

- N. 574 Biology
- O. 581 Botany
- P. 590 Zoological Sciences
- Q. 610 Medical Science (medical works will be acquired only to the extent that they are useful to the layman)
- R. 621 Applied Physics (mechanical, electronic, electrical, heat)
- S. 630 Agricultural
- T. 640 Home Economics
- U. 649 Child Rearing – Parenting
- V. 650 Management
- W. 660 Chemical and Related Technologies
- X. 664 Food
- Y. 670 Manufacturers
- Z. 700 Arts
- AA. 780 Music
- BB. 790 Recreational and Performing Arts
- CC. 800 Literature
- DD. 900-980 Geography-History
- EE. 990 Wisconsin Collection

The American Library Association collection Development Committee designed the following codes indication level of intensity of materials:

Study Level

- A. Advanced- supports undergraduate or masters level; adequate for generalized purposes of less intense research; Includes a wide range of monographs, complete works of more important writers, some works of secondary writers, representative journals, and reference tools.
- B. Initial- undergraduate level; includes judicious selection of basic monographs, broad range of works of more important writers, most significant works of secondary writers, most significant reference tools and journals.
- C. Basic – a highly selective collection which serves to introduce and define a subject; includes major dictionaries and encyclopedias, important works, historical surveys, important bibliographies, and a few major periodicals in a field.
- D. Minimal – few selections beyond basic works.

The Big Bend Village Library recognizes that due to space limitations and budgetary constraints, not all areas of the collection will meet the above levels of intensity of materials; however, the library will try to maintain a balance between popular interest and educational materials.

PERIODICALS

The periodical collection in the library is designed to meet the recreational and informational needs of patrons. The majority of titles have a high level of circulation. Titles are reviewed every other year. Those with low interest and/or turnover are replaced to enable patrons to see new materials in the periodical collection. Back issues are not held more than one year or less, depending on the periodical. On-line periodicals are shared with the Waukesha County Federated Library System, and are a part of the shared database costs.

AUDIOVISUALS

DVD's, CD's, and Audio books are selected to enrich the patron's recreational, cultural, and informational need. The library does not try to compete with local businesses to make all the best-sellers available, instead it tries to maintain a collection with popular materials along with some for which there is little local availability

Big Bend Library does not have in its collection large print books because of space and demand. Any patron requesting large print materials will have them obtained for them through interlibrary loan.

JUVENILE COLLECTION

The juvenile collection shall provide materials which represent the best possible ways to enrich children's literary and artistic tastes, to satisfy informational needs, and provide recreational reading. Special emphasis is placed on stimulating young children's interests and appreciation for reading and learning.

Although materials are carefully selected, the Big Bend Village Library recognizes that some materials are controversial and that any given item might offend some patrons. Selection of materials is not made on the basis of anticipated approval, but solely on the basis of the principles stated in this policy.

In books they read and materials they view, children have a constitutional right to seek and find truth from many areas. Thoughtful fiction and non-fiction materials will allow them to gain strength of judgment and become informative members of society.

The Big Bend Village Library supports the right of parents or legal guardians to decide which items are appropriate for use by their child(ren). Responsibility for a child's use of library materials lies with his or her parent/guardian.

The Big Bend Village Library adheres to the principles of freedom as adopted and expressed by the American Library Association in the Freedom to Read (Addendum A), Freedom to View (Addendum B), and the Free Access to Libraries for Minors statements (Addendum C).

Library materials are not marked or identified to show approval or disapproval of their contents.

INTERNET USAGE

Public computers are available to all patrons. The computers are not filtered for content. Minors are required to have parental/guardian signed permission for all computer use. The responsibility for listening to or viewing internet content by children and young adults rests with the parents or legal guardian, and not with the library or its personnel. The library director or personnel can ask the patron to discontinue computer use if they feel the content is inappropriate for viewing in a public building.

WEEDING

Weeding is an important part of collection development and maintenance. To keep the library collection up to date and attractive and to make the best possible use of shelving and display space, an active, continuous process of discarding materials is pursued by the library.

Materials withdrawn are:

- Outdated
- Worn or damaged
- Duplicated
- No demand/use
- Poor content

The Big Bend Village Library relies on the CREW Guidelines for Weeding Your Collection, as described in:

CREW: A Weeding Manual for Modern Libraries. <http://www.tsl.state.tx.us/ld/pubs/crew> Texas State Library and Archives Commission.

Material discarded will be disposed of through library book sales or donations. All item barcodes must be removed or stamped “withdrawn” before being sold. Sale books are displayed continuously in the lobby and restocked with withdrawn or donated books. Income from these sales is used for minor supply needs of the library. Any income above \$150.00 is turned over to the Village Clerk to be deposited into the library fund.

Weeding is just as creative as selection to the library. Over the years, library clientele change. New subjects appear and are introduced to school curriculums, and world issues constantly change, as do patron's interests.

Library collections need to keep up with such changes. The community of users, of all ages, is a measuring stick of what is to be selected, and what is to be discarded. Only then, will the collection serve and be of value to its users.

PRESERVATION AND MAINTENANCE OF COLLECTION

Keeping library materials in good, useable condition is essential. A decision is made on each worn book, as to mend, rebind, replace or withdraw it.

The following criteria are used in making such decisions:

- Condition of the book
- Validity of the book's contents
- Demand
- Cost
- Historical value

Replacement is preferable to binding if costs are comparable. Binding is preferable to mending if a title is expected to have long-term usefulness.

Mending is done only when need is noted early, except in special cases.

STORAGE

Due to the fact that no storage facilities are available to the library, only materials of historical value pertaining to Big Bend will be retained.

GIFTS AND DONATIONS

A gift for the library collection may consist of materials or of funds for the purchase of materials. Funds may be given for acquiring materials recommended by the library staff or for the purchase of specific items suggested by the donor.

Any gift accepted by the library will be subject to the following conditions:

1. The library retains unconditional ownership of the gift.
2. The library makes the final decision on use of the gift or its disposition.
3. The library reserves the right to decide conditions of display or sale of any materials.
4. The library cannot place a monetary value on gifts for tax purposes.
5. The library and library board reserve the right to refuse any gift.

LIBRARY PROGRAMMING

Library programming is a library resource that provides information, education, and recreation to library users. Library programs utilize library staff, books, community resources, resource people, displays, and media presentations.

Selections of library program topics, speakers, classes, etc. are made by library staff on the basis of interests and need of library users and the community.

CHALLENGED MATERIALS

In an effort to provide our patrons with diverse sources of information and a wide range of ideas and viewpoints, we acquire some controversial materials. Some of this material may be offensive to some individuals or groups because of religious viewpoints, background of author, kinds of information provided, or other reasons. We believe it is essential to provide such materials if the ideal of freedom is to be retained.

In order to deal with objections to any materials found in the library's collection, the following procedure has been established:

The library has on request a "Challenged Material Form" to handle complaints.

1. This form is filled out and signed by the objector.
2. The director and staff member will then review the material and decide if it should be retained or removed from the collection.
3. An explanation of either decision shall be made in writing to the objector.
4. If the objector is not satisfied and wishes to pursue the matter further, the complaint will then go to the Library Board of Trustees, who will hold a meeting to review and discuss the material in question and express their feelings on it.
5. The objector will be notified of this meeting, and shall have the right to speak at that meeting.
6. The Library Board will then meet again to discuss and consider the request. A vote will be taken. The decision of the board will be binding.
7. During the duration of the board's work, the material in question will remain in the library collection and will be treated the same as any other library material.

The choice of library materials by library patrons is an individual matter. While any individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

- A. The Big Bend Village Library Board recognizes that all circulation records are confidential in nature. (Wis. Statute 43.30)
- B. All library records which identify patrons by name or number are strictly confidential. These records will not be made available to any individual, or to any agency of local, state or federal government, except with the explicit permission of the patron in question or pursuant to a subpoena or court order.
- C. Any problems or conditions relating to the privacy of a patron through the records of Big Bend Village Library which are not specified in the policy statement shall be referred to the Library Director and/or legal counsel, who shall issue a written statement as to whether or not to heed the request for information.

ADDENDUM A

Access for Children and Young Adults to Non-Print Materials

An Interpretation of the Library Bill of Rights

Library collections of non-print materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the [Library Bill of Rights](#) states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

The American Library Association's principles protect minors' access to sound, images, data, games, software, and other content in all formats such as tapes, CDs, DVDs, music CDs, computer games, software, databases, and other emerging technologies. ALA's [Free Access to Libraries for Minors: An Interpretation](#) of the Library Bill of Rights states:

... The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

... [P]arents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Policies that set minimum age limits for access to any non-print materials or information technology, with or without parental permission, abridge library use for minors. Age limits based on the cost of the materials are also unacceptable. Librarians, when dealing with minors, should apply the same standards to circulation of non-print materials as are applied to books and other print materials except when directly and specifically prohibited by law.

Recognizing that librarians cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Libraries should provide published reviews and/or reference works that contain information about the content, subject matter, and recommended audiences for non-print materials. These resources will assist parents in guiding their children without implicating the library in censorship.

In some cases, commercial content ratings, such as the [Motion Picture Association of America](#) (MPAA) movie ratings, might appear on the packaging or promotional materials provided by producers or distributors. However, marking out or removing this information from materials or packaging constitutes expurgation or censorship.

MPAA movie ratings, [Entertainment Software Rating Board](#) (ESRB) game ratings, and other rating services are private advisory codes and have no legal standing ([Expurgation of Library Materials](#)). For the library to add ratings to non-print materials if they are not already there is unacceptable. It is also unacceptable to post a list of such ratings with a collection or to use them in circulation policies or other procedures. These uses constitute labeling, "an attempt to prejudice attitudes" ([Labels and Rating Systems](#)), and are forms of censorship. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people's access to materials and services that reflect diversity of content and format sufficient to meet their needs.

Adopted June 28, 1989, by the ALA Council; amended June 30, 2004.

[ISBN 8389-7351-5]

Addendum B

The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt

to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Addendum C

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

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

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

Endorsed January 10, 1990, by the ALA Council

CHALLENGED MATERIALS FORM

Date of Report: _____

File by: _____

1. CHALLENGED WORK

Title: _____

Author/Performer(s): _____

Copyright/Issue Date: _____ Publisher/Producer: _____

2. TYPE OF WORK

Print: Book Textbk Mag. Nwsppr. Pamph. Play Student Publ.

Non-Print: Artwork Film Photo Sound Recording Video CD-ROM

Other: Collection Exhibit Performance Speech On-Line Resources Other:

3. GROUNDS FOR CHALLENGE: (check all applicable)

Cultural Sexual Values Social Issues

Anti-Ethnic Homosexuality Anti-Family Abortion

Insensitivity Nudity Offensive Language Drugs

Racism Sex Education Political Viewpoint Occult/Satanism

Sexism Sexually Explicit Religious Viewpoint Suicide

Inaccurate Unsuitable to Age Group Violence

OTHER: _____

4. INITIATOR OF CHALLENGE:

Administrator Board Member Clergy Parent Teacher Patron Elected Official

Government Pressure Group Religious Organization. Other Initiator

5. CONTACT PERSON FOR CHALLENGE:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail _____

Fax: _____

6. STATUS OF MATERIAL

___ Unknown ___ Material Retained ___ Materials Removed ___ Materials Stolen/Defaced

To what in the book do you object? _____

For what age group would you recommend this book? _____

Is there anything positive in this book? _____

Did you read the entire book? _____ If not, what part? _____

Are you aware of the judgment of this book by literary critics? _____

What do you believe is the theme of this book? _____

What would you like your library to do about this book?

___ do not lend it to my child

___ withdraw it from all readers

___ send it back to the staff selection official for reevaluation

Adapted from the American Library Association Challenged Database Form

from the ALA OFFICE FOR INTELLECTUAL FREEDOM

and the CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

from the Big Bend Village Library, 1992.

NAMES OF INDIVIDUALS OR ORGANIZATIONS WILL BE KEPT CONFIDENTIAL

Feel free to attach news clippings or other supportive material.

Adopted by the board of Trustees of the Big Bend Village Library

on the _____ day of _____, 2015.

Big Bend Village Library Board President