

The Policies of the St. Albans Free Library



Saint Albans
FREE LIBRARY

The Policies of the St. Albans Free Library were prepared by the Policy Committee and the Library Director in October 2013.

The Board of Trustees of the St. Albans Free Library approved the policies at their December 2013 meeting.

Revised Policy June 2015

Revised Policy October 2018

Revised Policy January 2022

Revised Policy April 2023

Revised Policy September 2023

Revised Policy October 2023

Revised Policy May 2024

Revised Policy September 2024

Table of Contents

Mission, Vision and Values.....	3
Library Card Policy.....	4
Borrowing Policy.....	5
Privacy of Records.....	7
Library Records Retention and Destruction Policy.....	7
Code of Conduct Policy.....	8
Food Policy.....	9
Public Computing.....	9
Printing & Policy.....	10
Collection Development Policy.....	11
Request for Reconsideration of Library Materials and Programs.....	12
Programming Policy.....	14
Meeting Room Policy.....	15
Use of Meeting Room Agreement.....	16
Equipment Use Policy.....	17
Bulletin Board and Distribution Policy.....	18
Video Surveillance Policy.....	19
Volunteer Policy.....	20
Community Service Policy.....	21
Community Service Agreement.....	22
Non Tax Revenue Funds.....	23
Purchasing Policy.....	24
Photography, Filming, and Videography Policy.....	27
Library Bill of Rights.....	28
The Freedom to Read Statement.....	29
Freedom to View Statement.....	32

Mission, Vision and Values

Mission Statement

The mission of the St. Albans Free Library is to provide the community with access to educational and recreational materials for the citizens' enjoyment, enlightenment and enrichment. The library will maintain a diverse and useful collection and provide programs of service to meet the informational and cultural needs of the community.

Vision Statement

To be a thriving Library that is an integral part of the lives of the community.

Library values

1. We value lifelong learning and reading for joy.
2. We value friendly and accessible customer service.
3. We offer a welcoming, open and comfortable facility in which the community can receive library services.
4. We respect diversity of opinions, ideas and information.
5. We guard the customers' right to privacy.
6. We honor the right and responsibility of parents and guardians to direct the use of library resources and services for their children.
7. We respect the history, cultural values and aesthetic appreciation within our community.
8. We respond appropriately to emerging practices and technology and anticipate changes in our community and environs.

Library Card Policy

St. Albans Town and City Residents

Library cards are available at no charge to persons residing in or owning property in St. Albans City or St. Albans Town. Library card applications for children ages 5 through 11 must be signed by a parent or legal guardian. A parent or legal guardian must have a valid library card before a child's card will be issued and attached to their account (5 through 11 year-old). Cards for teens ages 12 through 17 will be given directly to the teens and will not be attached to a parent's card, per bill S.220. Cardholders and parents/guardians of children are responsible for all items checked out on their cards.

Non-Residents

Applicants residing outside the area will be assessed a non-refundable fee as set by the Board of Trustees. St. Albans City and Town employees as well as Franklin and Grand Isle non-residents over the age of 65 will be issued one household Library card free of charge.

All cardholders

Adult applicants for a Library card will be asked for 2 forms of identification, with 1 of these forms having the applicant's current address. A driver's license, official mail addressed to the applicant at their address, or other proof of residency is required. A post office box is not proof of residency. Applicant must be present to obtain a Library card unless authorized by Director or Business Manager.

All cards will be issued at the time the patron applies, assuming all of the above requirements are met.

Patrons are encouraged to bring their cards to the Library for the most efficient service. Library staff may ask to see some identification before checkout to a person who has forgotten his/her Library card. Library cards are not transferable to other persons and patrons must use their own library card. Patrons cannot use the card of someone that is not present at time of checkout.

The use of the Library may be denied for due cause. Such cause may be failure to return Library materials or to pay penalties, destruction of Library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct at the St. Albans Free Library or a VOKAL constituent.

Patrons are responsible for notifying the Library of any change of information, including change of name, home address, email address, or phone number.

Borrowing Policy:

A valid St. Albans Free Library card is required to check out materials.

- Loan periods are based on demand and inventory of type of material; default loan periods are set as long as possible, while ensuring access for all borrowers
- Most non-media materials allow for three renewals, each of the same length as the original loan period.
- Renewals are not allowed on passes or non-traditional items
- DVDs may be renewed twice
- ILL renewals: contact the library to request a renewal
- You can renew online before things go overdue through your online account unless the renewals have all been used or if the item is on hold for another patron
- All materials are subject to recall
- Borrowers are responsible for replacement cost and/or repair cost of any library materials borrowed on their library accounts or guarantee's accounts
- There are no overdue fines with the exception of non-traditional items and passes, but keeping library materials past their stated due dates will result in loss of borrowing, reserving and requesting privileges
- The Borrowing system will automatically block borrowing and requesting privileges if library materials are kept beyond stated due dates; once the items are returned, the block is automatically cleared
- Manual blocks will be added to borrower's guarantees / guarantors for overdue materials at the discretion of Circulation staff
- Repeated abuse of borrowing privileges may result in permanent loss of borrowing privileges
- Default system replacement values are determined by the type of item, processing time, and actual cost
- Repair charges are determined on a case-by-case basis after careful evaluation by Library staff. The Library reserves the right to make the final decision regarding the repair or replacement of a damaged item. The Library reserves the right to retain damaged materials. Payment of replacement or repair charges does not constitute purchase of the library-owned material
- Replacement charges (bills) are incurred when materials are not returned in a timely manner, based on loan periods. Charges remain on borrower accounts until resolved.
- Replacement charges will block library borrowing privileges for a patron and all accounts associated with the patron
- The immediate return of billed items (if the item is still on the library account) will clear the replacement charge
- It is the responsibility of the borrower, when returning a billed item, to speak with staff to verify that charges have been cleared from the library account
- Library accounts may be cleared at any time by paying the replacement charge

Non-traditional Items / Museum Pass Borrowing Policy

Equipment is used at the sole risk of the borrower. The Library makes no representation or warranty as to the fitness for use or condition of the items. Borrowers are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use.

Equipment must be returned to the St. Albans Free Library Circulation Desk. Items must be returned intact, clean, in working order, and complete (including all accessories, parts, manuals, and packaging provided when borrowed). If any of the Library's property is lost or damaged, borrowers agree to provide the cost of a repair or replacement.

The Library reserves the right to take equipment out of circulation temporarily to support a library program or for repair or maintenance. Library staff may limit the number of repeat loans of a specific

item to one household in the interest of ensuring fair access for all library patrons. A valid library card with no outstanding fines and no lost or billed items is required for checkout. All borrowers must sign a liability waiver every five years.

Non-traditional Items Borrowing Policy Overview

- Must have a valid library card in good standing.
- Items may only be checked out by patrons 18 years of age or older.
- Loan period is given at checkout; there are no renewals.
- If the item is damaged, lost, or not returned within 21 days after the due date, the full replacement cost will be charged. Fines accrue on a daily basis
- Equipment must be returned to a librarian at the Circulation Desk. Equipment may NOT be returned in the book drop.
- Any kitchen items must be returned thoroughly washed.
- Non-traditional items are not eligible for Interlibrary Loan.

Non-traditional Items Liability Waiver

In consideration of my or my designee’s use of the equipment lent by the St. Albans Free Library, I hereby voluntarily release, discharge, waive, and hold harmless the St. Albans Free Library and its employees, the Board of Trustees, and the City and Town of St. Albans and its employees from any loss, damage, or injury to persons or property arising from the equipment. In no event shall the aforementioned be liable to me for indirect or consequential damages.

Please initial each statement below:

_____ I agree to indemnify and hold the Library and its employees harmless from and against any liabilities, claims, actions, proceedings, damages, losses, costs, and expenses, including attorney’s fees, for all injuries or death of any person, or damage to any property occurring or connected with, directly or indirectly, my possession, use, and return of the equipment.

_____ I am borrowing the equipment as-is. I acknowledge that I have examined the equipment and that its condition is acceptable. I agree to keep and maintain the equipment in good condition, use it in a careful and appropriate manner, and to comply with all manufacturer recommendations.

_____ I understand that the Library does not provide supervision or instruction for use of the equipment. I understand and acknowledge that the use of certain equipment may involve a risk of serious injury. I agree to refrain from using the equipment in a manner inconsistent with its intended purpose. I have read this Liability Waiver and my signature below indicates my agreement with the Non-traditional Items Borrowing Policy.

Patron Signature

Date

Library Staff Signature

Date

Privacy of Records Policy

Libraries have a responsibility to foster the free flow of ideas and information in their communities. The St. Albans Free Library takes most seriously this responsibility to ensure intellectual freedom, and recognize the critical need to protect the privacy and confidentiality of its users. This means that the Library will not reveal, except upon receipt of a valid and enforceable judicial order or warrant, information about users--what they read from our collections, what their areas of research might be, or what resources or services they consult, use or access (hereafter "user information"). The Library will fully subscribe to the professional standard stated in the Code of Ethics of the American Library Association:

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

We do not collect or retain user information beyond what is needed for essential library operations or to protect the library collections (e.g., information necessary for contacting someone about materials he or she currently has signed out or for which a bill might be outstanding). Only authorized staff has access to personally identifiable information stored in the library's computer systems.

The library does not retain online records of Internet transactions (Web site or chat room visits, or email messages). Computer workstations in the libraries are designed to protect user privacy-- regularly erasing search histories and user passwords with each system restart.

Support for the protection of library records is found in Vermont law, which states that "a library's patron registration records and patron transaction records shall remain confidential and shall not be disclosed to persons outside the library except in response to an authorized judicial order or warrant directing disclosure" (22 V.S.A. 172). Vermont law also provides that "records relating to the identity of library patrons or the identity of library patrons in regard to library patron registration records and patron transaction records" are "exempt from public inspection and copying" (1 V.S.A. 317). In recognition of public policy protecting the confidentiality of library user information, and in light of what we consider our ethical obligations as librarians, we shall not voluntarily, in the absence of written permission of the library user or an authorized judicial order or warrant, provide third parties with access to user information.

Library Records Retention and Destruction Policy

The St. Albans Free Library follows the records retention schedule for municipal libraries published by the Vermont State Archives & Records Administration.

Code of Conduct Policy

The Library's Code of Conduct applies to staff as well all visitors to the Library.

- Respect yourself and others.
- Respect the property of the Library and the property of others.
- Accept responsibility for your actions as an individual.
- Abide by all applicable local, state, and federal policies and/or laws.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the St. Albans Free Library does not allow for food consumption in public areas of the Library, unless approved by the Library Director/Business Manager. Consuming beverages (non-alcohol) from lidded containers is permitted in the Library. Patrons are responsible for any mess or damage that may be caused as a result of their beverage consumption.

Being disruptive, disorderly, or using profanity is prohibited.

Remember to be considerate of others. Pick up your belongings and push in your chair before leaving.

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and patrons, the facilities and the immediate premises of the St. Albans Free Library shall be entirely smoke free with the use of all tobacco products, including chewing tobacco, marijuana and electronic cigarettes banned from the Library except as designated in this policy.

Smoking is prohibited in all of the enclosed areas within the Library without exception. This includes all public and private areas, meeting rooms, offices, hallways, lunchrooms, stairs, restrooms, supply rooms, mechanical rooms, and all other enclosed facilities.

Smoking is also prohibited on the library premises. No one may smoke along any path way or walk way leading to or from the library entrances, or at any grassy areas.

Patrons and employees may smoke in their personal vehicles, but must be completely contain the tobacco products in the vehicle.

The Library will seek assistance as is necessary and reasonable from authorized personnel in seeing that appropriate behavior is maintained. This may include assistance from law enforcement officers.

The St. Albans Free Library encourages visits by young children and it is our desire to make such a visit both memorable and enjoyable for the child. However, the Library staff is not expected to assume responsibility for the care of unsupervised children in the Library. Children under age eight must be accompanied by a parent or designated responsible person while in the Library or while participating in a Library program. Children will be subject to the Code of Conduct. The primary use of the Youth Room is for children and their accompanying adult(s), teens, adults selecting children's materials, teachers/tutors working with children, or adult learners. Sedentary adults or others who do not fit this primary use may be asked to relocate to another area of the library.

Food Policies/Procedures

The St. Albans Free Library strives to create a welcoming, clean and comfortable environment for all to enjoy. Food and drink pose a potential risk to library collections, equipment, furnishings and other patrons. For this purpose the consumption of food is prohibited and is subject to the following conditions:

- The consumption of food in the Library is prohibited by the public unless provided at a Library sponsored program.
- Beverages (non-alcoholic) are allowed throughout the Library if they are in spill-proof containers with a secure lid. Spills should be reported immediately. Patrons may be responsible for damage or stains resulting from spills.
- Unattended drinks in public areas will be discarded.
- Food Allergies: The Library may serve food at Library programs. Patrons with allergies are responsible for monitoring food served at such programs. Upon request, Library staff will gladly disclose any information regarding the ingredients of the food served.

Public Computing Policy

Computer availability

Computers are available on a first-come first-served basis. Computer users are expected to obey the time limits set up for each computer in the Library. Reservations will not be taken.

Online Public Catalog Computers

These computers are available for use by any Library user regardless of age or card privileges. They do not permit Internet access, but instead house the Library's online catalog, and are intended to facilitate individual research regarding library holdings and materials.

Public Access Computers – Adult

These computers are available to patrons 16 and older. Users may access the Internet, or use the software installed on these machines for a period of up to thirty (30) minutes per day. Individual sessions may be extended as availability permits and the staff member on duty approves.

Public Access Computers - Youth

These computers are available to patrons 15 and younger only. Children must have Internet permission approved on their Library card application. These machines have age-related educational and recreational software installed, and Internet access is available. Users may access the Internet, or use the software installed on these machines for a period of up to thirty (30) minutes per day. Individual sessions may be extended as availability permits and the staff member on duty approves.

Printing Policy

Printing is available with per page fees as posted and subject to change.

Saving Information

Information may be saved using any personal portable USB device such as flash or jump drives. The computer hard drive (C:) is not available as a storage device. No unauthorized or outside computer software may be downloaded or installed on any Library computer.

Staff Assistance

Staff will assist library users in getting started with basic computer use as staff time and availability of trained personnel permits. Regrettably, the staff is not able to offer extensive explanations or training regarding the Internet or personal computer use, nor can the Library guarantee that appropriately-trained staff will be available to assist users at all times the Library is open.

Misuse of a Library computer may result in the loss of computer privileges, loss of library privileges and possible prosecution. Damages resulting from the misuse are the responsibility of the user or, in the case of minors, the parent or guardian. Please refer to the Library's Internet Policy.

Internet Policy

The St. Albans Free Library provides access to the World Wide Web with both the availability of Wi-Fi and public access computers. This supports the Library's mission to provide the community with access to educational and recreational materials for the citizens' enjoyment, enlightenment and enrichment.

The Internet offers access to millions of valuable sites, but some may be inaccurate, incomplete, dated or personally offensive. The Library does not offer filtering software on its computers. As with other library materials, guidance in the use of a child's access to the Internet is the responsibility of the parent or legal guardian.

Responsible Use of the Internet

Each individual is responsible for evaluating and determining the worth of information retrieved from any source, including the Internet. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes. Users will respect the rights and privacy of others by not accessing private files. Users agree not to incur any costs for the library through their use of the Internet. Users shall not create and/or distribute computer viruses over the Internet. Users shall not deliberately or willfully cause damage or changes to computer equipment, programs, or parameters.

Children 15 and younger must have parent's permission to use the internet as indicated on their Library card application. Parents are responsible for deciding which sites they and their children select. Children who use the Internet without parental guidance may encounter material which is beyond their maturity level or otherwise unsuitable. The Library does not provide direct supervision of children as they access the internet. The Library strongly urges parents to discuss the use of this resource with their children.

For information on laws regarding inappropriate materials, please refer to The Vermont State Statutes Title 13: Crimes and Criminal Procedure, Chapter 63: OBSCENITY.

Collection Development Policy

Scope of the Collection

The library will buy material in all areas and try to maintain the core collection on an equal basis. However, special emphasis will be on the following areas:

- Juvenile materials in both fiction and nonfiction, encompassing a large selection of easy reading materials
- Young adult fiction materials, encompassing a collection of materials at a reading and interest level between juvenile and adult ages
- Adult nonfiction, encompassing a collection of materials at a reading and interest level for young adult and adult ages
- Adult fiction of all genres, including large type materials, and nationally recognized best sellers
- Media including physical and online resources for all ages will be added to complement the existing library collection

Duplicates of Materials

Purchase of duplicates will be based on customer demand. Materials with multiple reserves or multiple interlibrary loan requests will be considered for duplication when funding allows.

Limits of the Collection

Limits of the collection include budget, available shelving, and user demand or lack thereof.

Donations to the Collection

Donations or gift materials to the collection will be accepted on the basis of need and suitability. Any such materials will meet selection criteria.

Preservation and Conservation of the Collection

Materials needing major repairs will be considered for replacement, rebinding, or discard. If replacement is necessary, the most recent edition will be purchased. If the title is out of print, alternative titles will be considered. Since many book repair methods create hazards for other volumes shelved in proximity, it is often more cost effective to replace or rebind materials needing extensive repair.

Rebinding will only be considered for out of print materials containing valuable information not readily available in other works. The condition of the volume must be such as to allow successful rebinding. Final decision regarding rebinding will rest with the Library Director/Business Manager.

Selection Criteria

The following sources are recommended for Librarians to use in evaluating materials for purchase or addition to the collection and will be employed under appropriate circumstances:

- Reviews in professionally recognized selection tools
- Professionally recognized bibliographies, indexes, and book lists
- Requests from cardholders, including interlibrary loan requests for subjects or specific titles more than 3 times in one year

Librarians selecting materials for the collection will use the following criteria:

- Materials which enrich and support the existing collection
- Materials or subjects requested by users
- Materials which supply information to fill voids in the existing collection
- Relevance of the material or subject matter to the existing collection and the community

Selection Criteria *Continued*

- Suitability of the content to patrons' reading and interest levels

Permanent or timely value of materials
Competence and authority of the author, editor, compiler, and/or publisher
Accuracy of the information
Materials clearly written in a style comprehensible to the general public
Price which is comparable to alternative sources and/or formats
Availability of materials in alternate information centers within the geographic area
Historic value
Technical and artistic quality

Discard Policy

The discard of unused and outdated materials and those in poor physical condition will be an on-going process. Discarded materials will be disposed of in the following manner:

1. Discarded as “free” matter or for sale at our ongoing book sale
2. Donations to other libraries or nonprofit organizations
3. Disposal through a recycling facility

Complaints and Requests

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

The Board of Trustees recognizes the right of individuals to question materials in the library collection.

Whenever a patron objects to the presence or absence of any library material, the complaint will be given hearing and consideration. All complaints to staff members will be referred to the professional staff who will discuss the matter with the complainant. If not satisfied, the patron will be given a "Request for Reconsideration of Library Materials / Programs" form to complete. Forms will be accepted from adults who are residents of the Library's legal service area. This completed form will be given to the Library Director/Business Manager who will then meet with the professional staff to evaluate the material in question and consider the merits of the completed request form. The professional staff will consider whether the material meets the selection criteria outlined in this policy. A decision will be made regarding whether or not to retain or withdraw the material within a reasonable amount of time, with written reasons for the decision conveyed to the patron. Staff may also choose to put a warning label in the book, warning of possible outdated cultural depictions. If the patron is dissatisfied with the staff's decision or the written reply, he or she may appeal the decision to the Board at a regularly scheduled Board meeting. The Board, after receiving public testimony from the patron, other interested parties, and from the Director, will decide whether or not library policies have been followed and whether to retain or withdraw the material in question.

Materials subject to complaint shall not be removed from use and circulation pending final action. If a court having jurisdiction over the library decides that any material in the collection is unprotected by the Constitution of the United States, such material will be removed immediately. Material under court consideration will remain available to patrons until a final ruling is made.

St. Albans Free Library Request for Reconsideration of Library Materials / Programs

Your Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Representing: Self Organization (please name) _____

Item to reconsider:

book audio/video magazine/newspaper program other (please state)

Have you read the Library Collection Development / Programming Policy? Yes No

Did you read/view/listen to entire work? Yes No (please explain) _____

What do you object to: _____

What do you feel might be the result of reading/viewing/listening to this work: _____

Are you aware of other's reviews of this work? Yes No

What is your recommendation for this work? _____

What could we add to our collection to replace this work or represent your point of view? _____

Signature _____ Date _____

This is a public document and may be reprinted.

Programming Policy

The Library supports its mission by developing and presenting programs that meet the informational and cultural needs of the community. Programming is an integral component of library service that

expands the Library's role as a community resource and/or
introduces customers and non-users to Library resources and/or
provides entertainment and/or
provides opportunities for lifelong learning and/or
expands the visibility of the library.

Programming at the Library or online will be managed by designated staff. The Library's staff will use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests;
- Availability of program space;
- Treatment of content for intended audience;
- Presentation quality;
- Presenter background/qualifications in content area;
- Budget;
- Relevance to community interests and issues;
- Historical or educational significance;
- Connection to other community programs, exhibitions or events.

Library staff members who present programs do so as part of their regular job and are not hired as outside contractors for programming. The Library often draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters who reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

All Library programs are open to the public although a fee may be charged for certain types of programs. Registration and age restrictions may be required for planning purposes or when space is limited. Programs will be held on site at the Library or off site if necessary. Any sales of products at Library programs must be approved by the Library Director/Business Manager. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

The Library welcomes expressions of opinion from customers concerning programming. If a patron questions a Library program, he/she should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration form.

Meeting Room Policy

The Meeting Room Policy establishes guidelines and a procedure for the use of the Library's meeting facilities in keeping with the Library's mission "to provide the community with access to educational and recreational materials for the citizens' enjoyment, enlightenment and enrichment".

The St. Albans Free Library's Meeting Room is available for use by Community/Non-Profit Organizations during Library hours. No admission fees will be charged. No products or services may be advertised, solicited or sold in library meeting rooms or on library property unless approved by the Library Director/Business Manager.

Meeting room space is intended for specific events rather than for regularly scheduled, on-going meetings. Use of a space with a frequency of more than once a month will need approval of the Library Director/Business Manager. Reservations for the space should be made at least one week in advance.

The library is not to be considered the sponsor, the host, or the endorser or in any other way associated with any organization using the meeting room unless agreed by the Library Director/Business Manager. All publicity which uses the name of the library must include the statement "Sponsored by (the name of the organization)."

All meetings must be completed fifteen (15) minutes before the library closes unless prior approval is given by the Library Director/Business Manager.

Permission to use the rooms includes ordinary use of the furniture and fixtures, including chairs, tables, and a/v system. All other items must be provided by the person or group reserving the room. Nothing may be affixed or mounted in any way to the walls.

No smoking or alcoholic beverages are allowed in the library.

Maximum occupancy of the meeting room will be limited to:
29 total occupancy; seated and/or standing (sits 24 comfortably and 18-24 when using tables)

The library assumes no liability for theft or damage to property brought onto library property or for injuries, which occurs as a result of actions of sponsors or participants in activities in meeting rooms. If a group reserving the room cancels a scheduled meeting, the applicant must cancel the meeting room reservation as soon as possible.

The library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. The library reserves the right to cancel a reservation with no less than 48 hours' notice, if the space is required for use by the library or a library-related organization. Meeting room programs must not interfere with library operations.

A group may be asked to sign a Meeting Room Use Agreement to acknowledge the acceptance of the terms of this policy.

Use of Meeting Room Agreement

The St. Albans Free Library's Meeting Room is available for use by Community/Non-Profit Organizations during Library hours. The room capacity is 29, sits 24 comfortably and 18-24 when using tables.

Please sign and date this form and return to the
Library Director/Business Manager

St. Albans Free Library 11 Maiden Lane, St. Albans, VT 05478

at least a week before your scheduled meeting.

Organization's Name: _____

Program: _____ Speaker/Purpose: _____

Contact: _____ Phone: _____

Date of Meeting: _____ Time: _____ Number attending: _____
(If more than 1 day is requested, lists all dates) (occupancy is limited to no more than 29 adults & children)

Is use of audiovisual equipment needed? _____ No _____ Yes (please explain) _____

The following terms are understood and will be followed.

1. Parking will be available on Maiden Lane and surrounding streets according to city time limits. Parking is not available in the Library's main parking area.
2. Alcoholic beverages are not allowed on Library property. The Library is a non-smoking environment.
3. The Library Director/Business Manager must approve use of food and beverages. Additional use of kitchen must be approved.
4. The Meeting Room is equipped with tables and chairs. Approval is required for any additional equipment brought into the building.
5. Set-up and clean-up are the responsibility of the organization using the room. Additional cleaning costs will be assumed by sponsoring organization. Group must dispose of their trash, the Library does not have a trash receptacle.
6. All activities must be confined to the Meeting Room.
7. The Library is heated/air-conditioned. Please do not alter thermostat. Windows should not be opened.
8. Lights should be turned off at the end of the meeting.
9. Any damage done to the room or equipment in the room should be reported to the Library Director/Business Manager. Please note that by signing this agreement you are responsible for reimbursing the Library the cost of replacing any materials.
10. It is requested that you call and cancel if the Meeting Room is no longer needed as scheduled.

Signature: _____ Date: _____

Notes/added info: _____

Staff initials: _____ Date: _____

Equipment Use Policy

The St. Albans Free Library provides audiovisual equipment for use in the Library's Meeting Room.

Reservations for the audiovisual equipment in the Meeting Room can be made when reserving the Meeting Room and completing a Meeting Room Agreement Form.

The Library is not responsible for damage to materials used in Library equipment. Use of equipment in the room must follow Library policy as noted in the Library's Meeting Room Policy, Computer Use Policy and Internet Policy.

No outside equipment can be used with the Library's audiovisual equipment/videoconferencing equipment without permission of the Library Director/Business Manager. Any damage to, or loss of equipment, will be assessed on an individual basis by the Library Director/Business Manager.

The Library staff reserves the right to terminate a group's use of the audiovisual equipment/videoconferencing equipment if problems of physical abuse or equipment malfunction occur.

Bulletin Board and Distribution Policy

A limited number of bulletin board and distribution areas are available within the Library for the posting and passive distribution of materials from other entities. Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

Because the amount of such bulletin board and distribution area space is limited, and in order to provide Library visitors with the opportunity to review materials from non-profit organizations that they might not otherwise have the opportunity to review, the following rules apply:

Bulletin board space is provided for announcements of dated local events whose principal sponsors are non-profit organizations.

Non-profit organizations may provide dated materials related to their not-for-profit purpose for passive distribution.

Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them.

Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

To ensure equitable access to limited display space, the Library may establish criteria regarding posting and distribution of material, including the following:

- the maximum size of material to be posted or distributed;

- the maximum length of time materials may remain posted or displayed;

- the maximum amount of time before or after an event a posting may occur;

- the frequency with which material may be posted or displayed by the same non-profit organization; and

consistent methods for allocating space should the amount of material exceed the space available for posting or distribution.

All posting and placement of materials in distribution areas shall be done by staff of the St. Albans Free Library.

Materials left for posting or distribution without authorization from the Library will be discarded.

The Library assumes no responsibility for the preservation or protection of materials posted or distributed.

Materials will not be returned.

Video Surveillance Policy

The St. Albans Free Library uses video surveillance equipment to ensure the safety of patrons, staff, and Library property. Any activity captured on the cameras may be recorded and archived, and can be used for resolving any Library issues requiring documented evidence.

The Library Director/Business Manager will train staff on surveillance protocol as pursuant to this policy. Employees who knowingly abuse the policy will be subject to discipline.

- The system is a web-based video security system that authorized staff can view from within the Library or offsite.
- The equipment will operate twenty-four hours a day, seven days a week within the systems limitations and will be recorded over as the system demands.
- The cameras will not be adjusted without the Library Director/Business Manager authorization.
- Equipment will not monitor areas where the patrons or staff have an expectation of privacy (e.g. washrooms), nor will they be directed to look through the windows to adjacent buildings.
- Signs will be displayed to inform the public of the existence of video surveillance.
- Staff computers will have access to current surveillance; staff monitors should not be in a position that enables public viewing.
- Staff monitoring of the surveillance system will only occur when a staff member is concerned with a certain event (e.g. vandalism or missing items) or to assist with limited staffing of the Library.
- The Library Director/Business Manager or a delegated alternate are the only staff members authorized to view past video surveillance recordings.
- If an event occurs on Library property that involves police intervention, a copy of the surveillance recording will be handed over to the authorities. Other requests will need Library Board approval or a warrant.

Volunteer Policy

Volunteering for St. Albans Free Library can be a rewarding and exciting experience. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library.

We support the effective utilization of volunteer time and talent as a way to

- Assist staff, as needed, in critical daily tasks
- Add services of value to new and existing programs
- Promote public awareness of library services
- Increase involvement in/and support of the Library by the public
- Promote civic engagement by employees of local corporations.

Volunteers will not be used to replace the work done by paid library staff. Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected category.

Volunteers under the age of 18 must have parental approval and cannot work more than four (4) hours per day. Youth volunteers may not work without direct supervision by a staff member.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

The Library does not provide any medical, health, accident or worker's compensation benefits for any volunteer.

Individuals interested in volunteering at the Library must fill out an application form. Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process. The Library may not accept every volunteer application.

A volunteer may be asked to keep a timesheet. Volunteers should keep staff aware of their work and of any schedule changes.

Community Service (Court-ordered or Agency directed) Policy

The St. Albans Free Library will only accept persons with misdemeanors in the following categories:

- Driving under the influence
- Under-age drinking
- Traffic violations such as driving with no insurance, speeding, parking tickets, not paying traffic fines
- Trespassing in lawful locations
- Curfew violations

The Library **reserves the right to reject** individuals who have been charged with the following:

- Violence of any kind, including assault, child abuse, fighting, etc.
- Sexual charges of any nature, including indecent exposure, etc.
- Convicted felonies

The Library will only work with persons that have a case manager. The case manager must call the Library Director/Business Manager or Library designee to place a community service volunteer and make arrangements. The case manager will be given a copy of this policy and understands the charges that are acceptable to the Library. The Library is under no obligation to take an individual who appears to be unsuitable, or if the workload or staffing is limited.

The Library Director/Business Manager or Library designee and the community service volunteer will agree on a set schedule.

If the community service volunteer is unable to make a certain date, he or she will call in ahead of time to cancel. If the community service volunteer becomes unreliable or is requiring more supervision than the Library can offer, the Library may request removal of the community service volunteer at any time and will mail the paperwork back to the case worker.

The Library will have a list of tasks suitable for community service work. It may include tasks such as shelving books, assisting the Book Cellar, cleaning books and audio visual items, yard work, or recycling removal. It will not include computer work or working with patrons.

The Library will require documentation that confirms the hours the community service volunteer works. This will be signed by the community service volunteer and the Library Director/Business Manager or Library designee. A copy of the documentation will be sent to the case work when hours are completed.

The community service volunteer will sign an agreement form with the Library.

Community Service Agreement Form

This agreement, made on ___/___/___(mm/dd/yy) by and between the St. Albans Free Library and _____(volunteer name) ___/___/___(DOB) _____(phone)

with _____ hours of community service has agreed to the following terms:

It is mutually agreed that the volunteer agrees to follow all the rules of the Library’s community service policy (see attached) and will follow the supervision and direction of Library staff to which the volunteer has been assigned.

The volunteer will agree to a set schedule and will notify Library staff if they cannot make their scheduled hours. Failure to contact the Library will result in termination of this agreement and termination will be reported to volunteer’s case manager.

Case Manager: _____ Contact number: _____

Contacted __/__/__(mm/dd/yy) Staff: _____

Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>date</i>						
10-12						
12-2						
2-4						
4-6						
6-8						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>date</i>						
10-12						
12-2						
2-4						
4-6						
6-8						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>date</i>						
10-12						
12-2						
2-4						
4-6						
6-8						

Non Tax Revenue Funds

It is the policy of the St. Albans Free Library to accept donations of money from private sources and place these funds both within the Library’s operational budget as well as in reserved or invested funds separate from the operational expenses provided by the City and Town of St. Albans.

The Library will attempt on an annual basis to acquire funds from non-municipal sources such as donations and fundraising. This amount, known as Gift Funds in the Library budget, will be determined when preparing each year's budget and will be entered into the Library's operational budget as an expected source of revenue and will be spent during that fiscal year. Donations received under \$5000 will go into Gift Funds unless specified by the donor. Gift Funds not expended at the end of the fiscal year will be transferred to the Library's Reserve Fund (PTC Money Market Account). Non-designated donations over \$5000 will go directly into the Library's Reserve Fund.

Funds received for a specific purpose by the donor will be entered in the Library's operating budget as Designated Funds and will be spent accordingly and may be carried over into the next fiscal year or until expended.

The Library's Reserve Fund will be an account separate from the Library's operating funds and will not exceed \$500,000 in balance. This fund may only be used for expenses approved by majority vote of the total Library Board which may include ordinary operating expenses or routine maintenance that is not available within the current funding year. Funds exceeding the \$500,000 will go into the Library's Investment Fund (CFSG).

The Library's Investment Fund will be an account separate from the Library's operating account and Reserve Fund and invested in a way to provide maximum return with minimal risk and ready availability. Money may be removed from the Restricted Fund by majority vote of the total Library Board for expenses other than ordinary operating expenses or routine maintenance.

When possible the Library will apply for grants to enhance Library services, operations and physical space. All grants received will follow the grant's guidelines and will be accounted for in the Library's fiscal accounting. The Library will keep all records and data necessary for filing with the grantee if necessary. Any grant over \$25,000 must have full Board approval before applying.

Purchasing Policy

The St. Albans Free Library has a Board-approved written budget. This budget is developed annually as a cooperative process between the Board's finance committee, the Library Director/Business Manager, and additional staff members with responsibility for budgetary elements. Each year, the Board of Trustees determines if the Library's revenues are adequate to meet the needs of the community. If the revenues are not

adequate to meet the needs of the community, the Board of Trustees will take action to increase the Library's revenue.

On a monthly basis, the Library Director/Business Manager presents written reports on Library operations to the Board of Trustees. These reports cover finances, Library usage, matters of personnel, collection development, programming, and any other relevant and pertinent information.

The Library maintains adequate records of Library operations in a manner easily understood by the public as well as the Board of Trustees and Library Director/Business Manager. This record of Library operations is presented at each Board of Trustees monthly meeting and clearly indicates the financial position of the Library. In addition to the general financial position of the Library, this record clearly indicates the current position of each budgetary line item, including total budgeted amount, monthly and year-to-date receipts and expenditures, and remaining budget.

Purchasing

The Purchasing Agent of the St. Albans Free Library is the Library Director/Business Manager. The Library Director/Business Manager may delegate authority to other staff members but bears the ultimate responsibility for purchases made. In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the Library Director/Business Manager to approve situations when prepayment is required by the vendor.

Purchases under \$25,000:

Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged. Single purchases in excess of \$5,000 must be approved in advance by the Library Board, except when an emergency exists. Purchases over \$1,000 (and under \$5000) by a delegated staff person must be approved by the Library Director/Business Manager in advance. While staff members responsible for purchasing items are not encumbered by a quote or bid process, the Library Board expects them to use due diligence in seeking out the most economical sources for the items.

Purchases between \$25,000 and \$75,000:

Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased. An invitation to quote shall be issued by the Library Director/Business Manager, allowing at least seven days before quotes are due to the Library. The Library Director/Business Manager shall present responsive quotes to the Library Board for its review and decision. If no responsive quotes are received, the Library may select a vendor as though it were a purchase under \$25,000.

Purchases \$75,000 and over:

Purchases of this value must be purchased following competitive bidding procedures as outlined below unless exempting circumstances apply.

BID SPECIFICATIONS

Bid specifications shall include the following:

- Bid name
- Bid submission deadline
- Date, location, and time of bid opening
- Specifications for the project or services including quantity, design, and performance features

- Bond and/or insurance requirements
- Any special requirements unique to the purchase
- Delivery or completion date

Once a request for bids has been issued, the bid specifications will be available for inspection at the Library's Circulation Desk.

BID SUBMISSION

All bids must be submitted in sealed envelopes, addressed to the Library in care of the Library Director/Business Manager or his/her designee, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

CRITERIA FOR BID SELECTION

The Library has a preference for qualified local vendors, and tries to award bids locally where feasible and prudent.

In evaluating bids, the Library Director/Business Manager or his/her designee will consider the following criteria:

- Price
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the City and/or Town
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements
- Bidder's financial responsibility
- Bidder's availability to provide future service, maintenance, and support
- Nature and size of bidder
- Any other factors that the Library Director/Business Manager or his/her designee determines are relevant and appropriate in connection with a given project or service.

The Library Director/Business Manager or his/her designee reserves the right at his/her sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in his/her sole and absolute judgment will best serve the Library's interest. The Library Director/Business Manager or his/her designee reserves the right to investigate the financial responsibility of any and all bidders to determine the ability of the bidder to assure service throughout the term of the contract.

CHANGE ORDERS

If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Library Director/Business

Manager or his/her designee will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Library must sign the change order.

EXCEPTIONS

Sole Source Purchases

If the Library Director/Business Manager or his/her designee determines that there is only one possible source for a proposed purchase, he/she may waive the bid process and authorize the purchase from the sole source.

Equal Employment Opportunity

St. Albans Free Library does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, gender identity, sexual orientation, ancestry, place of birth, age, disability, HIV status, marital or veteran's status, or any other basis protected by state or federal law.

Emergency Purchases

The Library may award contracts and make purchases for the purpose of meeting a public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of Library property or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of Library services.

Professional Services

The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, engineering, technology or technical support, risk management, and insurance services.

Services

Annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$5000 shall be approved by the Library Board.

Real Estate

All purchases of real estate, improved or unimproved, shall be made only with the prior consent of the Library Board and shall follow all applicable city and state laws.

Construction

All construction, alteration or renovation on Library owned or leased property shall follow the criteria set above.

Photography, Filming, and Videography Policy

In accordance with the Intellectual Freedom Committee's Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage (ALA), the Library has developed a Photography, Filming, and Videography Policy to ensure patrons are free from harassment, intimidation, or threats to their safety, well-being, and privacy rights. **The Library authorizes filming and photography on Library property as follows:**

- Programs or events at the library may be photographed or video-recorded by the Library's staff or its representatives. Attendance at any event or program constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the St. Albans Free Library.
- Patrons' personal photography, filming, and videotaping of the building is permitted for visitors wanting a remembrance of their visit, provided that the photography does not invade the privacy of library users or staff, interfere in any way with library operations, or capture any identifiable likenesses of individuals without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. Except as otherwise permitted (detailed below) by the Library itself, in no circumstances may anyone take a photo or film a Library customer without the consent of the customer, or their parent/guardian, if a minor.
- Except as permitted by applicable law, no commercial or media photography or filming may occur in Library facilities without the prior written permission and approval of the Library Director/Business Manager. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/films.
- The Library may utilize photos and videos from Library public programs and events on its website and in Library publications. Photos, images, and videos submitted to the Library by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
- Any consent granted pursuant to this policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the policy or other rules and regulations of the Library.

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 that 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.

The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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