



Eagle Valley Library District Policy Manual

Approved and Adopted by the Library Board of Trustees
17 July 2008

2022 Revision Included

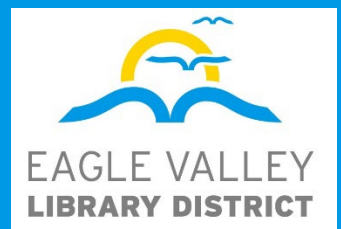


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Vision

We Believe in an Inspired, Informed and Inclusive Community

Mission Statement



Eagle Valley Library District is a system of libraries that responds to community needs by providing excellent opportunities and resources to read, learn and grow for residents and visitors of the Eagle Valley.



Statement of Welcome

The Eagle Valley Library District trustees and staff welcome you to visit and to take advantage of the resources and services we offer. In fulfillment of the District’s mission, we are committed to supporting the needs of our patrons through our libraries, public services, collections, and technological resources.

Collection Development Policy

Introduction

Eagle Valley Library District is a system of libraries that responds to community needs by providing excellent opportunities and resources to read, learn and grow for residents and visitors of the Eagle Valley.

EVLD believes it is vitally important that every person has free and ready access to the world of ideas, information, and creative experience in an environment promoting intellectual freedom. The reading and viewing activity of children is ultimately the responsibility of parents, caregivers or guardians, who guide and oversee the development of those in their care. The Eagle Valley Library District does not intrude on that relationship. More specific information regarding children's materials can be found in the Children's Services Collection Development Policy in this manual. The Library subscribes to the Library Bill of Rights, Freedom to Read Statement, Free Access to Minors Statement and Freedom to View Statement. These documents have been approved by the American Library Association and are appended to this policy manual.

Library Materials Selection Philosophy

The term, "library materials," includes, but is not limited to, books and other printed materials, electronic resources, periodicals, audiovisual materials, maps, art prints, photographs, digital materials and other items of community interest.

EVLD selects, makes available, and promotes the use of library materials, in a variety of formats, which:

- meet the information and recreation needs of District patrons;
- support formal and informal study;
- reflect a variety of opinions on a subject;
- represent a diverse and inclusive world view;
- support business, cultural, recreational, and civic activities in the community;
- stimulate self-understanding and growth;
- enhance job-related knowledge and skills; and
- increase knowledge of and participation in the affairs of the community, the country, and the world.

The Eagle Valley Library District, through its local and Colorado history collection, preserves literature, textual material, audiovisual material, newspapers, photographs, and other relevant materials which document the history of Eagle County and provide a record of current and past events in Eagle County. For more information see "Local History Department Policy."

Responsibility for Materials Selection

“Materials selection” refers to the decision to add material to the collection or to retain materials already in the collection.

Final responsibility for materials selection rests with the District Director, under whose direction the professional staff, qualified for this activity by reason of education, training, and experience, makes selection choices.

Suggestions from the library staff and the public are welcome and are given serious consideration within the general parameters of the Collection Development Policy.

General Principles of Materials Selection

Books and other library resources will be provided for the interest, information, and enlightenment of all people of the community.

Materials are evaluated as a whole and not on the basis of a particular passage or passages.

Material selection will be proactively inclusive regarding content and content creators, to represent a variety of lived experiences.

Materials will not be excluded because of the origin, background, or views of those contributing to their creation.

Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Materials and information provided will present the various general points of view on current and historical issues.

The Eagle Valley Library District attempts to provide current materials on a wide range of subjects.

General Selection Criteria

All items, whether purchased or donated, are considered in terms of the following standards. Each library acquisition will be measured with respect to:

- present and potential relevance to community needs;
- suitability of subject, style, and reading level for the intended audience;
- permanent value or importance as an historical document;
- appropriateness and effectiveness of medium to content;
- reputation and/or significance of author, publisher, or producer;
- demand or anticipated demand for the material;

- contemporary significance, i.e., attention of critics, reviewers, and the public;
- relationship to existing materials in the collection on the same subject;
- date of publication or currency of item;
- price;
- clarity, accuracy, and logic of presentation; design; illustration quality; comprehensiveness; indexing; ease of use; and
- physical quality of publication, i.e., paper, binding, etc. for books; audio and/or visual quality for audio visual materials.

Additionally, digital items will be selected with respect to:

- digital licensing requirements
- ease of use
- speed, flexibility and layout/appearance
- availability of full-text articles that can be downloaded, printed and emailed

Sources used for selection of adult materials include, but are not limited to, standard library journals such as Library Journal, Booklist, Kirkus Review, and RUSA Quarterly; popular magazines, trade journals, newspapers, publisher's catalogs, vendors, and input from staff and community members.

Collection Maintenance

Eagle Valley Library District maintains collections in varied formats to best meet the diverse needs of its residents.

Collection Maintenance is the continuous evaluation of the library collection by the professional library staff. This process is an integral part of collection development. Several factors may be involved in the decision to withdraw a book, or other material. These may include:

- physical condition
- number of copies in the collection
- value to the collection
- current demand and frequency of use
- accuracy and timeliness
- availability elsewhere including other libraries and online resources or a combination of one or more of the above factors.

Material will not be removed solely as a result of pressure or demand. See attached "Request for Reconsideration."

Gifts and Memorials

Donations of books or other library materials, or donations of money for the purchase of library materials, are generally welcomed. The District accepts gift materials with the understanding that those meeting the collection criteria and current needs will be retained and other items will be distributed as determined by the library. The District does not accept magazines, textbooks or items in poor condition.

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

The District reserves the right to integrate gifts or entire gift collections into the general collection, as they cannot be given special housing.

The District does not appraise gifts or provide evaluations of gifts for tax purposes, but will acknowledge receipt of gifts in writing if requested by the donor.

Library Resource Sharing

The Board of Trustees of the Eagle Valley Library District recognizes the value of interlibrary loans and reciprocal borrowing because no library can provide a comprehensive collection. Resources from other public libraries are available to Eagle Valley Library District residents, and the public library materials in Eagle Valley Library District are available to residents outside the District. Some EVLD materials such as high demand items, reference or rare materials may not be shared with other libraries.

Eagle Valley Library District shall participate in those resource sharing networks that best serve the interests of Eagle Valley Library District users.

Library materials unavailable at Eagle Valley Library District but which are available through cooperative library networks may be borrowed upon the request of the user.

Updated and Approved: 3/22/18

Updated and Approved: 7/28/22

Request for Reconsideration

User selection of library materials is an individual matter.

Responsibility for a child's reading selections rests with the parent or guardian.

Eagle Valley Library District supports intellectual freedom and endorses the following intellectual freedom statements (attached):

Library Bill of Rights (American Library Association) Freedom to Read (American Library Association) Freedom to View (Educational Film Library Association)

Citizens requesting reconsideration of library material, displays or programs should complete the "Request for Reconsideration" form. This form is available at all branches of the District or may be obtained through the Director's Office.

The "Request for Reconsideration" form should be submitted to the Library Director.

The Director will ask two professional librarians to evaluate the material, program or display in light of the patron's request. Evaluators will submit their written recommendations to the Director, who will make a written. In reference to materials or displays, the process will result in maintaining the current status, a change in location or reading level, or removal. In reference to programs an offering may remain the same, have the target audience changed or be continued.

The Director will notify the patron of the decision within 60 days. If the individual is not satisfied with the action taken, he/she may appeal to the Eagle Valley Library District Board of Trustees.

Adopted: 11/21/13

Reviewed: 9/22/22

Attached is a copy of the *Request for Reconsideration Form*.

Eagle Valley Library District

Request for Reconsideration

Type of Material

_____ Book

_____ Digital Resource

_____ Movie

_____ Periodical

_____ Game

_____ Display

_____ Program

_____ Other

Author: _____ Publisher: _____

Date of Publication: _____

Subject: _____ Program: _____

Request Initiated By

Your Name: _____

Mailing Address: _____

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

E-mail Address: _____

Do you represent?

_____ Yourself

_____ An organization (name & address): _____

_____ Other group (name & address): _____

What do you find objectionable about this item or topic?

Did you read/hear/view the entire work? _____

If "No," what parts did you read/hear/view?

What would you suggest the Eagle Valley Library do about this item, topic, program or display? i.e., move it to another section, remove from collection, discontinued, other?

In its place, what item, topic or program would you recommend?

Any other comments:

Signature: _____

Date: _____

Received by Eagle Valley Library District Director:

Signature: _____

Date: _____

Programming Policy

Definition

The Eagle Valley Library District provides programs to the public as part of its vision of an inspired, informed and inclusive community.

Programs are adult, children, teen, or family events presented by the staff or sponsored by the District. Programs may take place in library locations or at other locations. Programs may include but are not limited to speakers, panel discussions, performers, demonstrations, or other events.

Goals

Programs are designed to increase public awareness of library resources and to promote community engagement and lifelong learning.

Programs are valuable opportunities for outreach allowing the library to forge partnerships with external groups. The library may co-sponsor programs with entities whose mission and goals are compatible. Co-sponsoring decisions are made on the basis of shared interest, responsibility and benefits. Staff may present or assist with programs at other locations

Though the library may host a program, this does not necessarily indicate that the library endorses the position promoted by the presenter. Final authority for all programming and staff participation in non-library sponsored events rests with the Director.

Updated and Approved: 7/23/2020

Local History Department Policy

Mission

The Eagle Valley Library District Local History Department acquires, preserves, and makes accessible materials relevant to the cultural and natural history of Eagle County, the Western Slope, and the State of Colorado. These materials are used for research, educational purposes and exhibition. The Professional Standards found in the Core Values of Archivists and in the Code of Ethics for Archivists, adopted by the Council of the Society of American Archivists, shall be maintained.

Collection Development Policy

The Eagle Valley Library District will collect items that it is able to care for and use according to acceptable library and archival professional standards. Donations are evaluated for acceptance into the collection based on their ability to be integrated into existing collections by filling a gap or contextually adding meaning to items currently in EVLD holdings and their ability to be maintained in accordance with appropriate standards. The Local History Department's available space, time and cost also factor into these decisions.

Accepted items must be adequately documented to be of use to library patrons or researchers. Donors must adequately demonstrate ownership or authority to donate items at the time of transfer.

Access:

Public access to items in the archival collection will be provided for examination, research or exhibition, subject to criteria established by the Local History Librarian.

Deaccessioning:

Items may be subject to removal from the collection. Examples of such items are duplicate items, irrelevant or badly deteriorated items. Items may also be removed from the collection in order to improve the existing collection, make maximum use of available space, and best serve the public interest.

Monetary Appraisals

The Local History Librarian will not conduct any monetary appraisals nor give tax advice to donors.

Adopted: 9/1/16

Revised: 5/23/19

Internet Use Policy

Eagle Valley Library District offers computer and Internet access to the public, free of charge, at all library locations. Anyone, regardless of age or residency, can use a library computer. Each library is also equipped for wireless Internet access.

Internet access is filtered on all EVLD public computers to block access to obscene and sexually explicit materials. Patrons can ask to have the filter lifted temporarily and the Library District does not assume any responsibility for the accuracy of its Internet filters.

As with all library materials, the Library District affirms the right and responsibility of parents/guardians, not library staff, to determine and monitor their child's (under 17 years old) use of the Internet. Parents are urged to continually participate in their child's learning process by helping them make good choices in selecting appropriate materials and websites.

Adopted: 1/28/16

Revised: 5/28/2020

Responsibilities of the Eagle Valley Library District as a Provider of Internet Access

Library District staff is available to provide basic instruction to help patrons access Internet resources.

In keeping with existing library policies, the Eagle Library District will protect patron rights to privacy and confidentiality. The District strives to keep any communications on its computer network confidential. In general electronic mail is not secure and networks are sometimes susceptible to unauthorized access.

As part of normal system maintenance, network administrators do have the ability to monitor system activity, but the Eagle Valley Library District does not reveal information about a patron's use of its computer resources unless compelled to do so by a court order.

Adopted: 1/28/16

Reviewed: 2/13/19

Responsibilities of Users of the Eagle Valley Library District's Internet Resources

All patrons are expected to use the Library's Internet resources in a legal and ethical manner. Inappropriate use includes, but is not limited to:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to the library or external networks;
- Attempting unauthorized entry into the Library's network or to any other computer system;
- Accessing or attempting to access visual material that by local community standards would be considered obscene, child pornography and, in the case of minors, material harmful to minors;
- Libeling, slandering or otherwise harassing others;
- Distributing unsolicited advertising or propagating computer viruses; and
- Violating copyright, software license agreements or communications laws.

Users of the District's Internet resources are expected to use the Library's Internet resources in a legal and ethical manner and must comply with all applicable laws. Misuse of the computer or Internet access may result in the loss of the patron's computer or library privileges. Individuals using the District's computer resources for illegal purposes may also be subject to prosecution.

The District asks that all of its library users remain sensitive to the fact that they are working in a public space shared by people of all ages, with a variety of information interests and needs.

Adopted: 1/28/16

Revised: 1/23/2020

Fees & Fines Policy

FEES

The services provided by the Eagle Valley Library District are generally free to the public, however there are exceptions in that there are some fees imposed in order to defray costs. For example, fees are charged for printing and photocopying.

FINES

The District charges fines when adult materials are overdue. The District attempts to contact the patron, but is under no obligation to notify patrons of overdue materials.

All cardholders are responsible for materials borrowed on their card. Parents or legal guardians are responsible for the care and on time return of the materials checked out by minors in their care.

When materials have been lost by a patron, the patron will be charged for materials and a processing/reordering fee. The District may suspend or terminate a patron's library privileges if fines are unpaid. If the materials are still not returned or fees paid, the District may refer the matter to a collection agency and impose a collection fee.

Updated and Approved: 3/24/16

Revised: 3/24/2022

Library of Things

Eagle Valley Library District, works to be responsive to patron needs and interests. In recent years the notion of a sharing economy has inspired public libraries across the country to develop nontraditional collections of items for community access. Both economic austerity and aspiration to a minimalist lifestyle bring individuals to question the need for personal ownership of items infrequently used. A public Library of Things (LoT) provides access to these items – or “Things” – similar to the way libraries have traditionally offered access to print and recorded materials.

DESCRIPTION: Things are considered and acquired in a variety of areas:

- Assistive Technology
- Art & Craft
- Experiential Learning
- Health
- Home Improvement
- Kitchen
- Making
- Musical Instruments
- Outdoor Recreation
- Science
- Toys & Games
- Yard & Garden

Things may be located in the Children’s Library or as part of the Adult services area based on the intended use and safety requirements of the Thing.

SELECTION CRITERIA: The LoT selector will choose Things based on the needs of patrons. The LoT is not intended to be comprehensive. The selector will consider questions such as:

- Is access to this Thing supported by the library’s strategic plan?
- Have patrons been asking for this Thing?
- Can patrons find this Thing elsewhere?
- Does the District have the resources (time, money and expertise) to purchase and maintain the Thing, including time and funds for replacement parts, maintenance tasks, and repairing wear and tear?
- What is the lifespan of this Thing? Is the nature of the Thing such that normal wear and tear will render it undesirable, compromised or useless in a short time?
- Is the Thing anticipated to have ongoing costs? Are there consumables necessary for the Thing to be used? If so, can the library afford to stock and restock the consumables or is it reasonable to expect patrons will provide?
- Does the District have space to store and display the Thing?

DEACCESSIONING: The LoT Selector will retire Things from the LoT based on condition, lagging interest, obsolescence, acquisition or intended acquisition of a newer Thing.

REQUESTS FOR PURCHASE: Provisions of the District's REQUEST FOR PURCHASE process apply.

DONATIONS: When determining whether to accept the gift of a Thing, the District's GIFT POLICY will be applied.

LIABILITY: Not all Things are suitable or safe for all patrons. Responsibility for a child's use of a Thing rests with the parent or guardian.

Adopted 5/28/20

Makerspace Policy

Eagle Valley Library District's makerspace (Spark Studio) promotes creativity, ingenuity, and entrepreneurship by creating opportunities for individuals to collaborate, innovate, inspire one another, and generate content. The space supports lifelong learning and the realization of ideas in a new way through technology and hands-on fabrication. The Spark Studio provides open access to a wide variety of equipment and tools in multiple ways, including guided exploration through programs.

The Spark Studio may be used only for lawful purposes. The public is prohibited from using the Spark Studio equipment to create material that is:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.

The District reserves the right to deny Spark Studio access if a patron violates any part of this policy or procedures, or for any other misuse of the space, as determined by the Library staff.

Adopted: 7/23/20

Flyer and Brochure Policy

The Eagle Valley Library District displays its own flyers to acquaint the public with up- coming programs and to highlight certain materials in library collections.

On a space available basis, the libraries will display items that acquaint the public with educational and cultural programs for schools, nonprofit and nonpartisan organizations. The branch manager or the branch manager's designee must approve these items for display.

The libraries will not post flyers to promote businesses or activities promoting personal gain.

Adopted: 4/16/15

Reviewed: 7/10/19

Meeting Room Use Policy

In keeping with its mission, the Eagle Valley Library District offers reserved use of its meeting rooms for local community nonprofit groups holding meetings or programs. Use of the District's meeting rooms does not constitute endorsement by the District, its staff, or its trustees of the viewpoints presented. Groups using the meeting rooms for programs not sponsored by the District may not publicize their events in any manner which suggests library sponsorship or affiliation.

Programs sponsored by the District are given scheduling priority. Preference is also given to groups whose meetings are free and open to the public. Programs will be canceled if the library is closed. Regularly scheduled recurring meetings are discouraged in order to insure equitable access to the facilities for the entire community. The use of alcoholic beverages is prohibited unless special permission is granted.

The Director will establish administrative procedures for the implementation of this policy. Exceptions to this policy may be made at the discretion of the library director. The director shall report such exceptions to the board of trustees at their regularly scheduled meetings.

Adopted: 9/19/13

Revised: 1/24/19

Study Room Policy

Study rooms are available to the general public for study, quiet reading, small meetings and other purposes. Anyone can use the library's study rooms; no library card is required. Study room use is granted to library patrons on a first-come, first-served basis. Study rooms are available during regular library operating hours. Users are expected to follow the Eagle Valley Library District Patron Responsibility and Conduct Policy at all times while using study rooms.

Adopted: 9/26/19

Art Display Policy

Eagle Valley Library District Libraries offer exhibit space for local and regional artists to display their original works of art. The purpose of the art exhibits is to enrich the library experience for patrons and to provide a venue for artists ranging from amateur to professional to temporarily display their creations to the public.

Artists must select pieces of their work that are suitable for viewing by all ages. Standards for exhibits are stricter than standards for library books and other documents because display items are seen by everyone. In presenting displays, the library does not imply endorsement of the opinions or viewpoints of the artist or exhibitor. EVLD reserves the right to reject any display or item.

Artists displaying in the District's buildings must sign a waiver and release acknowledging that the District does not insure their work and that the artists will hold harmless the District, its Board of Trustees and its employees for any liability, claim or loss arising out of or in connection with the display of the artwork. On occasion, exhibits/displays already scheduled may be suspended for EVLD exhibits and promotions. The Eagle Valley Library District reserves the right to discontinue exhibit/display services at any time.

Adopted: 1/28/16

Revised: 3/21/19

Eagle Valley Library District Release and Waiver of Liability

I wish to have my artwork displayed in the Eagle Valley Library District's ("District") meeting room and have provided my artwork to the District for that purpose. I understand and agree that the work will be displayed to the public. I understand that I am responsible for any publicity to local media and the distribution of all other publicity materials.

I understand that I am responsible for both the set up and removal of my artwork.

I understand and agree that the District is not responsible for the protection of my artwork from theft or damage nor is the District responsible for any insurance of my artwork.

I hereby release, discharge, and agree to hold harmless the District and its employees for any liability, claim, or loss arising out of or in connection with the display of my artwork.

I understand the EVLD staff members will not be involved in any way in the sale of exhibited items.

I understand and agree that this Release and Waiver of Liability ("Release") is intended to be as broad and inclusive as permitted by law, and that it shall be governed by and interpreted in accordance with the laws of the State of Colorado. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release.

Artist's Signature: _____

Date: _____

Volunteer Policy

The Eagle Valley Library District welcomes the use of volunteers to enhance library service to the public. Volunteer service supplements but does not replace the efforts of paid library staff in meeting demands for quality public service. Utilizing volunteers serves as a method for encouraging citizens to become familiar with their library and the services that it offers and share this information in the community.

Volunteers must be at least 15 years old. Placement of younger volunteers may be possible as a part of existing library programming or through library partnerships with other groups. Volunteers serve without compensation or expectation of compensation and shall perform tasks only at the direction of and under the supervision of paid library staff. Volunteers are selected based on their qualifications and the needs of the District at any given time. The District accepts the service of volunteers with the understanding that such service is at the sole discretion of the District. Volunteers must sign a release and indemnification form prior to performing any service for the District. The Library District may perform a background check on Volunteers.

Adopted: 1/22/15

Revised: 5/23/19

Patron Responsibilities and Conduct Policy

The District wishes to foster a climate of respect, comfort, safety and welcome for all District patrons and staff. In order to do so, the District requires that patrons observe the following rules of conduct:

- Shirts and shoes must be worn at all times in the library.
- A patron whose hygiene inhibits the use of the library facilities by others may be asked to leave.
- Alcoholic beverages may not be consumed in library buildings or on the grounds of library buildings except as authorized at meetings and events.
- Smoking is prohibited in library buildings. This includes the use of electronic smoking devices.
- Food and uncovered beverages may not be brought into the libraries except as authorized at meetings and events.
- Bicycles, roller skates, skateboards, skis, snowboards and ski boots may not be brought into library buildings.
- Animals may not be brought into library buildings and may not be tethered at entranceways except for service or therapy dogs or animals involved in library programs
- All campaigning, petitioning, interviewing, survey-taking, soliciting or sales is prohibited. The Director may make an exception to this rule, when such activity is to be undertaken for purposes of benefit to the District or a District library.
- The disturbance of the peace of the library through the use of photography, film or television equipment is prohibited. The Library Manager may grant permission for the use of such equipment.
- Library users are not permitted in library offices and other non-public areas, unless invited by and accompanied by a library staff member or through prior arrangement with the Library Manager or his/her designee.
- Disruptive or unsafe behavior is not permitted. Examples include but are not limited to loud talking, loud audio equipment, use of profanity, running, throwing things, hitting, pushing or shoving.

Violations of these rules of conduct may result in the loss of library privileges. The library Manager may suspend some or all library privileges, including the privilege to be in library buildings, for violation of any of these rules. The Director may terminate a patron's library privileges for further or repeated violation of these rules. A patron may appeal termination of library privileges to the Library Board of Trustees.

Notwithstanding the foregoing provisions, any person, without prior notice or warning, may be immediately removed from a District library if his/her presence or conduct on the premises poses a danger to any person or property on such premises.

Updated and approved: 7/23/15

Revised: 7/25/19

Unattended Person Policy

This policy seeks to provide guidelines for staff members to follow when they encounter children or people of any age who require supervision to be safe and/or not disruptive who are left alone in the library. It is not the library's intention to seek out unattended children or person requiring assistance but rather to have a reasonable response prepared as problems present themselves.

Library staff are not trained or expected to provide care for children or other persons in need of constant supervision. The parent, guardian, or caregiver is responsible for monitoring the activities and regulating the behavior of children or other persons requiring supervision during their Library visit. Staff members that find an unattended person in distress in the building will try to identify and contact the person's parent, guardian, or caregiver. If library staff cannot find or reach an attending parent, guardian, or caregiver they will contact the local law enforcement.

If the library is closing and a person requiring assistance has not been picked-up by their parent, guardian, or caregiver, the staff member in charge of the building will contact the local enforcement to request custodial care. Two staff members will remain with the person inside the library until a parent, guardian, or the police arrive. Under no circumstances will library staff transport or take the person away from the library building.

The library district is released from any and all liability regarding this policy. Parents, guardians, and caregivers acknowledge the risk of leaving a child or person requiring assistance unattended in the library and release the District from all claims which they may have or which they may have on behalf of their child/ward.

Adopted: 7/23/15

Revised: 11/21/19

Children's Services Collection Development Policy

The collections provide materials for children that inspire intellectual curiosity and encourage a love of books and reading. The reading and viewing activity of children is ultimately the responsibility of parents, caregivers, or guardians, who guide and oversee the development of those in their care. The Eagle Valley Library District does not intrude on that relationship.

The selection of materials for the collection is based upon the following criteria:

- Suitability for meeting the needs of the children in the community and appeal to the interests of the community.
- Artistic excellence/literary merit/technical quality/quality of presentation
- Reputation and/or significance of the author generally
- Accuracy, authority and currency on the subject
- Reviews by professional journals
- Avoidance of stereotypical representations of people
- Popular demand and current trends
- Relation to existing collections and other material on the subject
- Skill, competence and purpose of author
- Budgetary and space considerations
- Suitability of physical form for library use

Weeding

Weeding is the continuous evaluation of the library collection by the professional library staff. This process is an integral part of collection development and maintenance. Several factors may be involved in the decision to withdraw a book or other material. These may include physical condition, number of copies in the collection, age or obsolescence, little use, value to the collection, or a combination of one or more of the above factors.

Material will not be removed solely as a result of pressure or demand. See attached "Request for Reconsideration."

Adopted: 9/1/16

Reviewed: 6/12/19

Updated and Approved: 7/28/22

Children's Services Policy

The Eagle Valley Library District supports a children's collection and programming. Parents and guardians may restrict their children, and only their children, from access to library materials and services. The District does not restrict items checked out or viewed by any patron, except by quantity. The District strives to build and maintain a quality children's collection.

Updated and approved: 3/24/16

Revised: 11/21/19

Teen Services Policy

The Eagle Valley Library District supports a teen collection and programming for students going into grades 6 to 12. The teen area is a dedicated space designed and intended exclusively for patrons in grades 6 to 12. The purpose of the space is to provide a safe, supportive and positive environment for these patrons. Adults and children are welcome to access circulating materials available in the teen area. Adults actively engaged in helping a teen may remain in the teen space. The District strives to build and maintain the teen collection and plan and manage library programs for teen library users. The Teen Librarian will decide on the nature and frequency of programs for this audience.

Adopted: 11/17/15

Reviewed: 6/12/19

Group Visits Policy

The Eagle Valley Library District welcomes group visits (i.e. preschool and daycare, school classes, day camps, scout troops, adult clubs, etc.) The intent of this policy is to provide the best possible library experience for the many groups that visit.

- In order to ensure a quality library experience for every patron the library requires the teacher or group coordinator to call to make an appointment no later than one week prior to the visit.
- The teacher or person responsible for the group participates in assisting the group members with research, as well as in keeping the group under control and practicing behavior appropriate to the library setting.
- Groups must be accompanied by an appropriate number of group leaders who stay with the group throughout their visit to the library.
- Visits by young children are encouraged. The library recommends at least one adult group leader for every five children.

Members of the library staff are available to provide research assistance, special programming, etc., if the agreement is made at the time of the group appointment.

Adopted: 5/28/15

Revised: 11/21/19

Privacy Policy

The Eagle Valley Library District is committed to maintaining the privacy of its patrons. Colorado state law prohibits the District from disclosing any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library. Pursuant to the law the library may only disclose patron records in the following instances: when necessary for the reasonable operation of the library; upon written consent of the user, pursuant to subpoena, upon court order, or where otherwise required by law; and to a custodian parent or legal guardian who physically presents a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor. (C.R.S. 24-90-119) Requests made by subpoena or court order must be referred to the Library Director or designee. The Library Director or designee may then consult legal counsel. Additionally, the District is obligated to comply with the information disclosure requirements of the USA Patriot Act.

Adopted: 9/19/13

Revised: 1/24/19

Request Public Records

To request public records, deliver a written request to library@evld.org or PO Box 240 Eagle, CO, 81631. General emails to the District [or inquiries on the District's website or social media sites] will not be treated as records requests under CORA. Requests must be submitted to and received by the District Director. The Director or designee will appoint a records custodian to handle the request. The District will respond to requests made pursuant to the Colorado Open

Records laws within 3 working days whenever possible. If the request is voluminous or extenuating circumstances apply, the custodian of the records will notify the requester that delivery may be delayed.

All requests must contain the following information:

Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including data ranges.

If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

LIMITATIONS

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

FEES AND COSTS

Fees for research and retrieval of public records are as follows:

1st Hour	-	No Charge
More than 1 Hour	-	\$30/hour

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. §24-72-205(b). Other fees to cover printing, postage, etc. may be imposed at the discretion of the District Director consistent with the provisions of CORA.

Adopted: 9/24/20

Purchasing Policy

This policy sets forth the requirements and restrictions that govern purchases of goods and services for the Eagle Valley Library District. The intent of this policy is to maximize the use of the District's funds by employing prudent, time efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting the District's needs for goods and services. This policy is designed to provide sound safeguards, yet allow appropriate decision-making flexibility for purchasing staff to function effectively in the public's interest. It is the goal of the Eagle Valley Library District to extend honest, courteous and impartial treatment to all Vendors.

Purchases of goods and services for the District shall be subject to the requirements and restrictions in this policy.

EXCLUSIONS

This policy does not apply to the following:

- Real property;
- Insurance;
- Dues and memberships in trade or professional organizations;
- Subscriptions for periodicals;
- Advertisements;
- Postage
- Petty cash purchases;
- Utility services;
- Copyrighted materials, patented material, art and artistic services;
- Employee benefits;
- Library materials;
- Legal Services;
- Fees and costs of job-related travel, seminars, registrations and training; and
- Procurement, transfer, sale or exchange of goods or services between the District and other governmental entities or nonprofit organizations.

Responsibilities

The Eagle Valley Library District uses centralized purchasing to ensure competitive buying, sound vendor relationships, and adherence to the purchasing policies adopted by the Board of Trustees. In general, purchasing responsibilities are as follows: The Board of Trustees is responsible for the approval and/or revision of this policy. The Director has the delegated authority to approve or disapprove purchases according to the guidelines stated herein, and to create procedures for efficient execution of this policy. The Library Director or designee is responsible for obtaining bids and quotations, developing vendor information, handling all procedural purchasing functions within a comprehensive centralized purchasing format, and

maintaining an inventory of all fixed assets. Before entering into any contract for services with the Eagle Valley Library District, all contractors complete the Contractor's Certification of Compliance.

Bids and Quotations

SINGLE ITEM PURCHASES	Single items ordered and purchased individually. (Example – one computer, one copy machine, one book return, etc.
\$0 - \$3000	Multiple quotations are not required. Authorized through the purchase order system if over \$1000.
\$3,000.01 - \$10,000	Three or more written, catalog or telephone quotations required. Authorized by Director or designee and through purchase order system.
AGGREGATE SINGLE ITEM PURCHASES	Single, identical items ordered and purchased in lots or groups. (Example: 20 printers, 50 chairs, 4 desks, etc.) EXCLUDED: The purchase of materials (i.e., Books, CD's, DVD's, etc.) Major materials vendors are chosen through a formal proposal process, which may be initiated by staff when service and pricing become unsatisfactory.
\$0 - \$3000	Multiple quotations are not required. Authorized through the purchase order system if over \$1000.
\$3000.01 - \$10,000	Three or more written catalog or telephone quotations required. Authorized by Director or designee and through the purchase order system.
FOR ALL \$10,000+ PURCHASES	
\$10,000.01 - \$25,000	Three or more written quotations or proposals required. Authorized by Director or designee and through the purchase order system.
\$25,000.01 - \$100,000	Three or more written quotations or proposals required. Approval by Board of Trustees. [Director approval can be granted in lieu of Board of Trustees approval if a specific expenditure has been approved through the formal budget process.]

\$100,000.01 or more	Formal bid, RFP or proposal process required. Approval by the Board of Trustees. [Director approval can be granted in lieu of Board of Trustees approval if a specific expenditure has been approved through the formal budget process.] [The Board of Trustees, by resolution, may waive the requirement of formal bids over \$100,000 on a case by case basis.]
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NOTE: The number of bids or quotations to be obtained is subject to the other provisions of this policy. If other provisions of this policy do not apply, and it is not possible or reasonable to obtain the required number of bids or quotations, the reason is included in the documentation.

Evaluation of Bids, Quotations and Proposals

A purchase order is awarded to the most acceptable and responsible bidder, judged in terms of overall suitability, e.g. quality, delivery, terms, service, and life expectancy -- in addition to price and discount. Selection of specific products that have rated high in product performance evaluations may be justified as best buys for the District. The Library Director reserves the right to reject any or all bids and to accept the bid that appears to be in the best interests of the District. All bids are a matter of public record.

EXCEPTIONS TO PURCHASES BASED ON BIDS AND QUOTATIONS

State Purchase Program

The Eagle Valley Library District is eligible to purchase various commodities under the Colorado State Purchasing Program. Contracts and price agreements that have been awarded by the state are acceptable as satisfying bid and quotation requirements of the District.

Cooperative Purchasing

The District may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interests of the District.

Sole Source Purchases

A sole source purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in the District's best interests. Purchases may then be made on the basis of prices established by negotiation. The District may purchase from a sole source supplier under the following circumstances:

- Product or service is available from only one source.
- Product or service is wanted for experimental trial or testing.
- Product is purchased for resale.
- Additional products and services are needed to complete an ongoing task, or to supplement an existing system.
- Product or service is purchased from, or a sale is made to, another unit of government.
- Item is a component or replacement part for which there is no commercially available substitute and which can be purchased only from the manufacturer or distributor.
- Compatibility is the overriding consideration for purchasing that specific item or service, or the purchase matches an existing product or service.
- Technical support agreements.
- The District has a compelling and valid interest in selecting a particular vendor.
- The vendor is uniquely qualified to provide the product or service.
- The justification for any sole-source purchase in excess of \$10,000 shall be documented in writing and approved by the Library Director or designee.

Emergency Purchases

An emergency purchase can only be made outside of normal purchasing hours. Management staff may purchase materials, supplies, etc. from a vendor without a purchase order under "emergency" conditions as outlined below:

- An emergency is any condition that will adversely affect the welfare of the District, or may endanger lives or property should the necessary materials, supplies, or services not be secured immediately.
- A Purchase Order is initiated at the start of the next business day accompanied by any invoices supporting the purchase.

Professional/Personal Services

Agreements for professional or personal services, including but not limited to architectural, engineering, legal and consulting services, are negotiated on the basis of demonstrated competence and qualifications at fees not in excess of market rates. A secondary service provider may be selected on the advice of a primary service provider, e.g. the Board attorney may recommend bond counsel; the financial advisor may recommend an appraiser. An agreement for performance of services may be extended to include a wider or expanded scope of services if the extension is within two years of the initial agreement; the fee does not exceed market rates; and the process is not in violation of any Colorado law or Constitutional regulation.

Other

Selection of Vendor

The Library District will make selection based on the best value, selection and service. Review of all Library District vendors is done regularly to ensure the best value and versatility to our patrons and citizens.

Contract Review

All contract renewals with increases in excess of 15% from one period to the next go out for bid in accordance with the District's Purchasing policies.

All contracts with open price arrangements are subject to bid annually.

All contracts are reviewed annually to determine whether market conditions or other factors may allow for more favorable contracts.

Standardization

All materials, supplies and equipment are standardized as much as possible for better prices through centralization, quantity purchases of fewer varieties of materials, and an increased proficiency in evaluating product and vendor performance.

Local Vendor Preference

Independent vendors located in Eagle County may be given a 5% price allowance in order to encourage local purchasing. When selecting an independent vendor over a national or regional vendor, all other criteria are met in terms of quality, availability, service, etc.

Environmental (Green and Sustainable) Preference

The Library District encourages purchasing recycled and environmentally preferred products if performance and cost effectiveness are determined to be equal to conventional products.

Code of Ethics

No employee of the District, member of the employee's immediate family (including members of civil unions) or firm owned by same, is allowed to sell to the District goods or services of any kind without the prior written consent of the Board of Trustees for expenditure of over \$1000.01 per item/incident. Goods or services costing \$1000.00 per item/incident or less can be approved by the Director or designee.

No member of the Board of Trustees, or member of the Board of Trustees' immediate family, or firm owned by same, is allowed to sell to the District goods or services of any kind, at any cost,

without the prior written consent of the Board of Trustees. Members of the Board of Trustees follow all rules of conduct as outlined in C.R.S.(Colorado Revised Statutes) Title 24; Article 18.

[Excerpt: Subsection C.R.S. 24-18-108.5.: "Rules of conduct for members of boards and commissions. (1) Proof beyond a reasonable doubt of commission of any act enumerated in this section is proof that the actor has breached his fiduciary duty. (2) A member of a board, commission, council or committee who receives no compensation other than a per diem allowance or necessary and reasonable expenses shall not perform an official act which may have a direct economic benefit on a business or other undertaking in which such member has a direct or substantial financial interest. "]

No employee or trustee of the District accepts a fee, gift, or other valuable item or service for personal use from any person or group of persons when such gift or other valuable item or service is given in the hope or expectation of receiving preferential treatment over others wishing to do business with the Eagle Valley Library District.

Adopted: 3/20/14

Revised: 10/24/19

Special Service Contracts

As part of the budget process, the Eagle Valley Library District Board of Trustees appropriates funds to contract with organizations offering services consistent with the needs and goals of the Eagle Valley Library District. Depending upon the type of service category, payment terms may take the form of cash payment and/or offset fees or rent relating to Library District property in exchange for value-in-kind services. The use of the public service contracts will typically be for specific services rendered in an amount consistent with the current fair market value of said services.

Public Service Fund Distribution Criteria

In order to be eligible for a public service contract, organizations must meet the following criteria:

Criterion 1: Accountability and Sustainability of Organization - The organization must have the following:

- Quantifiable goals and objectives.
- Non-discrimination in providing programs or services.
- Cooperation with existing related programs and community service.
- Federally recognized not-for-profit status.

Criterion 2: Program Need and Specific Library District Benefit - The organization must have the following:

- A clear demonstration of public benefit and provision of direct services to Eagle Valley Library District Residents.
- A demonstrated need for the program or activity.
- Special Service Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.

Criterion 3: Fiscal Stability and Other Financial Support - The organization must have the following:

- A clear description of how public funds will be used and accounted for.
- Other funding sources that can be used to leverage resources.
- A sound financial plan that demonstrates managerial and fiscal competence.
- A history of performing in a financially competent manner.

Criterion 4: Fair Market Value of the Services - The fair market value of services included in the public service contract should equal or exceed the total amount of compensation from the District unless outweighed by demonstrated intangible benefits.

Total Public Service Fund Appropriations

The District may appropriate up to 1 percent of EVLD's total budget for public service contracts for the Special Service Contract categories described below. In addition, the District appropriates specific dollar amounts for Literacy.

Fund Categories and Percentage Allocations

For the purpose of distributing Public Service Funds, public service contracts are placed into the following categories:

Special Service Contracts

- History/Heritage
- Homework help

Literacy

A percentage of the total budget (which shall not exceed 1 percent) is allocated for contracts in the Special Service Contract by the Board of Trustees. A specific dollar amount is allocated to Literacy.

The category percentage allocation does not vary from year-to-year. However, as the District's budget fluctuates (up or down) due to economic conditions, the dollar amounts applied to each category may fluctuate proportionally. Unspent fund balances at the end of a year will not be carried forward to future years. It is the intent of the Board of Trustees to appropriate funds for specific ongoing community library-related services and not fund one-time projects or programs.

Special Service Contracts

A portion of the budget will be designated for service contracts relating to services that coincide with the Library District's mission. Special services that fall into this category would include, but not be limited to History/Heritage and Homework Help.

Service providers are eligible to apply for a special service contract every budget year. The District reserves the right to accept, reject, or rebid any service contracts that are not deemed to meet the needs of the Library District and its patrons or the contractual goals of the service contract.

Each special service provider will have a special service contract with a term of one year. Eighty percent of each annual appropriation will be available at the beginning of the fiscal year, with the remaining 20 percent to be distributed upon demonstration through measures (quality and quantity) that the program has provided public services meeting its goals as delineated in the public service contract. The disbursement of all appropriations will be contingent upon EVLD Board approval. Special service providers will be required to submit current budgets and evidence of contract compliance (as determined by the contract) by September 30 of the contract year.

The District reserves the right to appoint a citizen's task force to assist in a competitive selection process.

All special service contract proposals must be consistent with the criteria listed in this policy.
(Criteria 1-4)

History/Heritage Contracts: In addition to the above listed criteria, proposals for programming must meet the following requirements: (1) Provide a service to or enhancement of History/Heritage programs in the Eagle Valley; and (2) Constitute a benefit to Eagle Valley community interests and needs. History/Heritage funds must be used to benefit Eagle Valley area youth or adults districtwide. This may be accomplished through one service contract or by dividing the funds between several contracts.

Deadlines: All proposals for Special Service Contracts must be received no later than September 30.

Literacy

Each year, the Board of Trustees may appropriate a specific dollar amount relating the promotion of literacy. The Board of Trustees will appropriate the funding for these expenditures during the annual budget process.

Exceptions

Literacy funds will be appropriated through processes separate from the Special Service Contract process and when deemed necessary by the Board of Trustees or its designee.

All final decisions relating to public service funding are at the discretion of the Board of Trustees.

Nothing in this policy shall create a binding contract or obligation of the District. Individual service contracts may vary from contract to contract at the discretion of the Board of Trustees.

Any award of a service contract is valid only for the term specified therein and shall not constitute a promise of future award. The Board of Trustees reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion.

Members of the Board of Trustees and Library Staff with the power to make recommendations regarding public service contracts are ineligible to apply for such public service contracts, including literacy funds. All submittals shall be public records.

Adopted: 7/17/14

Revised: 3/21/19

Lending Policy

LIBRARY CARDS

The District controls the use of its library content, equipment, services and facilities by issuing library cards as follows:

- One library card will be issued to any Colorado resident or property owner upon request. Picture identification and proof of residency is required when requesting a library card.
- A parent or guardian's signature is required for a card to be issued to a person under 14 years old. Persons 14 years of age and older will be issued a library card upon completion of the library card application. Students in K-12 may be eligible for student cards through the Eagle County School District with parental permission.
- Teachers employed by accredited schools within the library district service area may request a Teacher's Card. Homeschool teachers that are registered with the Eagle County School District may also request a Teacher's Card. Teachers are responsible for lost or damaged items.
- Temporary library cards for a set period of time are available to visitors of the Eagle Valley Library District. Other restrictions may apply.
- Library card privileges may be revoked by the Library Director. Appeals to revocation may be made to the Library Board. Excessive fines or other money due the library for late, damaged or lost materials must be remitted before a borrower's library card will be honored.

LIBRARY BORROWER RESPONSIBILITIES

- Returning all materials borrowed on your card by the due date or paying late fees.
- Paying replacement fees for library items lost or damaged in your care. Your account may be referred to a collection agency as a last resort to cover outstanding fees.
- Immediately reporting a lost or stolen card.
- Reporting any changes to your address, phone number or email address to the library.
- Adhering to these responsibilities if you lend your card to someone else.

The Library District is not responsible for any damage caused by its materials, including damage to CD's players, DVD's players, game systems, computers, or any electronic system (including hardware and software).

Adopted: 11/20/14

Revised: 7/25/19

Social Media Policy

The primary purpose for the District's social media sites is to inform library users about library programs, events and materials and other content of interest to library users. The Eagle Valley Library District welcomes public comments on our social media networks. The library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints but a limited forum for discussing library programs, events and materials.

Individuals are fully responsible for the content of their comments. The District does not discriminate against any views but reserves the right to delete any posts or content that are violations of library rules. Posts that are against library rules may be deleted before posting or removed by library staff. Such posts include, but are not limited to, the following:

- Copyright violations
- Off topic comments or reviews
- Commercial material/spam
- Duplicated posts from the same individual
- Obscene posts
- Specific and imminent threats
- Libelous comments
- Personal attacks
- Hateful or racist comments
- Comments that suggest or encourage illegal activity
- Personal info including, but not limited to, email addresses, telephone numbers, mailing addresses, or ID numbers

Abuse of the above policy may result in the responsible poster being barred from posting messages to the Library social media sites.

By choosing to comment on any social media website managed by the Eagle Valley Library District users agree to the rules above.

Adopted: 1/22/15

Revised: 9/26/19

Reserve Funds Policy

PURPOSE:

The purpose of the reserves policy is to establish and maintain reserves to meet the goals of Eagle Valley Library District. The District's philosophy is to support fiscal sustainability as the first priority while also building funds for future needs. Adequate fund balance/net asset levels are crucial in long-term financial planning.

Reserve funds shall be identified as restricted, committed, assigned or unassigned reserves.

DEFINITIONS:

Restricted reserves are amounts subject to externally enforceable legal restrictions and shall consist of:

- State-mandated reserves, such as TABOR reserve requirements
- Funds specifically mandated for debt service
- Future legal requirements which may be placed on the library district

Committed reserves are resources whose use is constrained by a limitation that a government imposes upon itself at its highest decision-making level. The decision to classify funds as committed reserves requires approval by the Board of Trustees. Examples of committed reserves include:

- Working capital reserves sufficient to fund expenditures for the first quarter of the fiscal year or until property taxes remitted by the county treasurer are sufficient to fund monthly operations.
- Funds for future major maintenance and improvements based on a detailed replacement schedule
- Other funds restricted by the Board of Trustees

Assigned reserves shall consist of any other monies in the general fund identified with a specific intended use.

Unassigned reserves are amounts that are not placed into any other reserve category listed above.

POLICY:

Restricted, committed and assigned reserves shall be reserved and invested in accordance with the district's Investment Policy or as otherwise required.

Committed reserves that are set aside for a specific purpose can be used for other purposes once that need is realized, but only with a resolution of the Board of Trustees.

The allocation of actual reserves will be evaluated annually, and any proposed changes will be presented to the Board of Trustees for approval.

Adopted: 9/24/15

Reviewed: 4/10/19

The background of the entire page is a close-up photograph of a wood grain, showing concentric rings of varying shades of brown, tan, and black. The rings are more pronounced in the center and become more wavy and less distinct towards the edges. A solid blue vertical bar runs along the right side of the page.

Appendix

*LIBRARY BILL OF RIGHTS
FREEDOM TO READ STATEMENT*

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.



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.

Having the freedom to read and the freedom to choose is one of the best gifts my parents ever gave me.

Judy Bloom

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.

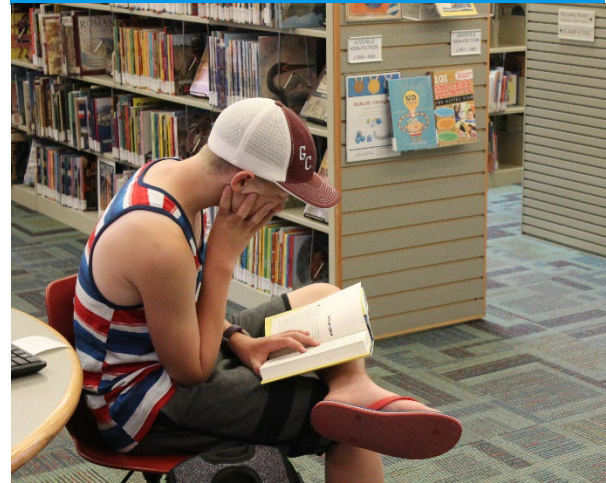
We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that 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.



EAGLE VALLEY
LIBRARY DISTRICT



Free Access to Libraries for Minors an Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas

or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

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

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, 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 guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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



**EAGLE VALLEY
LIBRARY DISTRICT**