

# Montgomery County-Norristown Public Library

## Collection Development Policy

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Revised & Board approved March 16, 2015

### **I) Objective**

The Collection Development Policy of the Montgomery County-Norristown Public Library [MC-NPL] will be founded upon the principles espoused in the Mission statement and amplified by the American Library Association's "Library Bill of Rights"<sup>1</sup>, "Freedom to Read"<sup>2</sup> and "Freedom to View"<sup>3</sup>.

As a local library, county library, District Library and as a county resource center, the library will maintain an adequate collection to support the needs of the Montgomery County community.

### **II) Mission of the Montgomery County – Norristown Public Library**

The Montgomery County-Norristown Public Library, a gateway to lifelong learning, provides convenient access to resources that inform, educate, entertain, and enrich people's lives.

### **III) Audience**

The audiences primarily targeted will be based on the three roles identified in the Strategic Planning process of MC-NPL. They are:

- 1) Local Library - MC-NPL is the local (home) library for the residents of 35 municipalities in Montgomery County. MC-NPL serves these residents through a number of outlets: the Main Library in Norristown; the four branches (Conshohocken, Perkiomen Valley at Schwenksville, Royersford, and Upper Perkiomen Valley in Red Hill); and the two general bookmobiles.
- 2) County Library - MC-NPL provides outreach through the two general bookmobiles, the two specialized bookmobiles, and the books-by-mail service. The two general bookmobiles provide library services throughout the county in municipalities which do not have a local public library. MC-NPL as a county library, is required by law to serve these municipalities. The two specialized bookmobiles, Words-On-Wheels and Books-Go-Round, provide services to older adult (age 55 and over) communities and preschool centers, respectively. The Books-By-Mail service provides library materials to Montgomery County residents who are homebound.
- 3) District Library Center - MC-NPL supports the work of all the independent public libraries in Montgomery County and the Borough of Telford<sup>4</sup>, which serve

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<sup>1</sup> Please see Appendix A

<sup>2</sup> Please see Appendix B

<sup>3</sup> Please see Appendix C

<sup>4</sup> The Borough of Telford is located in Bucks and Montgomery Counties.

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the remaining 27 municipalities, as well as MC-NPL and its branches. This support includes: interlibrary loan; interlibrary reference and information service, interlibrary delivery system, consulting services, public relations, and, maintaining a collection which best reflects the needs of the entire district population. The library will maintain an adequate bibliographic and reference collection in the main subject fields and will purchase important works of permanent value.

## **IV) Responsibility**

The ultimate authority and responsibility for the selection of library materials rests with the Executive Director and, under his/her direction, may be delegated to the professional staff that are qualified for this activity by reason of education, training, and experience.

Responsibility for a minor's use of library materials rests with his/her parents or legal guardians. Library materials are not labeled as to contents and materials are not sequestered except for the purpose of protecting them from damage or theft.

The library purchases materials that support and enrich the needs and interests of students of all ages. However, the library is unable to purchase textbooks for specific educational institutions. It is the expectation of the public library that school libraries will assume the responsibility for the needs of their own students. However, the library will provide materials to supplement the reference, research, and recreational needs of student borrowers of all ages.

2014 Collection Development Policy Committee:  
Kathleen Arnold-Yerger, Executive Director, Ex-Officio  
Tracee Yawger, Head of Children's Services  
Russell Rush, Head of Extension Services  
Rae R. Weeks, Reference Librarian

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## Community Analysis

Montgomery County has a growing population of almost 800,000 which is both culturally and economically diverse. A suburban county, Montgomery County's population is disbursed across established older municipalities and rapidly growing formerly rural areas of the county. Demographic trends indicate a population with increasing racial and ethnic diversity. The Hispanic and Asian populations all experienced significant gains from 2000 to 2010. The Hispanic population grew by 123% while the Asian population grew the most in terms of total population from 30,000 to over 50,000 in 2010. The African American population remained the second largest racial group at 9.1%.

Over the last decade, the county's housing unit growth was the second highest in the state. In particular, the municipalities of Limerick, Lower and Upper Providence which border the Route 422 corridor experienced the largest growth. This growth has significant implications for the county in terms of municipal services, transportation services and the library services provided by the Montgomery County-Norristown Public Library.

Another significant demographic trend has been and continues to be the rising median age within the county. While the percentage of older persons has grown fairly quickly across the entire county area, growth among younger age cohorts was much smaller and in some municipalities was negative. Residents who are age 65+ comprised 15% of the population in 2010 and this is expected to rise to 25% by 2025. In addition, 33% of new housing units built in 2011 were age restricted. School aged children (ages 5-17) grew by more than 50% in several communities – Limerick, Pennsburg, Perkiomen, Skippack and Upper Providence townships.

Economically diverse, Montgomery County continues to maintain its position with the second highest income level in Pennsylvania. The median household income was \$76,380 in 2010. However, several municipalities have experienced declines in income. Poverty levels have risen over the last ten years. In 2011 it is estimated that 4.2% of families lived below the poverty levels, up from 2.8% in 1999.

There are over 500,000 jobs in Montgomery County. The five largest employers in the county are Merck, Abington Memorial Hospital, Main Line Hospitals, State Government, and Giant Food Stores. The county's workforce remains predominately white-collar with nearly half of the resident labor force employed in service industries. More people are employed in manufacturing jobs than any county in the Commonwealth. Manufacturing jobs have declined since 2008 but still comprise the second largest sector. Significant numbers are also employed in retail trade, education, health care, construction and government. While major employers in the county employ thousands of workers, the typical employer is a small business. About 70% of the workforce is employed by small businesses with fewer than ten employees.

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Educational attainment levels in the county are high. Over 90% of residents age 25 and older are high school graduates. In addition, the county ranked first in the greater Philadelphia region with the highest percentage of residents to have received a graduate or professional degree. The county is also a center for education and cultural enrichment. There are twenty-two active public school districts in the county and numerous private, independent, and parochial schools. There are over twenty institutions of higher learning within Montgomery County. Montgomery County is home to numerous museums, cultural attractions and recreational opportunities.

## **I. Policy of Selection**

### **(A) General Collections Criteria**

Final selection of adult, young adult and juvenile materials, in all formats, is made after careful and thoughtful study of professional and reputable review sources. Criteria used for selection include the following:

- Importance of author and/or subject matter to the collection as a whole
- Timeliness or lasting importance of the content to the community
- Current and anticipated needs and interests of the community
- Scope and/or treatment of subject matter
- Authority and credibility of author/artist and/or publisher
- Availability of material on the subject within and outside the district
- Affordability
- Format; suitability of physical form for library users, readability, clarity of print, illustration, and ease of use
- Evaluations
- Inclusion of title in standard bibliographies or indexes
- Nomination for major literary awards
- Provides selection aids and/or resources for education professionals
- Multiple copies will be purchased in response to popular demand limited by budgetary restrictions and the anticipated value of the material
- No attempt is made at completeness of any author/artist and/or publisher
- Within the limits of space, budget and availability, materials will be chosen to represent a variety of opinions on subjects that may have valid differing points of view

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The library reserves the right to exclude purchasing items which do not fall within the parameters of the General Collections Criteria.

Free access to all points of view on public questions will be provided. Because the public library serves many varied groups of people, the interests of one group cannot take precedence over the interests of another. Serious works which present an honest picture of some problem or aspect of life are not necessarily excluded because of frankness. The selection of any material for the collection does not constitute an endorsement of its contents. The library recognizes that many materials are controversial and that any given item may offend some patrons. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merit of the work in relation to the collection and to serving the interests of patrons.

The library is opposed to the withdrawal, solely, at the request of any individual or group, of materials which have been chosen by the General Selection Criteria. The library will discuss the interpretation of these principles with representatives of such groups. (See attachments.)

## **Special Collections Criteria**

### Local History

- The library will purchase, as funds allow, materials on local history with an emphasis on Montgomery County and general Pennsylvania works.
- Genealogy of a general nature will be considered. The library does not collect specialized genealogical materials.

### Old Fiction/Children's Historical Collection

- Materials archival in nature may be acquired and maintained in appropriate formats for historical and research purposes
- For archival and research purposes a single copy of old fiction and/or children's historical material may be maintained

## **Electronic Resources / New Technology**

With new technologies developing at a rapid rate electronic formats will be considered with the following criteria in mind:

- relevance to the existing collection
- permanence of the format
- budgetary and space limitations
- patron demand
- compatibility with available equipment

The Library will select materials by the following criteria:

- replaces standard printed texts
- provides greater accessibility and currency
- provides new resources of information in an efficient and economical manner
- provides ease of use and access
- demonstrates the ability to be accessed remotely, via passwords, or barcodes
- is backed by on-site or immediately available technical support (including updates and training)
- presents no licensing restrictions
- allows for usage statistics if deemed necessary or optimal
- is validated by the reputation of vendor, publisher or supplier
- enhances the existing collection

### **(B) Gifts and Memorial/Honor Materials**

Gifts must meet the same General Selection Criteria as materials purchased by the library. Gifts of books and other library materials are accepted under the provision that their use or disposal is subject to the discretion of the Library Staff. The donor relinquishes all rights to donated material. The Library reserves the right to refuse any donations of materials.

Suggestions of specific titles or subjects are welcomed when memorial/honor donations are given but the final decision, based on the needs of the library collection, rests with the library.

### **(C) Appraisals**

The library does not appraise or provide evaluations of gift materials for tax deductions or other purposes, but will acknowledge receipt of gift materials in writing if requested by the donor.

### **Collection Maintenance and De-selection**

The collection is maintained and weeded through an ongoing process of collection analysis. Older items may be repaired, withdrawn, moved to non-circulating collections, or replaced based upon the following criteria

- Interests of the community
- Patron demand
- Availability of similar materials in the collection
- Affordability

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- Physical condition and age of item
- In-print status
- Appearance in standard bibliographies
- Availability at other local libraries
- Multiple copies of materials no longer in great demand
- Replacement of materials is not automatic

The library will not withdraw an item simply because of a patron request.

## Copyright

The Library will comply with all copyright laws of the Commonwealth of Pennsylvania and the United States of America.

- The library will not reproduce any audio-visual material or computer software without the permission of the producer/distributor.
- The library will inform patrons using audio-visual materials or computer software of their responsibilities under the law.
- The library will post copyright notices at service desks where ILL requests for photocopies of articles are taken.
- The library will post copyright notices at public photocopier machines.

## Procedure for the Evaluation of Library Materials

The Board of the Montgomery County-Norristown Public Library endorses the Freedom to Read Statement and its interpretations. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution.

Public libraries preserve and enhance the people's right to a broader range of ideas than those held by any one individual, librarian, publisher or government. On occasion, there can be diverse opinions by individuals or groups as to what is acceptable or appropriate for the collection. Library collections are not limited to only those ideas and information one person or group believes to be true, good and proper.

The Library's Board of Trustees believes that anyone is free to reject for himself/herself library materials of which he or she does not approve. However, the individual cannot restrict the freedom of others to read, view or hear.

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Parents or legal guardians have the responsibility to guide and direct the reading, viewing or listening of their own minor children. The library does not take the place of the parent or guardian.

Resident patrons who initiate comments or complaints will receive copies of the Library Bill of Rights, the Freedom to Read, the Freedom to View statements, the Collection Development Policy and the form "Citizen's Opinion Concerning Specific Library Material."<sup>1</sup>

A patron with a complaint about material in the library collection should meet with the appropriate Department Head/Branch Manager to discuss the material in question. If the patron is not satisfied with the outcome of the discussion, the patron should fill out a "Citizen's Opinion Concerning Specific Library Material" form. The form will be referred to the Executive Director who will take the appropriate steps to respond to the patron. If appropriate or if the patron is not satisfied with the action taken, the request will be referred to the library's Review Committee. If the patron is not satisfied with the Review Committee's response, the request will be referred to the Library's Board of Trustees. All Library Board decisions are final.

Board approved 7/19/04

Revised & Board approved March 16, 2015

**II. Montgomery County Library District**  
**Collection Development Statement for the District Shared Digital Content**  
**Collection**

Rev. July 2014

**1. Introduction**

This document is a statement of the principles guiding the development of a shared collection of digital resources accessible to library card holders through the websites of 34 local public libraries (including branches) in the Montgomery County Library District.

**2. Goal for the Collection**

This collection will provide digital content of interest to the communities served by member libraries, 24/7 from any location over the Internet. This collection will appeal to a broad range of interests in response to the increasing popularity of reading, watching and listening on electronic devices. The collection and any individual library holdings will be integrated into existing online catalogs so that users can seamlessly access all formats from one location.



<sup>1</sup> Please see Appendix D

### **3. Collection Priorities/Selection Principles**

The collection consists of downloadable audiobooks, magazines and e-books using various vendor platforms for delivery. While the current digital collection has focused primarily on the OverDrive platform, the District also provides access to content through Tumblebooks, Zinio and

OneClickDigital. The Collection Committee will evaluate and recommend additional vendors to meet collection priorities. Fiction and non-fiction titles for all ages will be chosen using the following criteria and resources:

- Bestseller lists;
- Professional reviews and lists from journals such as Booklist, Publishers Weekly, Library Journal, etc.;
- Suggestions from library staff and the community;
- Demand as evidenced by circulation statistics, number of holds placed and current cultural trends;
- Continuation of series
- Support of book clubs, educational initiatives, special programming, etc.

The selected titles may duplicate resources available at local libraries in various formats. Multiple copies may be purchased where demand warrants. Genre selections will mirror those that are most popular in print collections and which circulate most actively in a digital format. Priority will be given to unabridged audiobook editions. The principles of inclusion articulated in the Library Bill of Rights and the Freedom to Read documents will guide all selections.

### **4. Collection Scope**

The Collection Committee will evaluate the guidelines for selection annually and will meet with member libraries to solicit their input. For fiscal 2014 the emphasis will be on:

- adding in-demand titles in sufficient quantities
- identifying and addressing collection gaps such as non-fiction subject areas and under-represented reading levels
- assure that the collection represents the diversity of the community
- determining whether or not to collect video and music

- evaluate the addition of non-English language editions

## **5. Collection Selection and Development Responsibilities**

The Collection Committee consists of the MC-NPL Head of Reference and District Consultant and up to five volunteers representing District member libraries. This Committee will purchase titles throughout the year according to a monthly allotment until the budget is expended. Membership on this committee will be on a rotating basis to be determined by the Committee.

## **6. Circulation Policy**

Circulation rules mirror those of non-digital collections whenever possible to minimize confusion for borrowers. All items from the Overdrive collection circulate for either 7, 14 or 21 days as chosen by the borrower. Holds may be placed. Zinio magazines have no expiration date.

## **7. Funding and Budget**

The budgeted amount for digital collections varies from year to year and is determined by District Center State Aid funding. Individual libraries set their own budgets for the digital content they purchase. Additional projects may be funded in the future through contributions from member libraries.

## **8. Collection Maintenance and Evaluation**

Patron requests and/or patron surveys and statistical reports may be used to assess digital collections. Selected titles will be evaluated for retention on an annual basis. The priority for weeding will be to remove items with outdated or irrelevant information, e.g. travel books. Low or non-circulating items may be removed from the collection to allow for new titles and items in high demand. Weeding will be accomplished using circulation reports, turnover rates and user demand (holds reports). These reports will also be used to determine if metered items will be repurchased.

## **9. Marketing the Collection**

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In order to fulfill our mission of meeting the informational, recreational and educational needs of our communities, it is necessary to effectively convey the services and resources to our public by providing attractive marketing tools to further access and usage by the communities we serve.

The District Library Center (DLC) will work closely with the vendor(s) and district librarians on developing attractive marketing pieces and news releases for the collection. Part of the marketing may include a brand name and logo to be used on all marketing pieces and publicity. Digital collections will also be promoted using social media and through the creation of website displays.

**10. Reconsideration & Purchase Requests**

Any resident of Montgomery County may request the purchase or removal of any item in the shared digital collection. This request must be made in writing using the appropriate form.<sup>1</sup> The Collection Development Committee will review and respond to the request in writing at their next meeting. If the requester is not satisfied with the response, a written appeal may be filed within 30 days with the Montgomery County-Norristown Public Library Board of Directors. Their decision is final.

Board Approved 7/19/04

Revised & Board approved March 16, 2015

<sup>1</sup> Please see Appendix D

## **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.

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.

American Library Association. "Library Bill of Rights." *American Library Association*. <http://www.ala.org/advocacy/intfreedom/librarybill>. Accessed November 7, 2014.

## **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.

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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.

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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.

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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.

American Library Association. "Freedom to Read Statement." *American Library Association*.

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>.

Accessed November 7, 2014.



## Appendix 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

American Library Association. "Freedom to Read Statement." *American Library Association*.  
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>  
Accessed November 7, 2014.

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**Appendix D**

**Montgomery County-Norristown Public Library  
State designated District Library Center serving Montgomery County's Local Public Libraries  
Collection Development Policy – Board Approved 7-19-04, Revised & Board approved 3-16-15.**

**CITIZEN'S OPINION CONCERNING SPECIFIC LIBRARY MATERIAL**

1. Author: \_\_\_\_\_
2. Title: \_\_\_\_\_
3. Publisher (if known): \_\_\_\_\_
4. Format:  Hardcover  Paperback  CD  CASS  Playaway  DVD  
 Blu-ray  Magazine  Newspaper  Display  Website Link  Other  
(please specify)
5. In what section of the library is the material located?  Adult  Teen's  Children's
6. How was the item brought to your attention? \_\_\_\_\_
7. Did you read, view or listen to the entire work?  Yes  No
8. What is your objection to the material? (please cite pages; be specific) \_\_\_\_\_  
\_\_\_\_\_
9. Is there anything positive about the material? \_\_\_\_\_  
\_\_\_\_\_
10. In your opinion, what is the theme of the material? \_\_\_\_\_
11. Do you know what literary critics/reviewers think of this material?  Yes  No
12. What do you think would be the result of reading this book? \_\_\_\_\_  
\_\_\_\_\_
13. For what age group would you recommend this material? \_\_\_\_\_
14. In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated? \_\_\_\_\_
15. What would you like the library to do with this material? \_\_\_\_\_
16. Are you familiar with the American Library Association Bill of Rights?  Yes  No
17. Are you familiar with the American Library Association Freedom to Read Statement?  
 Yes  No
18. Are you familiar with the American Library Association Freedom to View Statement?  
 Yes  No

Signed \_\_\_\_\_

Print or Type Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Organization/Group represented, if any \_\_\_\_\_

Address completed form to:

Executive Director, Montgomery County-Norristown Public Library  
1001 Powell Street, Norristown, PA 19401