

# GENERAL POLICIES

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# HORNELL PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

## Mission Statement of the Hornell Public Library

The Hornell Public Library is a community-based, legally established, tax-supported agency, whose primary purpose is to provide information, education, and recreation to people of all ages through a collection of books and materials organized for use.

## THE HOLDINGS

The holdings of the library are supported by an acquisitions budget of \$15,000 per year.

## THE TYPE OF MATERIALS

The type of materials considered for acquisition in priority are: Current and recent books. These include monographs, encyclopedic works, dictionaries, atlases and other reference works. Serials. These include magazines, reports, newspapers and yearbooks. Audiovisuals. The formats included are: audio cassette, videocassette, filmstrip, microfilm, microfiche, book/cassette and informational CD roms. Realia. These include toys, jigsaw puzzles, pamphlets, puppet/book kits, multimedia kits, maps and art prints. Archival materials. These include photographs, monographs, genealogies, newspapers, microforms and yearbooks, which provide information on Hornell, its people, railroading and the Civil War. Equipment. This includes cameras, filmstrip projectors, television, VCR and microform readers.

## VENDORS

The long term vendor for the purchase of monographs for the Hornell Public Library is Ingram, a jobber. They provide the Hornell Public Library with the majority of monographs purchased. The Library has two standing order accounts with Ingram. One of the accounts provides the library with adult fiction based on an approval plan which provides monographs based on a list of authors selected by the library. The second account with Ingram provides a standing order on paperback monographs for the Youth Department of the Library. That subscription is an approval plan based on a list of juvenile authors selected by the Library.

The long term vendor for the purchase of serials for the Hornell Public Library is EBSCO. A list of serials selected for purchase by the library is provided to EBSCO once a year.

## COOPERATIVE RELATIONSHIPS

The Hornell Public Library is a member of the Southern Tier Library System. The relationship is a contractual one. The Hornell Public Library receives materials

purchased and or processed by the system. The system purchases materials provided with Steuben County Aid and other grant funds received directly by the system. The Southern Tier Library System provides processing for nearly all materials purchased by the Hornell Public Library.

## **COPYRIGHT**

The Hornell Public Library provides access to copiers, but does not provide copying services.

## **INTELLECTUAL FREEDOM**

The Hornell Public Library does not retain records which could reveal information about the user's selection of information materials.

## **SELECTION POLICY FOR LIBRARY MATERIALS**

The purpose of the Hornell Public Library's collection is to extend quality library service to all residents of the area. In building this collection the director and staff use a wide variety of review media and reference sources. Serious consideration will be given to all suggestions from library staff and the public.

A. The Hornell Public Library supports the Library Bill of Rights. (General Policies Appendix, page 1, Library Bill of Rights.)

B. The Hornell Public Library supports the American Library Association's Freedom to Read Statement. (General Policies Appendix, pages 2-5. ALA's Freedom to Read Statement)

C. The original responsibility for materials selection is vested in the Library Staff and in qualified professional staff members.

D. Quality of materials to be selected

1. An effort will be made to select materials having factual authenticity, literary merit, or high local interest.

2. Controversial materials for which there is heavy demand will be purchased if they are deemed by reviewers in widely accepted review media to have "redeeming social value," literary merit, or informational or recreational value.

#### E. Scope, emphasis, and limits of the collection

1. The book collection will be developed to serve the informational, educational, cultural, and recreational needs of people of all ages in the City of Hornell.

2. The Hornell Public Library will purchase materials such as Large print editions or audiovisuals to serve the needs of children, young adults, the elderly, and the partially-sighted.

3. The video collection is not meant to compete with the holdings of local retailers; however, the Library may add popular items to the collection if there is sufficient demand.

4. The Hornell Public Library will attempt to build a local history collection. It will include: a) materials by or about people of the Hornell area b.) materials about railroading in the Hornell area, and c.) general histories pertaining to the Hornell area.

5. Interlibrary loan services will be used to supplement the collections.

F. It is not the Hornell Public Library's primary responsibility to purchase textbooks, primers, or books related to educational curricula.

#### G. Gifts

1. Gift materials are accepted by the Hornell Public Library, with the stipulation that materials selection standards will apply in all cases. The Library will not accept gift items on which the donor places restrictions or special conditions.

2. Memorial gifts are also accepted by the Library, subject to a separate policy. (General Policies Appendix, page 7, Memorial Gifts )

#### H. Withdrawal of materials

1. Using professional tools and judgment, the staff will withdraw books for one or more of the following reasons: obsolete information, no longer needed or poor physical condition.

2. Memorials may be withdrawn for the same reasons. (General Policies Appendix, page 7, Memorial Gifts )

## I. Censorship

1. Censorship is an individual matter. While an individual may reject materials for himself, he may not restrict others' freedom to read, view or any other use of the Library.
2. Whenever library material is challenged, the Director and/or Board of Trustees will examine it. If, upon reexamination, the material meets the criteria of the book selection policy, it shall not be removed from the collection except by court order.
3. Procedure when library materials are challenged.
  - a. Treat complaints with dignity, courtesy, and good humor.
  - b. Provide complainant with printed form Citizen's Request for Reconsideration of Library Material (General Policies Appendix, page 8, Citizen's Request for Reconsideration of Library Material) to obtain a formal complaint in writing.
  - c. The full facts of a complaint shall be made immediately available to the Board of Trustees.
  - d. Staff should defend the principles of the Freedom to Read Statement and the professional responsibility of librarians delineated in it, rather than the material.
  - e. If necessary, seek the support of the press.
  - f. If necessary, seek support and aid from the New York Library Association Intellectual Freedom Committee, and follow other appropriate actions.

## CIRCULATION POLICIES

### BOOKS

With the exception of "7-Day Fiction", Reference and the Local History Collection, all books in the library circulate for two weeks and may be renewed for a total of six weeks. A patron may request that books be checked out for a one month period with a single two week renewal possible. There is no limit to the number of books which may be checked out.

Overdue books from the Adult Collection carry overdue fees of 10 cents per day per item. Overdue books from the Children's Collection carry overdue fees of 5 cents per day per item. The maximum fine for all books is \$5.00 per item or the price of the book. All circulating books may be reserved for a 25 cent fee. Reserves can be made over the phone.

person and the fee paid at the time of check out. (See General Policies Appendix, page 10, Overdue Materials Letter)

Lost or damaged books from the Adult Collection are charged at the current list price. Adult books which are out of print are charged at \$15.00 per item. (See General Policies Appendix, page 11, Lost or Damaged Materials Letter)

Lost or damaged books from the Childrens' Collection are charged at the current list price. Books from the Childrens' Collection which are out of print are charged at \$12.00 per item.

7 Day Fiction, Effective August 1, 1995

New fiction will circulate for a seven day period free of charge.

Overdue fees are assessed at 25 cents per day starting on the 8th day. 7 Day Fiction is nonrenewable. The maximum fine is also \$5.00 per item. 7 Day Fiction may be reserved for a 25 cent fee. Reserves may be taken over the phone and the fee is collectible at the time of check out.

#### Reference

Reference materials may not be checked out.

#### Paperback Exchange

The non cataloged paperbacks in the paperback exchange are not checked out. However, they circulate on the honor system. A report of the number of items borrowed is made to the circulation desk.

#### SERIALS

##### Periodicals

Current issues of periodicals circulate for two weeks and may renewed for a total of six weeks. A patron may request that periodicals be checked out for a one month period with a single two week renewal possible. There is a 10 magazine limit to the number of periodicals which may be checked out. Overdue periodicals have an overdue fee of 5 cents per item, with the maximum fine being the price of the magazine

##### Newspapers

Newspapers may be borrowed after they are three days old. Their loan period is two

weeks. The overdue fine is 5 cents a day per paper until the price of the paper is reached.

#### Yearbooks

Year books are considered to be part of the Local History Collection and do not circulate.

#### AUDIOVISUALS

##### Audio cassettes

Audio cassettes circulate for two weeks and may renewed for a total of six weeks. A patron may request that audio cassettes may be checked out for a one month period with a single two week renewal possible. There is a limit of five for borrowing audio cassettes. Overdue audio cassettes from the Adult Collection carry overdue fees of 10 cents per day per item.

Overdue audio cassettes from the Children's Collection carry overdue fees of 5 cents per day per item. The maximum fine for all audio cassettes is \$5.00 per item. All circulating audio cassettes may be reserved for a 25 cent fee. Reserves may be made over the phone and the fee paid at the time of check out.

##### Videos

Videos may be checked out for three days and may be renewed one time by phone or in person for an additional three days. Patrons must be over 14 years of age or have written permission from a parent. There is a 3 video limit per family. Fines for overdue videos are \$1 per day per video with an \$8.00 maximum fine. Videos are not to be returned in the book drop. There is a \$1 per item fee for violation of that policy.

##### Filmstrips

Filmstrips circulate to approved child care agencies. There is no limit on the number of filmstrips which may be borrowed. They can be borrowed for a two week period. Overdue fines are 5 cents a day.

##### Book/Cassettes

Book/Cassettes in the library circulate for two weeks and may renewed for a total of six weeks. A patron may request that book/cassettes may be checked out for a one month period with a single two week renewal possible. There is limit of seven book/cassettes per family.



Over due book/cassettes carry overdue fees of 5 cents per day per item. The maximum fine for all books is \$5.00 per item. All circulating book/cassettes may be reserved for a 25 cent fee. Reserves may be made in person and the fee paid at the time of check out.

#### Informational CD roms

Informational CD roms are part of the Reference Collection and do not circulate.

#### Realla.

#### Toys

Toys circulate for two weeks and may renewed for a total of six weeks. A patron may request that toys be checked out for a one month period with a single two week renewal possible. There is no limit to the number of toys which may be checked out.

Overdue toys from the Children's Collection carry overdue fees of 5 cents per day per item. The maximum fine for all toys is \$5.00 per item. All circulating toys may be reserved for a 25 cent fee. Reserves may be made on the phone and the fee paid at that time. of check out.

#### Jigsaw puzzles

The non cataloged jigsaw puzzles in the jigsaw exchange are not checked out. However, they circulate on the honor system. A report of the number of items borrowed is made to the circulation desk.

#### Vertical File

The Vertical File includes the following formats: pamphlets, maps and brochures. Subjects covered by this format include but are not limited to: current issues, health information, New York State information, consumer information and maps.

Vertical File information circulates for two weeks and may renewed for a total of six weeks. A patron may request that vertical file information be checked out for a one month period with a single two week renewal possible. There is no limit to the number of vertical file materials which may be checked out.

Overdue vertical file materials carry overdue fees of 5 cents per day per item. The maximum fine for all vertical file material is \$5.00 per item. All vertical file materials may be reserved for a 25 cent fee. Reserves must be made in person and the fee paid at that time.

### Puppet/book kits

Puppet/book kits circulate only to individuals working with groups of children. Examples of persons eligible for these materials are: Head Start, Children's Home, librarians, teachers and day care providers.

### Multimedia Kits

Multimedia kits are collections of books, tapes, tapes and books, puzzles, puppets and other materials collected on a particular topic. These materials are housed and circulated in zip top bags. These materials are circulated by parents and educationally oriented groups. Parents may borrow these materials for a non renewable two week period. Teachers and child care organizations may borrow the kits for a total of six weeks.

Multimedia kits are not returnable in the book drop and must be returned to the downstairs circulation desk.

Overdues for the multimedia kit are one dollar a day.

The replacement fee for the entire kit is \$125. The replacement fee for the circulating bag is \$20. Each individual item in the kit has a specified replacement fee.

A copy of the rules circulates with each bag.

### Art prints

Art prints are circulated for a six month period. A household is limited to five at a time.

### Archival materials

#### Photographs

Photographs do not circulate. Access and use of these materials is controlled with preservation of the materials as the primary guide to use.

#### Monographs

Monographs in this collection do not circulate. Access and use of these materials is controlled with preservation of the materials as the primary guide to their use.

#### Genealogies

Genealogies in this collection do not circulate. They may be monographs, pamphlets

or other formats. They may not circulate, but can be copied.

#### Newspapers

The microfilms of the papers do not circulate, but may be copied. The centennial edition of the paper which is still maintained in hardcopy, does not circulate.

#### Microforms

The Library maintains microforms of cemetery lists for Steuben County and microfilm of a landmarks preservation project for Steuben County.

#### Yearbooks

The yearbooks do not circulate. They may be copied and used on premises.

### INTER LIBRARY LOAN POLICIES

Items sent out on Interlibrary Loan by the Hornell Public Library to other libraries should be circulated for one month to allow the borrowing patron approximately two weeks of use and one week of travel time each way.

Patrons are responsible for paying all charges for damaged or lost books.

#### Restrictions on Interlibrary Loan Lending

All materials are eligible for interlibrary loan, unless their condition is too fragile for transportation.

Interlibrary loan of rare or local history materials will be restricted to in library use at the borrowing library.

Overdue Interlibrary Loan materials will be charged a \$.10 per day fine.

### USE POLICIES

#### MICROFILM/FICHE READER/PRINTER

Use of the microfilm/fiche reader printer is free. Printing costs \$.35 per copy.

#### COPIER

The Library copier is provided for patron use. The Library does not provide copier service. All copies cost \$.15 per page.

## FAX

Telephone Facsimile machine service is provided by the library for library reference use, library administrative use and for use by the public as a self-supporting public service.

Revenues generated by public use will be used to cover the costs of supplies, telephone charges and regular maintenance as needed. To this end, Fax machine charges should be reviewed quarterly to monitor that expenses and revenues balance.

### Charges to the public

#### Transmissions

##### Fees

Local and toll free numbers

\$1.00 for first page of each transmission for local or toll free calls

\$.10 per additional page

Long distance numbers in the continental United States

\$2.00 for first page of each transmission

\$1.00 per additional page

Long Distance numbers outside of the continental United States

Per charge as checked with the telephone company

##### Receiving FAX

\$0.25 for each page of FAX transmission received.

## TELEPHONE

Patrons may use the library telephone at no cost for local calls. The telephone may be used for brief calls only.

## CAMERAS

Cameras circulate for a two week period.

## FILMSTRIP PROJECTORS

Filmstrip projectors circulate on a continuing basis for Head Start and the Children's Home.

These projectors may be recalled for use by other organizations. When other groups use the filmstrip projectors, they circulate for a two week period. The overdue fine on the filmstrip projectors is a \$1.00 a day.

VCR and TV

The VCR and TV may only be used in the Library

#### LIBRARY USE

The purpose of the library is to serve all members of the community with information and materials, and to provide the staff to assist in that process. The atmosphere of the library building and grounds must invite use of materials and enable the staff to aid users when necessary. Certain conditions in the building and on the grounds are necessary in order to provide a safe and comfortable atmosphere.

Therefore:

All library users are expected to respect the rights of others to use the library by not engaging in the following activities:

- Eating and drinking in the building
- Smoking in the building
- Making noise which disturbs others
- Running or physically endangering themselves or others on library property
- Interfering with any person's use of the library or with the staff's ability to carry out their duties

Patrons who fail to comply may be asked to leave the library property. Extreme cases may result in law enforcement intervention.

#### PATRON REGISTRATION

The Hornell Public Library respects a patrons right to privacy. (See General Policies Appendix, page 12, Privacy of Library Patron Records)

Anyone may obtain a library card. Cards for children under the age of six are free. Cards for patrons under age sixteen require the signature of a parent or guardian. All cards require ID with proof of name and address.

The library requests a reference person who can provide forwarding information should the patron move.

The initial number of materials a new borrower may charge out is 5.

There is a two item limit to a patron who has forgotten their card.

### Library Card Suspension

Library cards will be suspended for all patrons owing more than \$10 in overdue fines or have not returned all materials borrowed from the library .

### Replacement Library Cards

Replacement fees on lost library cards for all cardholders are \$1.00 for the first replacement, \$2.00 for the second replacement and \$3.00 for the third replacement.

### MEETING ROOM

The Hornell Public Library does not have a separate meeting room.

### DISPLAY POLICIES

#### Purpose

It is part of the Library's function to provide access to intellectual and cultural resources of the community. Exhibits, therefore, fulfill an integral part of the Hornell Public Library's total program of service. Exhibits may be planned to direct the public's attention to the materials and services of the Library, or may provide exposure to the work of artisans and artists.

#### Control

Exhibits in the Library are seen by anyone who walks into the Library, both adults and children. The materials of the exhibits must meet what is generally known as "Community Standards". All publicity material relating to the exhibit must be approved by the Library.

#### Conditions

Prices may be posted

The Library shall receive no fees or commissions or other remuneration in connection with the sale of exhibit items.

Exhibitors should furnish the Library with an estimate for the value of their exhibit, preferably itemized for insurance purposes.

## BULLETIN BOARD POLICIES

Only materials from nonprofit organizations, cultural events, community events and job offerings may be displayed. No political or partisan materials may be displayed.

Materials will be posted by the Library Director designee.

Decisions regarding posting of materials are made by the Library Director.

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## GENERAL POLICIES APPENDIX

### 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.

By official action of the Council on February 3, 1951. the Library Bill or Rights shall be interpreted to apply to all materials and media or communication used or collected by libraries. Adopted June 18, 1948: amended February 2, 1961; June 27, 1967 and January 23, 1980 by the A.L.A. Council

## GENERAL POLICIES APPENDIX

### 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 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 of 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 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 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 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

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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 communications 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 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 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.

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

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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 the 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 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 and take of democratic process that

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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 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 can not obtain matter fit for his purpose. What is needed is not 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 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.

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

*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.*

## GENERAL POLICIES APPENDIX

### 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, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging 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.

*This statement was originally drafted by the Education Film Library Association's Freedom to View Committee, and was adopted by the EFLA Board of Directors in February 1979.*

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### MEMORIAL GIFTS TO THE HORNELL PUBLIC LIBRARY

#### A. Statement of purpose and philosophy

Memorial gifts to the Library satisfy not only the need to place something permanent before the community in memory of a loved one, but also provide a lasting resource in an institution dedicated to serve the entire community. There are two categories of memorial available at the Hornell Public Library: gifts to the collections and gifts to the Building Fund.

#### B. Gifts to the collections

1. Memorial gifts may take the form of books, videos, or any other circulating material; reference material, toys; and furnishings, including audiovisual equipment and computer equipment. As the Library grows and its needs change, other categories may be added to this list.
2. Upon receipt of memorial donations, an acknowledgement is sent to the donor and to the family of the person memorialized. A title may be specially ordered, or an item in a specific subject area, if requested at the time the memorial is placed. If nothing is specified, the Library will designate a needed item as the gift. All items purchased must meet the criteria of the Library's Selection Policy.
3. When memorial items have been processed and the memorial plate attached, the donor and specified family member are notified. If the donor or family wishes to inspect the item, they may notify the Library at this time.
4. Memorial donations of money will be applied to the purchase price, shipping & handling, preparation for Library collections, and notification.

#### C. Gifts to the Building Fund

1. The Library must make its collections and services accessible to all residents, either through renovation or relocation. A memorial donation to the Building Fund is a gift that would actually enlarge the Library community itself, allowing use by those who are physically unable to use the Library as it exists now.
2. Special notification will be sent, as in the case of other memorial items; in addition, special acknowledgement of the gift will be displayed in the "new" building.

## GENERAL POLICIES APPENDIX

addition, special acknowledgement of the gift will be displayed in the "new" building.

### CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

1. This form is to be used as a statement of concern by anyone objecting to a specific item.
2. Each completed statement is to be forwarded to the Library Director, who will evaluate the original reasons for the purchase.
3. Objections to materials will be considered in terms of the Hornell Public Library's Selection Policy, the principles of the Library Bill of Rights and the Freedom to Read Statement, and the opinions of the review sources used in the selection of the item.
4. The Director will review the objection and make comments based upon the above criteria, which will be forwarded to the citizen making the objection.
5. In the event that the citizen making the objection is not satisfied, a meeting between the citizen and the Director will be arranged.
6. Should a meeting with the Director not satisfy the citizen, an appeal to the full Board of Trustees may be made at a regularly scheduled Board meeting. The Director will forward all copies of correspondence between the citizen and the Library on this issue, as well as a written memorandum on the meeting with the citizen, to the Board President before such meeting. The Director shall be present at this meeting.



GENERAL POLICIES APPENDIX

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

DATE \_\_\_\_\_

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/VILLAGE \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ PHONE (WORK) \_\_\_\_\_

1. Item on which you are commenting

BOOK

VIDEO TAPE

MAGAZINE

AUDIO TAPE

NEWSPAPER

OTHER

TITLE \_\_\_\_\_

AUTHOR/PRODUCER \_\_\_\_\_

2. What brought this item to your attention? \_\_\_\_\_

\_\_\_\_\_

3. Why do you wish the Library to reconsider this item?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What resource(s) do you suggest the Library consider in place of this item?

\_\_\_\_\_  
\_\_\_\_\_

STAFF MEMBER TAKING FORM \_\_\_\_\_

## GENERAL POLICIES APPENDIX

Dear:

According to our records the following library materials are charged to your number # and have not been returned.

Call #	Author	Title	Date Due	Price
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Please remit the total which includes postage. Should the above materials be returned to the library, only fines and postage will be due.

According to New York State Law Section 265:

Whoever willfully detains any book, newspaper, magazine, pamphlet, manuscript or other property belonging to any public or incorporated library, reading-room, museum or other educational institution for thirty days after notice in writing to return the same, given after the expiration of the time which by the rules of such institution, such article or other property may be kept, shall be punished by a fine of not less than one nor more than twenty-five dollars, or by imprisonment in jail not exceeding six months, and the said notice shall bear on its face a copy of this section.

Thank you for your anticipated cooperation.

Very truly yours,

Alice Bryerton, M.L.S.  
Librarian  
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## GENERAL POLICIES APPENDIX

Dear:

According to our records the following library materials are charged to your number # and have been damaged.

Call #	Author	Title	Date Due	Price
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Please remit the total which includes postage.

According to New York State Law section 264:

Whoever intentionally injures, defaces or destroys any property belonging to or deposited in any incorporated library, reading-room, museum or other educational institution shall be punished by imprisonment in a state prison for not more than three years, or in a county jail for not more than one year, or by a fine of not more than five hundred dollars, or by both such fine and imprisonment.

Thank you for your anticipated cooperation,

Alice Bryerton, M.L.S.  
Librarian

## GENERAL POLICIES APPENDIX

### Privacy of Library Patron's Records

#### Laws of New York 1988 , Chapter 112

An act to amend the civil practice law and rules, in relation to the confidentiality of library records became a law June 13, 1988, with the approval of the Governor.

Passed by a majority vote, three-fifths being present.

THE PEOPLE OF THE STATE OF NEW YORK, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Section forty-five hundred nine of the civil practice law and rules, as added by chapter fourteen of the laws of nineteen hundred eighty-two, is amended to read as follows:

s 4509. Library (circulation) records. (Records related to the circulation of library materials) LIBRARY RECORDS, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, INCLUDING BUT NOT LIMITED TO RECORDS RELATED TO THE CIRCULATION OF LIBRARY MATERIALS, COMPUTER DATABASE SEARCHES, INTER LIBRARY LOAN TRANSACTIONS, REFERENCE QUERIES, REQUESTS FOR PHOTOCOPIES OF LIBRARY MATERIALS, TITLE RESERVE REQUESTS, OR THE USE OF AUDIO-VISUAL MATERIALS, FILMS OR RECORDS, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

s 2. This act shall take effect immediately.