

BROOKLINE PUBLIC LIBRARY  
January 5, 2010

# Policy Manual

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<b>BOOKMARK NOT DEFINED.</b>	

## Change History

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Date	Description/Summary of Changes
1/7/06	Word-formatted document
2/7/07	Cover-to-cover editing
5/1/07	Final editing
6/5/07	Final-final for approval
9/16/08	Added section 4.1
1/5/2010	Amended sections 9.8 through Appendix D
2/2/2010	Adopted revised Internet Access Authorization form (Appendix D)

## 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 provide 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 18, 1948  
Amended February 2, 1961 and January 23, 1980,  
Inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council

# Brookline Public Library Policy Manual

## **1 General**

It is the responsibility of the Board of Library Trustees to establish and maintain policy for the conduct of the Brookline Public Library. The Board of Trustees of the Brookline Public Library reserves the right to add to, delete from, terminate or modify any provision of this policy on either an individual or a Library-wide basis. Such additions, deletions, terminations or modifications shall be effective when approved by the Board of Trustees. This policy is not intended to and does not create contractual obligations for the Brookline Public Library.

## **2 Mission Statement of the Brookline Public Library**

The Brookline Public Library exists to serve all citizens of Brookline and is funded by Town taxes, trusts and gifts. It has the responsibility to acquire, preserve and administer, in organized collections, books and other related educational and recreational materials, both printed and non-printed, in order to stimulate knowledge, wisdom, culture and enjoyment for all citizens of Brookline.

### **3 By-laws of the Board of Library Trustees**

The Board of Library Trustees of the Town of Brookline shall consist of five members duly elected at consecutive Town Meetings. Each member shall be elected for a term of three years. The Trustees shall have the entire custody and management of the Public Library and all the property of the Town relating thereto, except trust funds held by the Town. If vacancies occur, members are appointed by the Board of Selectmen upon the recommendation of the Trustees to complete the term.

#### **3.1 Officers**

The officers of the Board of Library Trustees shall be as follows: Chairperson, Treasurer and Secretary chosen from among the Trustees at the annual meeting of the board which shall follow the March Town Meeting.

The Chairperson shall preside, authorize calls for special meetings, appoint all committees and generally perform the duties of a presiding officer.

The Secretary shall keep a record of all meetings of the board and shall have custody of all its official records.

The Treasurer shall have charge of funds and keep the financial accounts of the board.

#### **3.2 Special Committees**

*Ad hoc* committees may be appointed by the Chairperson as necessary and shall serve until completion of their charge.

#### **3.3 Meetings**

The board shall meet each month except for the months of July and August, at a regularly scheduled date. An annual meeting shall be held at the same time as the regularly scheduled meeting in the month of April.

#### **3.4 Quorum**

A quorum for the transactions of business shall consist of three (3) of the members present.

#### **3.5 Parliamentary Authority**

The rules contained in Robert's Rules of Order, newly revised (current edition), shall govern the board in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

### ***3.6 Amendment of By-laws***

These by-laws may be amended at any regular meeting of the board by a two-thirds vote, provided that the amendment had been submitted in writing at a previous regular meeting.

### ***3.7 Annual Dues***

Annual dues for membership in the New Hampshire Library Trustees Association shall be paid from Library funds. The Trustees shall be paid for expenses incurred by attending professional meetings, workshops, etc. A bill shall be submitted to the treasurer itemizing the expense. The mileage shall be the same as that paid for Library employees.

### ***3.8 Health Insurance***

Trustees are allowed to purchase health insurance through the Library's provider. The cost of such insurance will be paid by the participating Trustee.

## **4 Library Hours of Operation**

The Library hours shall be established with regard to the general convenience of the public. *Currently it is open as follows: Monday, Tuesday and Thursday: 10am to 8pm; Wednesday, Friday and Saturday: 10am to 2pm except during July and August when it is closed on Saturdays.*

Generally, the Library will be closed on the following holidays: New Year's Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; Thanksgiving Day; the day following Thanksgiving; Christmas Day as established annually by the Trustees.

The Board of Library Trustees may designate other closings as deemed appropriate.

In case of emergency, the Library may be closed upon the recommendation of the Director and in concurrence with at least one Trustee.

### **4.1 Staffing Requirements**

There must be two staff members, whether paid or volunteer in the library at any time that the library is open to the public to ensure the safety of both the patrons and the staff.

## 5 Circulation and Patron Registration

The Library shall serve all residents of the community. Persons residing outside of the community but owning property, attending institutions of education, or employed within the community shall, upon request, be issued a library card for one year, subject to renewal. Proof of residency or eligibility required to obtain a library card. Non-residents who do not fall into one of the above categories may purchase an annual library card at a fee to be determined by the Board of Trustees. *Currently the fee for a non-resident card is \$40.*

Children may obtain a library card when they enter kindergarten or reach the age of five. Use of the library card or its services may be denied by the Director for due cause. Such cause may be failure to return books or to pay penalties, destruction of Library property, disturbance of other patrons, or any other unacceptable conduct on Library premises.

*Borrowers shall be charged 5 cents per day for each overdue book, music CD or periodical to a maximum of \$5 for each book or CD and \$3 for each periodical. There will be a charge of 50 cents per Library day for overdue videos and audiotapes to a maximum of \$10 for each video or audiotape. The charge for lost or damaged items shall be the list price of the item. Any additional expenses incurred in collection of lost books shall be paid by the borrower (such as fees for insufficient funds, excessive postal charges, etc.)*

## **6 Library Code of Conduct**

The mission of the Brookline Public Library is to make available, by convenient and free access, collections of expertly selected library materials to meet the public's informational and technological needs; to promote the enjoyment of reading; to encourage life-long learning; and to provide the opportunity for cultural enrichment.

### **6.1 Conduct Guidelines**

The Brookline Public Library and the Board of Library Trustees have established the following guidelines in order to maintain an atmosphere that is conducive to reading, studying, writing and listening to various library materials:

- Noise and other activity is to be kept at a level which will not inconvenience other people browsing, reading or working in the Library.
- Seating is limited to a maximum of 1 person per chair.
- Sleeping is not allowed.
- Shoes and shirts must be worn at all times.
- Feet need to remain on the floor, not on the furniture.
- Eating and drinking is not allowed at the computers.
- Unpackaged foods and those with strong odors are not permitted in the Library.
- Children under the age of 6 must be supervised at all times by a responsible person.
- Children under the age of 12 cannot be left at the Library without a responsible person present in the Library.
- Running is not permitted in the Library.
- Backpacks and sports equipment brought to the Library must be left at the front desk. The Library cannot be responsible for this equipment.
- All belongings must be taken when owner leaves the building.
- Any other behavior that interferes with our purpose as stated above is not allowed.

## **6.2 Prohibited Activities**

The following activities are not permitted in the Library and may result in arrest and/or temporary or permanent exclusion from the Library:

- Smoking is prohibited within the building and adjacent grounds.
- Drinking alcohol
- Drug use/sale of any kind
- Loitering
- Profanity and abusive language
- Engaging in disorderly conduct, fighting, threatening behavior
- Intentionally damaging or vandalizing Library and /or personal property
- Soliciting for money or services
- Harassing any patron or staff member
- Stealing Library materials or personal property belonging to patrons or staff
- Viewing of pornographic material
- Any other illegal activities

## **6.3 Unattended Children**

Caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these can and do change. Power failures or other emergencies can occur and require unexpected closing of the building. Children left alone in the Library, or on Library grounds, could be vulnerable. Every effort will be made to contact the parent or guardians prior to an unexpected closing.

The Brookline Public Library welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the library rests with the parent, guardian or caregiver. A caregiver must be at least 16 years of age.

Library staff members have many duties and cannot supervise children nor act as a substitute for childcare.

Children through age six must have a parent or caregiver in the immediate vicinity unless they are participating in a library program. Parents or caregivers for those age six or under who do not attend the program should remain in the building.

Children over six years of age may use the Library unattended for an amount of time appropriate to their age and maturity, as long as a caregiver remains in the Library; children over 12 may use the Library unattended until closing time, as long as they are able to contact a caregiver as necessary. Children behaving inappropriately will be informed of the rules. If inappropriate behavior continues, the caregiver will be notified. At closing time, if any child under 16 is unaccompanied by an adult or appropriate-aged caregiver, the staff will follow the directions below. All children should have the telephone number of someone who can assist them in an emergency. **The Library staff**

**may *not* take responsibility for the care of any age child, nor provide transportation to any child left unattended at the Library.**

If a child is found without a parent or caregiver, the staff will:

- A. Attempt to comfort the child, if necessary.
- B. Locate the parent or caregiver in the Library and explain the Child Safety Policy.
- C. Make every effort to contact the parent or caregiver, if not in the Library, to come and pick up the child. Staff will express the Library's concern for the child's safety and explain the Child Safety Policy.
- D. Encourage an unattended child to contact the parent or guardian 15 minutes before closing time. If a parent or guardian cannot be reached or does not arrive within five minutes after closing, Library staff will call the Brookline Police to pick up the child. Staff will notify the Director that the police have been called.
- E. Remain with the child until parent, caregiver or police arrive. This is compensated time for the **two staff members** who remain with the child.
- F. Leave a note on the Library door stating "Unattended child is in the custody of the Brookline Police" once the child is in the care of the police. Names will not be stated on the sign.

Library staff will make every effort to assist children using the library, but parents remain responsible for their minor children at all times.

## 7 Meeting Room Policy

Meeting rooms of the Brookline Public Library are available for use by **non-profit** groups and organizations.

Rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library staff or Board of Trustees.

All meetings and exhibits shall be free of charge and open to the public. Room requests will be submitted to the Library staff.

Neither the Board of Trustees for the Brookline Public Library nor the Town of Brookline shall be responsible for injury to persons nor property that occurs while a meeting room is being used.

## **8 Media Relations Policy**

Only the Director or designated staff members may prepare press releases and other materials for the media. Staff members listed as contacts on press releases are responsible for answering inquiries from the media, about the press releases. All other inquiries from the media about Library policies, procedures or issues should be referred to the Director.

### ***8.1 Interviews and Surveys***

The Brookline Public Library prohibits the solicitation of opinions through interviews or surveys by third parties inside the Library building. The Director may grant exceptions for interviews.

## **9 Collection Development**

### **9.1 Intellectual Freedom**

The Brookline Public Library recognizes its obligation to provide as wide a spectrum of materials as possible. Selection cannot be restricted by the possibility that some users on moral, religious, political or other grounds might consider certain material objectionable.

The Library endorses the principles of the *Freedom to Read* (Appendix A) and *Freedom to View* (Appendix B) statements as well as the *Library Bill of Rights* (Section 2) adopted by the American Library Association. All three documents are incorporated as part of this policy manual.

The Library believes it is essential in a free society to provide access to all Library materials. No restrictions are placed on what anyone may read. Well-intentioned individuals or groups may occasionally question the inclusion of an item in the collection because of fear or doubt about the effects of the material on impressionable persons. Although the Library understands this concern, it is the Library's position that the risk to society is far greater if the public access to ideas and information is restricted. Neither an individual group nor the Library itself has a right to decide what others may or may not read.

The Library is opposed to the removal from its shelves, at the request of any individual or group, of materials that have been chosen according to the materials selection policy. In addition, the Library will oppose coercion on the part of an individual or group seeking to have added to the collection, materials which are contrary to the selection policy.

Any criticism of an individual book or Library item by a Library patron shall be made first to the Director. If necessary, the patron shall be asked to fill out a Citizen's Request for Reconsideration of Material form (See Appendix C), and the complaint along with the Director's recommendations shall be submitted to the Board of Library Trustees, who shall make the final decision.

### **9.2 Scope of Collection**

The Brookline Public Library exists to serve all citizens of Brookline and is funded by Town taxes, various trusts and gifts. To stimulate knowledge wisdom, culture and enjoyment for all citizens of Brookline, it has the responsibility to acquire, preserve and administer in organized collections books and related educational, cultural and recreational materials both printed and non-printed. It will cooperate with all types of libraries and community organizations to achieve these goals. The Brookline Public Library collection will continue to evolve to meet the needs of patrons as new technology offers new options.

The Brookline Public Library is an active participant in regional, state and national library associations. This participation permits patrons access to additional collections.

### ***9.3 Responsibility for Collection***

Collection development is the responsibility of the Director in accordance with the policy established by the Board of Trustees. The Director may consult the staff on some items or delegate some selection to the staff, but is ultimately responsible for the selection and purchase of materials.

### ***9.4 Material Selection Policy***

Material selection decisions are made on the basis of judgment, expertise and by examining book reviews, always keeping in mind the needs and intellectual growth of the Brookline community. Criteria for material selection may include: accurate, up-to-date information; popular demand; reputation of the author and publisher; favorable reviews; sufficiency of material on the subject. The inclusion of an item in the Library's collection in no way implies endorsement of its author, contents or views.

The Library recognizes that tastes vary widely in a given community and an item that is pleasing to one customer may be unacceptable to another; however, no one person or group has the right to impose standards on the other members of the public. Decisions are not made on the basis of any anticipated approval or disapproval but solely on the merits of the work in relation to the building of the collection and to serving the interest of the public. Responsibility for children's use of library materials rests with their parents or legal guardians.

### ***9.5 Weeding***

In order to maintain a collection that is current, reliable, in good condition, and which relates to the needs and interests of the community, materials are withdrawn on a systematic and continuous basis. Materials are discarded when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise no longer appropriate.

Materials withdrawn from the Brookline Public Library will be disposed of in a manner consistent with their quality and condition, at the discretion of the Director.

### ***9.6 Confidentiality of Library Records***

Pursuant to New Hampshire State law, personally identifiable information contained in the circulation records of the Brookline Public Library shall be confidential.

Names, addresses, telephone numbers of customers and information on materials borrowed or money owed by customers are confidential. Patron use records are purged annually. No record of Internet use is maintained. Library staff shall not provide information of a personal nature about any borrowers except to the borrower himself. Inquiries from a local, state or federal agency will be referred to the Director, who in turn will contact the Town attorney for guidance.

### ***9.7 Donations, Gifts and Memorials***

Books and other materials shall be accepted on the condition that the Library has the authority to make whatever disposition it deems advisable. All materials so acquired must be designated as a gift.

Gifts of money, real property and/or stock shall be accepted if conditions attached thereto are acceptable and transferred to the Board of Library Trustees.

Personal property, art objects, portraits, antiques and other museum objects shall be accepted at the discretion of the Board of Library Trustees.

### ***9.8 Displays, Exhibits and Bulletin Boards***

Announcements of music and drama events, civic programs and similar items may be displayed in the Library by permission of the Director.

Hobby, craft and art exhibits, especially of young patrons, are encouraged but are displayed at the owner's risk.

No materials, leaflets or posters that advocate the election of a candidate, political or otherwise, shall be displayed in the Library.

Any non-profit organization or individual wishing to solicit donations or advertise products or services may do so only with the approval of the Library Director.

No petitions shall be allowed.

### ***9.9 Programs***

It is the intent of the Brookline Public Library to offer a variety of programs that promote the enjoyment of reading and provide information, education and cultural enrichment to the community. These programs are open to the public and are free of charge. Co-sponsorship of programs with other agencies is encouraged.

Book discussions and lectures are offered to educate, entertain or cultivate interest in literature or subjects of local interest. They may also take the form of demonstrations, concerts, story hours, craft programs, classes and workshops. Program planning will be used to help identify and fill the specific educational, social, recreational, cultural or informational needs of the community that the Library is best able to fulfill.

Children's story times are designed to provide children with an introduction to the Library's services and programs, a familiarity with quality children's literature, and reading readiness activities. These age-appropriate programs are open to the public but may require advance registration.

Summer/vacation reading programming is designed to encourage school-age children to continue reading when school is not in session. Eligibility is based on age and availability. These programs generally provide reading lists, self-directed reading games, storytellers, and crafts and story programs.

Formal and informal instruction in the use of the Library and the Library's public access catalog will be provided as needed, with emphasis on the way information is organized and how it can be retrieved.

## **10 Electronic Media Policy**

### **10.1 General**

The Brookline Public Library provides access to information published in electronic form, as well as to that published on paper, tape, film and other media. Information may be downloaded electronically to patrons at individual workstations.

### **10.2 Selection of Products for Use**

Electronic products for adults and children shall be selected in accordance with the Library's *Material Selection Policy*, Section 8.4; the *Library Bill of Rights*, Section 2; the *Freedom to Read (Appendix A)*, and *Freedom to View (Appendix B)* statements adopted by the American Library Association.

### **10.3 Use of Electronic Services**

Electronic information services shall be available for use by all Brookline Public Library patrons. Access to on-site services, networks, and the Internet, are offered for personal, non-commercial use only.

Individual patrons are financially responsible for any materials ordered through any network.

The Brookline Public Library does not monitor information accessed electronically and cannot guarantee the validity or accuracy of such information. Library patrons are advised, as with all library materials, to exercise judgment and discrimination when evaluating the usefulness and reliability of any such material.

The Library assumes no responsibility for any direct or indirect damages arising from the use of its electronic services. The Internet Access Authorization form (See Appendix D) must be filled out by parent/guardian prior to the minor accessing the Internet.

**Parents/guardians are responsible for monitoring material accessed by minors.**

Patrons should not alter, remove, or damage configurations, software or hardware on library computers and equipment and should not install or download any software on library computers.

## **11 Building and Personnel Safety**

It is the policy of the Board of Library Trustees of the Brookline Public Library to maintain a safe and secure facility for the protection of the collection, the staff and the patrons.

Any issues of safety should be brought to the attention of the Director.

## ***Appendix A The Freedom to Read***

The Freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label “controversial” books, to distribute lists of “objectionable” books and authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, be exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous 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 less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original

contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free 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 publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the reader 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 which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept, which challenges the established orthodoxy. The power of the 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 contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may 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 public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliation of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up a list of writers to whom it will listen, whatever they may have to say.

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

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experience 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 taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

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

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that 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.

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 that 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.

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 expended on the trivial; it is frustrated 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 channels by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, require of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

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

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

Adopted June 15, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee

A Joint Statement by: American Library Association & Association of American Publishers.

## ***Appendix B Freedom to View***

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 principals are affirmed:

1. To provide the broadest possible access to film, video and other audiovisual materials because they are a means for 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 and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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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. American Film and Video Association is no longer in existence.

Endorsed by the ALA Council January 10, 1990

**Appendix C Citizen's Request For Reconsideration Of Material**

**BROOKLINE PUBLIC LIBRARY  
Citizen's Request For Reconsideration Of Material**

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by (your name) \_\_\_\_\_

Address and Zip \_\_\_\_\_ Phone \_\_\_\_\_

Complainant represents: Him/Her self \_\_\_\_\_

Organization (name) \_\_\_\_\_

Other group (identify) \_\_\_\_\_

1. To what in the material do you object? Please be specific; cite pages.
2. What do you feel might be the result of seeing or hearing this material?
3. For what age group would you recommend this material?
4. Is there anything good about this material?
5. Did you read or see this entire material? If not, what parts did you read or see?
6. Are you aware of the judgment of this material by reputable critics?
7. What would you like the library to do about this material?

\_\_\_\_\_ Do not loan it to my child.

\_\_\_\_\_ Withdraw it from the library.

\_\_\_\_\_ Select other material on same subject. If so, what do you recommend?

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix D Internet Access Authorization**



### **BROOKLINE PUBLIC LIBRARY**

P.O. BOX 157 – 16 Main Street  
BROOKLINE, NH 03033

603-673-3330 FAX 603-673-0735

### **Brookline Public Library Internet Access Authorization For Users under 18 Years of Age**

A parent/guardian must sign this permission slip in order for a minor (under the age of 18) to use the Internet as specified within the contents of the Brookline Public Library Policy for Internet Access. A signed permission slip will enable the user to use the Internet without the necessity of presenting a parent/guardian's signature or presence each time. This permission is valid until child is 18, or until a parent/guardian revokes authorization. A parent/guardian may revoke the minor's use of the Internet at any time.

I understand that I am solely responsible for the Internet information selected and/or accessed by my child, and that internet use is not monitored by library staff.

Today's Date: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Name of minor (under age 18): \_\_\_\_\_ Birth Date: \_\_\_\_\_

Minor's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Address & Telephone: \_\_\_\_\_

Revised 02/02/2010