



Collection Development Policy

Approved by the Joint Board on Library Trustees 1/9/2020

Updated and Approved 3/20/2025

Purpose of Collection Development Policy

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs and interests of the Hamilton and Wenham community. It directly relates the collection to the Library's mission statement, and defines the scope and standards of the various collections.

This collection development policy defines our goals and principals for collection development for Library staff and guides them in maintaining our physical and digital collections. It also provides transparency to the public about the criteria we use in acquiring materials and how we make materials accessible.

As the community changes, Hamilton-Wenham Public Library reassesses and adapts its collection to reflect new and differing areas of concern and interest. The collection development policy is a living document that is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Hamilton-Wenham Public Library Mission and Values

Mission: The Hamilton-Wenham Public Library is a vital civic anchor for the community. The Library connects people to information and resources, supports literacy and education, promotes lifelong learning through diverse programs, and is a welcoming space for all.

Values: Our shared values are what guide our library staff as we work with the community and each other.

- We value equitable access to information and lifelong learning opportunities.
- We value intellectual freedom and unbiased representation of all viewpoints in collections, programs, and services.
- We value the contributions of an engaged, dedicated, and innovative library staff.
- We value the power of collaboration with community members, leaders, and organizations.
- We value a welcoming and safe environment that is open and accessible to all.

Scope of the Collection

The primary responsibility of the Hamilton-Wenham Public Library is to serve the citizens of Hamilton and Wenham by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs.

Budget and space limitations, as well as local needs, preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in Massachusetts. Access to these collections are provided when possible through cooperative networking, interlibrary loan, and direct referral.

Principles for Selection

The Hamilton-Wenham Public Library uses the American Library Association Library Bill of Rights, with the various attendant amendments, and the American Library Association Freedom to Read statement (see appendices), as the basis for the Library's book selection policy.

The Hamilton Wenham Library does not promote particular beliefs or views. Rather, it provides a resource for the various opinions which apply to important, complex, and controversial questions, including unpopular and unorthodox positions. Language, situations, or subjects that may be offensive to some community members does not necessarily disqualify material for inclusion in the library collection. See the Reconsideration of Material Policy below for more detail.

Allocation of Funds

In order to meet state standards of accreditation, the Library is required to spend a minimum of 16% of its total budget on materials. The Library will then qualify for state aid and participation in consortium and state reciprocal borrowing.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under their direction, selection is delegated to professional collection development library staff. All staff members and the general public are encouraged to recommend materials for consideration.

All materials, whether purchased or donated, are considered in terms of the criteria below.

- Contribution to the diversity and scope of the collection
- Contemporary significance
- Relevance to the needs and interests of the public
- Popular appeal
- Physical format
- Quality of production
- Receipt or nomination for awards

- Reputation or significance of one of the creators of the work
- Available space
- Published evaluations or reviews (professional journals, articles, selection lists, etc.)
- Impact on materials expenditure plan
- Accessibility of material
- Accuracy and timeliness
- Relevance of format and content to the intended audience
- Effectiveness and suitability of format in communicating the content

It is the responsibility of the Hamilton-Wenham Public Library staff, acting under the authority and direction of the Library Director, to select and discard library materials. These decisions are made within the limitations of available space and funding, and within the scope of a collection development plan. Materials will be selected based upon their value as a whole. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law.

Suggestions for Purchase

Hamilton-Wenham Public Library encourages input from the community concerning the collection. A suggestion for purchase enables citizens to request that a particular item or subject be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections that serve the interests and needs of the community. Purchase Suggestion Forms are available at any public services desk in the Library.

Independently Published Materials

Hamilton-Wenham Public Library is often asked to include items in our library that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. The Library looks for material with regional connections and collection relevance that will appeal to a wide audience. A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Booklist, Kirkus or Publisher's Weekly will give an independently published book an improved chance for selection by the Library. Decisions on inclusion of independently published materials to the collection are at the discretion of the professional collection development staff and the Library Director.

Preview copies will be treated as a donation, and their disposition will be covered under the Gifts and Donations section of this policy.

New or Emerging Formats

Hamilton-Wenham Public Library develops collections that include a comprehensive range of formats utilizing the unique capabilities and advantages of alternative, new and evolving

technologies in delivering information and expressing creativity and ideas. Before adding new formats, the following criteria are considered:

- Impact on equipment, staff, storage, and space
- Demand for format in community
- Durability of format for library use
- Technical quality of production or reproduction
- Compliance with industry standards and specifications
- Availability of adequate startup and continuing funding
- Capability for networked distribution, download, and printing
- Suitability to be circulated or housed in a sturdy, safe, and convenient manner
- Availability of technical support and staff training
- Accessibility of material
- Ease of use by patrons and staff
- Ownership of product

As new formats emerge, steps will be taken to phase-out duplicated, obsolete mediums. These include discontinuation of ordering new or replacement copies, redistribution, and removal of existing collections from within the Library. The time frame and need for implementation of each of these steps will vary based on patron demand for product (as demonstrated by circulation statistics and patron requests), affordability, and availability of products from vendors.

Gifts and Donations

The Hamilton-Wenham Public Library welcomes gifts of books and other materials. The Library reserves the right to keep, discard, sell, or make other appropriate arrangements for disposal of any book or materials that are donated, as determined by its mission and needs. Staff members review donated materials for potential addition to the Library's collections. Materials may also be donated to the Friends of the Library book sale, subject to the donation guidelines of the Friends of the Library.

When objects, subscriptions, or services are offered to the Library, the Library Director, in consultation with the Board of Trustees, reserves the right to accept or decline such gifts and, if accepted, to determine their display, storage, and final disposition.

Monetary donations made to the Library for the purchase of materials are placed in a Gift Account. All gifts made to the Library are expended in a manner consistent with the Collection Development Policy. The Library makes every effort to purchase items in subject areas or formats specified by the donor. However, we cannot guarantee that particular titles will be purchased. All items will be subject to the same selection and withdrawal criteria as other areas of the collection including the perceived need and use to potential patrons.

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete, or infrequently used materials.

Library staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Criteria:

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of materials to be discarded is based on the CREW method – Continuous, Review, Evaluation, Weeding.

The CREW method uses the acronym, MUSTIE, to help evaluate an item for withdrawal: Misleading and/or factually inaccurate, Ugly (worn out beyond mending), Superseded by a new edition or a better source, Trivial (of no discernible literary or scientific merit), Irrelevant to the needs and interest of your community, Elsewhere (the material may be easily borrowed from another source).

Replacement Criteria:

While Hamilton-Wenham Public Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on: the number of duplicate copies, existence of adequate coverage of the subject in the collection, demand for the specific title or subject area, and availability of material.

Removal of Withdrawn Materials:

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. Hamilton-Wenham Public Library reserves the right to determine how materials are removed.

Duplication of Materials:

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests, and monitoring of the collection. Purchases of duplicate materials will be made as space and budget allow.

Display of Library Materials

The Library regularly displays collection materials to draw patron's attention to the variety of topics covered and to the assortment of formats offered by the Library's collection. It is hoped

that displays help patrons discover materials that are of interest to them. Topics of display generally reflect upcoming Library programs, national and local awareness campaigns, staff recommendations, popular authors, bestsellers, and/or current events.

When selecting a topic for a display, the Library makes every effort to uphold its values by selecting and presenting topics in such a way that we: uphold our commitment to ensuring that all patrons feel welcome and treated with respect and dignity; provide reliable, timely, useful, and accurate information on a topic; support lifelong learning, education, and a love of reading; serve as a center that connects people through inclusive topic selection.

Hamilton or Wenham residents with objections to a Library display should fill out a Request for Reconsideration Form; only one request can be filed at a time and a decision must be rendered before another request can be submitted. The form will be reviewed by the Director, who will decide whether to remove the display according to the values outlined above. The resident will be provided a response in writing. The decision made by the Library Director can be appealed to the Board of Library Trustees within thirty days in writing. The final authority regarding removal or retention of library displays resides with the Board of Trustees.

Library Collections

All Library materials will be freely and easily accessible to the public. Users are free to select or reject for themselves, or children in their care, any item in the collection. A singular obligation of a public library is to reflect within its collection differing points of view and a diversity of opinion and experience. Some materials may be offensive to individuals or groups for various reasons. Although the Library understands these concerns, it is our position that the risk to society is far greater if public access to ideas and information is restricted. Responsibility for a child's selection of reading, listening, or viewing rests solely with their parent or guardian and selection will not be inhibited by the possibility that children may inadvertently use such items.

Library collections will be organized, marked, and maintained to help users discover the materials they seek. The Library will not use any system of coding, rating, or labeling to identify or segregate materials to limit discovery or access. The selection of materials does not mean the Library endorses the contents or views expressed in those materials.

Adult Fiction:

Hamilton-Wenham Public Library's fiction collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics, and important novels of the past. The Library makes every effort to acquire fiction that is representative of the diverse community it serves and to reflect local reading interests and the specific enrichment needs of the Library's patrons.

Adult Non-Fiction:

The Library aims to acquire materials that provide a core of basic knowledge. In addition, the non-fiction collection makes accessible and promotes the use of materials that:

- Address contemporary issues
- Provide self-help information
- Facilitate continuing education
- Enhance job-related knowledge and skills
- Increase knowledge of affairs of the community, the country, and the world
- Support business, cultural, recreational, and civic interest in the community
- Nourish intellectual, aesthetic, creative, and spiritual growth
- Present different viewpoints on issues

Children's Collection:

To encourage life-long reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Hamilton and Wenham from infancy through grade six, as well as the needs of the educators and caregivers who work with them. The Library will in no way restrict access to the Library collection for children of any age. Materials in all formats are selected with regard to the stages of emotional and intellectual maturity of children, as well as to reflect the diversity of our world and community.

Board books, picture books, and early readers may be either educational or recreational in intent, and are distinguished by their illustrations, which serve to supplement, extend, or, in the case of wordless books, supplant the text.

The juvenile fiction collection is designed to meet the needs of children ready to make the transition to shorter chapter books as well as longer stories and texts. An effort is made to include all books that have won recent children's literacy awards.

Juvenile non-fiction consists of materials that meet informational, educational, and recreational reading needs of children from infancy through grade six. Because reading levels vary from child to child, some materials at a higher or lower reading level are included.

Young Adult Collection:

The Hamilton-Wenham Public Library Young Adult fiction and graphic format collections are located in a specifically designated teen space. The Young Adult collection serves ages 12 through 19. The collection aims to be fluid, flexible, current, and attractive. Important topics and subject areas, as well as favorite authors are selected specifically for this group of library users, to entertain and/or to educate. As levels of competence, skills, and interests vary greatly within the young adults of our community, items are selected with concern for these differences. Collection development priority is given to items with favorable professional reviews, known community reading interests, award-winning titles, and items that support educational purposes and pursuits.

The collection aspires to be current and balanced; expressing a variety of ideas and culture. Patron demand is an important reason for inclusion in this collection. Current and classic books

will be selected as interest dictates. Many items in the young adult fiction, nonfiction, and biography collections are purchased in support of known recurring middle and high school projects and assignments. Young adults who wish to seek out additional materials in either the adult or children's collections will not be discouraged from doing so.

Other Collection Areas:

Audiobooks:

The audiobook collection contains compact discs, pre-loaded MP3 devices, and digital sound recordings of fiction and nonfiction books based on current demand. Emphasis is on acquiring unabridged works whenever possible.

DVDs and Blu-ray:

The Library's DVD collection provides entertainment and enlightenment with a focus on popular materials. DVDs, and future formats when appropriate, are purchased for adults and teens and placed in the general DVD collection. Items purchased for this area include: major motion picture releases, television shows, and non-fiction/documentaries.

DVDs purchased for children are housed in the children's collection. Items purchased for this area include: children's cartoons, children's TV shows, feature films, and non-fiction designed to reach the learning levels of children. All DVDs purchased for children will be rated G. Consideration will be given to unrated DVDs for children based on reviews.

Electronic Databases:

Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference services. Many of the databases contain specialized information beyond the scope of the Library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

E-Media (E-books, E-magazines, etc):

Digital versions of fiction, non-fiction, periodical, reference, video, audiobooks, and music are all offered by the Hamilton-Wenham Public Library either through the Merrimack Valley Library Consortium, the Massachusetts Board of Library Commissioners, the Library of the Commonwealth, or the Library itself. The content criteria outlined in each of those sections apply, as appropriate, to their electronic counterparts.

Library of Things:

The Library maintains a Library of Things collection that circulates. Examples include WiFi hotspots, a telescope, board games and a ukulele. Items are added to this collection as space and budget allow. The value to and demand of the community are also considered.

Graphic Novels:

The Library acquires manga and graphic novels for children, teens, and adults on the basis of the literary or artistic merit and in response to demand. Materials that are not constructed to withstand normal library use and circulation are generally not purchased. Selections are based upon professional reviews, patron requests, and the popularity of styles, authors, characters, and series.

Large Print:

The large print collection meets the needs of visually impaired patrons of all ages. The major focus of the collection is popular fiction, including mysteries and romances, along with high interest non-fiction. Large print books are purchased based on demographics and demand.

Hot Title Collection:

Designed to allow access to bestselling titles for casual library users without the placement of advanced holds, the Hot Title collection is composed of adult fiction and non-fiction. These items may be checked out for two weeks and are not renewable. Items remain in Hot Title status for six months or until demand decreases before being converted back to regular status or being withdrawn from the collection.

Magazines and Newspapers:

Hamilton-Wenham Public Library's magazine and newspaper collection provides current and retrospective information aimed at meeting the recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff.

The magazine collection consists of a diversity of publications in fields that are of interest to the community. It includes mostly basic and popular reading magazines; journals that are highly technical or scholarly are not included in the collection. In addition to magazines, the collection includes newspapers published locally as well as from major geographical areas of interest to the community.

Reference Collection:

The Hamilton-Wenham Public Library maintains a reference collection to serve informational needs of library users. It contains a core of basic ready reference materials. Because reference materials are often hard to replace, and can be very expensive, they do not circulate, and thus retain maximum accessibility for the Library's population. The collection focuses on providing relevant information for research, consumer education, and ready reference resources such as encyclopedias, almanacs, and atlases.

Local History Collection:

Please refer to the Local History Collection Development Policy.

Summer Reading:

The Library purchases multiple copies of titles on the Hamilton and Weham Public Schools summer reading lists in order to have materials available to as many students as possible. To meet this requirement circulation, requests, and renewals may be limited on these items. Summer reading book quantities are purchased based on budget as well as space limitations. The Library will consider purchasing summer reading items that are on other schools summer reading lists; final decision on these purchases lie with the Children's Librarian and the Young Adult Librarian.

Textbooks:

Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Hamilton-Wenham Public Library does not acquire textbooks required for school curricula.

Reconsideration of Library Materials

If a library user residing in Hamilton or Wenham or owning land in Hamilton or Wenham wishes the Library to consider the removal or reclassification of a work, a "Request for Reconsideration of Library Materials" form is available at the Library and online. The request must be completed in its entirety and mailed or delivered to the Library Director in order to initiate a review of the item in question. Once such a request is received, the Library Director shall evaluate the original reasons for the purchase of the material and submit a written response by mail to the requester stating the outcome of the review and evaluation. Only one Request for Reconsideration may be filed at a time and residents must wait until the request has been decided before they can submit another request. Once an item has gone through the reconsideration process, it cannot be submitted for reconsideration again for three years.

The decision made by the Library Director may be appealed to the Library Board of Trustees, within thirty days in writing. The Board of Library Trustees is the final arbiter in matters of this nature. The final authority regarding removal or retention of library materials resides with the Board of Trustees.

Appendix A

Library Bill of Rights

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

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Appendix 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:

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.

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.

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.

1. *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.

2. *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.

3. *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.

4. *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.

Appendix C

The 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 guarantees 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.

Appendix D

The Joint Board of Trustees for the Hamilton-Wenham Public Library has established a Collection Development Policy. This policy includes a procedure for Hamilton and Wenham residents or property owners to request reconsideration of Library materials or displays. Completion of this form is the first step in this procedure. Please complete this form and return it to the Library.

Resident Request for Re-Evaluation of Library Materials or Displays

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Hamilton Resident: _____ Wenham Resident: _____

Material for Re-Evaluation:

Item Type (Circle One): Book Magazine/Newspaper Audiobook Music CD DVD Display

Item Location (Circle One): Adult Young Adult Children's

Title: _____

Author/Performer: _____

Please respond to the following questions:

1. Have you seen or read this material in its entirety? If you have not read/viewed/heard the entire item, which parts have you read/listened to/viewed?

2. To what do you object? Please be specific – cite passages, pages, lyrics, scenes, etc.

3. What do you feel might be the result from the use of this material?

4. What action would you recommend that the Library take on this material?

5. In its place, what materials would you recommend that you feel would convey a more valid picture of or perspective on the topic?

Signature: _____ Date: _____