

**Collection Development Policy  
Adopted by the Board of Trustees  
2004**

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## **I. Introduction**

### **A. Purposes**

The purpose of this policy is to set forth broad principles and guidelines for the development of the Library's collections. As such it is intended first to serve as a planning tool to assist Library staff in their work building collections responsive to community needs and in consonance with the purpose, mission, roles and goals of the Library.

The Collection Policy will also provide a means of communicating these principles to the public, the Library's funders and other libraries.

Finally, the policy will form the basis for development of a collection plan which will translate principles into practice by describing in detail the Library's current collections and prescribing future development levels for specific subjects, users, formats and library service outlets.

### **B. Community and Library Profile**

## **II. Principles**

### **A. The Library's purpose, mission statement, roles**

The Library's purpose, mission statement and service roles are the key principles that shape the development of the collections.

#### **Purpose Statement**

The purpose of The Ocean City Public Library is to empower Ocean City residents, students and workers to enrich their own lives with knowledge, information, education and culture.

#### **Mission Statement**

The mission of The Ocean City Public Library is to provide for the people of Ocean City an easily available local collection of and global access to the universal record of human thought, wisdom, ideals, information, experiences, and artistic expressions.

The Library provides information useful for daily living, supports formal education and independent learning efforts and assists researchers and scholars.

Deriving its principal support from the City of Ocean City, the Library emphasizes services for Ocean City's residents and students. Affirming its belief in the power of education and in the potential of libraries to change lives, the Library strongly supports

the children of Ocean City in their efforts to learn and grow and achieve.

As a major library resource for Ocean City, the Library strives also to serve those who work in the City, and libraries and people throughout the county and state.

In support of this mission, the Library: selects, collects, organizes and makes available for use a broad, deep and diverse collection of materials in a variety of formats; provides excellent personal information services and guidance in the use of library resources; and offers programs for personal enrichment.

In pursuing this mission the Library strives to fulfill its unique responsibility to ensure open and equal access to information for all the people that the Library serves.

The Library actively seeks to serve and reflect the diverse South Jersey shore community in its collections, services, programs and staff. It affirms a commitment to preserve, promote and celebrate the multicultural heritage of the people of South Jersey.

The Ocean City Public Library contributes to the economic life of the City, the vitality of its neighborhoods and the quality of life of its citizens.

### **Service Roles**

In accord with its stated purpose and mission the Library is focusing its principal efforts on fulfilling these primary service roles.

#### **Information Center**

Ocean City residents, students and workers have access to current, accurate, practical information useful for daily living. The public will benefit from easy access to quick and accurate answers to the questions and decisions they face daily. Information and assistance that is not publicly available elsewhere will be available on any subject for anyone. Individuals, businesses and government agencies will find the information they need.

#### **Formal Education Support Center**

Students in Atlantic and Cape May county schools and colleges are able to meet educational objectives established during their formal course of study. After school and on weekends the Library serves as a major homework assistance center. The Library's collections and staff expertise are strong in this area, in response to traditional and continuing heavy use by students. This area is also appropriate for development of collaborative efforts with the schools and recognition and support for the services provided. This role is strongly tied to the Library's commitment to children.

#### **Research Center**

People doing research have access to the Library's research collections and staff expertise. Over the term of its long history, the Library has developed many and diverse subject specialties. Researchers need the unique resources, the primary sources, the

special collections, the breadth of the Library's collections, and the assistance of staff subject specialists to create new knowledge.

### **Independent Learning Center**

People of all ages can pursue learning and self improvement in reading, computer literacy, languages and their individual interests. The Library is uniquely suited to support lifelong learning - efforts that precede, follow or supplement formal schooling. The Library identifies literacy, career information, English as a Second Language and adult basic education as priority activities for this role.

### **Preschoolers Door to Learning**

Young children develop an interest in reading and learning through services for children and for parents or caregivers and children together. For preschool children, who are served by no other community agency, the Library is their first experience of a structured educational environment. For parents and caregivers, the Library is a place to find support, guidance and a "community" of other parents and children. By encouraging reading aloud as a shared activity, the Library strengthens family bonds and nurtures the child's association of parental interest, comfort, and support with the pleasure and excitement of reading and learning.

### **Community Information Center**

The public has current information on community organizations, issues, services and activities. In a city the size and complexity of Ocean City, a myriad of organizations and agencies provide an array of activities, programs and services. Citizens often must battle through a maze of bureaucracies to gain information and services essential to their lives. Their task can be complicated by barriers of language, lack of mobility or transportation, infirmity or special needs. The Library transcends these barriers to become the one place to call or visit to get vital information or to be quickly and accurately referred to the appropriate agency.

Finally, the Library also maintains support for two other service roles.

### **Popular Materials Library**

Library users have popular materials readily available in a variety of formats consistent with their interests and demands. The people of Ocean City enjoy the benefit of free use of popular materials to read, to listen to and to view. Rather than having to buy materials for leisure and cultural enrichment, library users can turn to the Library to borrow what they want.

### **Community Activities Center**

The Library serves as a center for community activities, meetings and services, and as a cultural leader in the City. Community life is enriched by library-sponsored opportunities to meet and discuss important issues, participate in recreational activities, hear distinguished speakers, and attend cultural programs. The library facilities are used by community groups to provide social services and promote civic activities. The library

collaborates with community groups and provides leadership for cultural activities.

## **B. Endorsement of the American Library Association policy statements**

The Board of Trustees hereby adopts and declares that it will adhere to and support the American Library Association's statements listed in the Appendices and that the principles there espoused will guide the development of the Library's collections.

## **III. Practices**

### **A. Selection**

Selection refers to the decision to retain as well as to add to the collection. It is based upon awareness of the diverse needs and interests of the individuals who use the Library, balanced with evaluation of the material and knowledge of the collections' strengths and weaknesses. Selection decisions are also influenced by budget and space consideration and the availability and accessibility of alternative information resources.

Selection is a judgmental and interpretive process which involves perception of the actual and potential needs of the community, awareness of the major works and trends in subject areas and familiarity with the current collections.

Each item must be judged on its own merits as well as on the purpose and audience for which it is intended.

The Library acquires materials not only for its present users but also for those who have not traditionally been library users.

### **B. Responsibilities**

Ultimate responsibility for materials selection decisions which shape the development of the collections rests with the Director, who functions within the policies established by the Board of Trustees.

The Director delegates broad responsibility for and oversight of the collections to the Department Heads. Day-to-day selection activities, including perusal of reviews, initiation of acquisitions and monitoring of expenditures are the responsibilities of designated selectors in divisional subject areas.

### **C. Criteria**

Standards of professional librarianship and criteria employed for selection decisions include:

- demonstrated or perceived interest, need, or demand by Library users or potential users

- contemporary significance, popular interest or permanent value
- relevance to the experiences and contributions of diverse populations
- quality, including accuracy, clarity, usability
- critics' reviews
- significance of the author
- authority and competence of the author/artist
- importance as a document of the times
- recency or currency of data
- relation to existing collections
- format, durability and ease of use
- scarcity or availability of materials elsewhere
- value of resource in relation to its cost

#### **D. Format**

The Library acquires materials in a variety of formats: books, in both hardcover and paperback; periodicals and newspapers; financial services; pamphlets; microforms; music scores; compact discs; video and audio cassettes and electronic databases and networks.

The Library selects materials in the media most appropriate to their efficient use. For example, indices and bibliographies in electronic format are often preferred to those in print.

In certain circumstances the same work may be acquired in more than one format. A treatise that is read from cover to cover but also frequently searched for particular bits of information may be acquired in print format but also searched via an electronic information database. A sound recording of a popular work may be acquired to meet the needs of certain users even when print copies are already in the library. Paperback edition of popular titles are often purchased as multiple copies to meet patron demand.

Some works are used in such a way that online access to them via a computer network may be preferable to ownership of them.

Films are acquired in videocassette and DVD format. (See Attached Video Selection Policy)

Music sound recordings are acquired in compact disc format.

Spoken sound recordings are acquired in tape-cassette and compact disc format.

The Library does not purchase multiple copies of textbooks to supply students with requirements for courses. Textbooks are sometimes purchased when their addition to the collection is deemed to be useful, such as the when a textbook is the best source for an overview of a subject, or when the text has become a "classic."

The Library continuously reviews and revises the mix of formats it acquires in response to the development of new media and to the demonstrated and perceived needs of its users.

### **Young Adult Collection**

The Young Adult librarian is responsible for the selection of materials for the Young Adult collection. The collection will consist of materials that are recommended for grades 9-12. The selection tools including Booklist, Kirkus Reviews, VOYA, Library Journal, School Library Journal, Publishers Weekly, and Kliatt Reviews. Publisher's catalogs, school reading lists, and patron recommendations will also be used. Award winning materials and works by outstanding young adult authors, or other titles deemed appropriate by the Young Adult Librarian to have lasting interest for teens will also be selected.

### **E. Language**

The Library actively seeks to serve and reflect the diverse Ocean City community in the development of its collections.

### **F. Multiple Copies**

Within the constraints of available funds, the Library seeks to acquire sufficient copies of popular items to meet patron demand by supplementing, usually, a single copy purchased for an agency with leased multiple copies.

In this way the Library strives economically to meet temporary demand with temporary resources and still build a permanent collection of breadth and depth.

### **G. Weeding**

The Library continuously reviews the collections and removes materials that are worn, obsolete or in unnecessary duplication. The weeding process is performed annually except for areas of the collection that must be kept up to date.

### **De-selection Criteria**

Weeding/de-selection is the process of determining if an item still deserves a place on the library shelves.

Assessment of the collection should be based on the following criteria:

#### **1) Usage/Age**

Frequency of use/potential use

In-house use (some marking required at re-shelving time)

interlibrary loan circulation

Age: publication, imprint, or copyright; purchase or shelving date

## **2) Value/Quality**

Subject matter

Historical importance

Cost

Availability of other materials in the field

Physical appearance/condition relative to other factors of importance

Individual monograph titles are judged of value/quality by their appearance on standard lists or by the opinion of a specialist or group of specialists

## **3) Deterioration**

Worn, damaged

Aged, dirty

Superseded

Duplicated

### **The Weeding Process:**

#### **1. Identify items that are candidates for weeding:**

Train shelvees to remove shabby, outdated materials for consideration by the professional weeder.

Train menders to set aside poor candidates for mending for consideration by the professional weeder (replace if appropriate)

Train shelvees to use printouts of items not circulated in a certain amount of time (generally 3 years) to remove items for consideration by the professional weeder. Where appropriate, shelvees will note if there are other copies of the book, or other books on the



subject on the shelf.

Examine (as per the weeding guidelines outlined in this manual) specific date sensitive areas (business, investment, science, medicine, law, technology, etc. and weed those items whose information is not current.

Weed subject areas where currency is less urgent, less often, but still on a regular basis, based on computer generated usage statistics and condition.

Encourage all professional staff to be on the alert for dated and superfluous materials. Expect staff to make suggestions for weeding and replacement on a continuing basis, for all areas of the collection, both book and nonbook.

2. Physically prepare items to be withdrawn
3. Remove items from the database.
4. Order new and replacement titles as necessary.

## **H. Gifts**

Gifts of materials are accepted with the understanding that they will be subject to the same criteria for inclusion in the collection as purchased materials. The Library reserves the right to not add gift materials to the collection and to sell or dispose of them as deemed appropriate.

## **I. Reconsideration of Materials**

The Library does not advocate the ideas and opinions found in its collection. The presence of any book, video, audio, electronic resource or other material in the library does not indicate endorsement of its contents by the Library. Challenging, extreme or minority points of view are represented although quantity may be limited. While people have the right to reject for themselves material which they do not want to approve, they do not have the right to restrict the freedom of others.

The Library welcomes expression of opinions from the public concerning materials selected or not selected for inclusion in the Library collection.

The public's suggestions for works to include can often bring to the Library's attention patrons' needs that are not being adequately met by the collection.

Requests to add or remove materials shall be considered within the context of the principles affirmed in this document.

Patrons who wish to request the reconsideration of library materials shall complete and

sign the Request for Reconsideration Form appended to this policy.

The following will not cause an item to be excluded from the collection solely because of a) the originator's race, religion, nationality, sexual orientation or their political, social or sexual views; b) frankness or coarseness of language; c) controversial content; or d) endorsement or disapproval of an individual or group.

Upon receipt of a formal written request, the Director will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question and the appropriate Department Head. The committee will make a written recommendation to the Director who will then make a decision regarding the disposition of the material. The Director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Board of Library Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, s/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. If a hearing is granted, the individual will be notified when s/he may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of The Ocean City Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

## **Appendices**

### **I. 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting

abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. 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; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Adopted November, 1980 by the NJLA Executive Board.

## **II. Interpretations of the Library Bill of Rights**

### **A. Challenged Materials**

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article 1 that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; January 10, 1990, by the ALA Council.  
Adopted March 18, 1982 by the NJLA Executive Board.

### **B. Diversity in Collection Development**

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of

expression, and other topics of a potentially controversial nature.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups of interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the Library Bill of Rights: "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." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community which the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982; amended January 10, 1990, by the ALA Council.  
Adopted November 18, 1980 by NJLA Executive Board.

### **C. Evaluating Library Collections**

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of libraries and is a valuable tool to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles 1 and 2 of the Library Bill of Rights, which state:

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

1. 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.
2. 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.

The American Library Association opposes such "silent censorship" and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Adopted February 2, 1973; amended July 1, 1981, by the ALA Council.  
Adopted March 18, 1982 by the NJLA Board.

### **D. Expurgation of Library Materials**

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any parts(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work intended to express. Such action stands in violation of Articles 1, 2, and 3 of the Library Bill of Rights, which state that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of any books or other library resources imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Further, expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

Adopted February 2, 1973; amended July 1, 1981; January 10, 1990, by the ALA Council.

### **E. Statement on Labeling**

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practice, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the Library Bill of Rights.

While some attempts have been made to adopt these systems into law, the constitutionality or such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include

them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings - if placed there by or with permission of the copyright holder - could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council.

### **III. Freedom to Read**

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.
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.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudice of a label characterizing the book or author as subversive or dangerous.
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.
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.

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.

Excerpted from a joint statement by the American Library Association and the Association of American Publishers.

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

#### **IV. 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 or expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials, because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films 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.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Originally drafted by the Educational Film Library Association's Freedom to View Committee, and adopted by the EFLA Board of Directors in February 1979.

Adopted by American Library Association on June 28, 1979, endorsed by the ALA Council January 10, 1990.



Adopted by the Board of Directors of the Association of Educational Communications and Technology on December 1, 1979. Endorsed by the ALA council January 10, 1990.

Adopted December 17, 1981 by the NJLA executive Board.

**Request for Reconsideration of Library Materials  
Request for Removal**

REQUEST INITIATED BY:

Name:

Address:

City:

Zip Code:

Phone:

AUTHOR:

TITLE:

FORMAT:

PUBLISHER:

PUBLICATION DATE:

Is this request made on behalf of:

Yourself

Organization (Name of Organization)

Have you read/viewed/listened to this material in its entirety?

Yes

No

Have you read reviews of this material by critics or specialists?

Yes

No

What is your objection to the material?

(Please be specific)

Please state the reason for your request:

Have you read the Library Bill of Rights and The Ocean City Public Library Collection Development Policy?

\_\_\_\_\_Yes

\_\_\_\_\_No

Signature of Requester

\_\_\_\_\_

Date\_\_\_\_\_

Received by Staff Member

\_\_\_\_\_

# Ocean City Free Public Library

## Video Selection Policy

The video selection policy is part of and subject to the Collection Development Policy of the Ocean City Free Public Library.

The Ocean City Free Public Library collects VHS videocassettes and DVD videodiscs to supplement the print and non-print collections and to provide information that may not be available in other formats.

### 1. Goals

- A.** The collection will be well balanced to serve the needs of the entire community. Materials shall be selected for all age groups and all levels of comprehension.
- B.** Selection will be based on informational, educational, instructional and recreational value.
- C.** Materials will be selected based on timeliness, demand, quality and authority.
- D.** The collection will represent all sides of a wide range of issues.

### 2. Selection Responsibility

The librarian in charge of acquisitions will be responsible for all decisions regarding the selection and purchase of videos.

### 3. Composition of Video Collection

Materials selection will be based on a general plan to maintain an equitable division based on circulation and demand. Approximately 15% of the collection will consist of family and children's videos; 25% of the collection will be informational, instructional, recreational, cultural and educational videos; and 60% of the collection will be

videos for adults representing classic films, international and contemporary cinema.

#### **4. Video Categories**

Videos will be selected from the following categories to reflect the interests of all age groups in the community.

**A.** Educational and informational: to include nature, the environment, the sciences, biography, history and economic, political, social issues, etc.

**B.** Instructional and recreational: to include self-help, sports and recreation, crafts, business, health, cooking, travel, exercise, how-to, etc.

**C.** Cultural: to include the world of art, music, drama, dance and literature.

**D.** Cinema: to include films from the international and contemporary cinema, classic films, and television programs.

#### **5. Selection Criteria**

**A.** Materials selected will meet high standards in quality and content.

Criteria:

- ✗content - present and potential relevancy to community
- ✗entertainment value
- ✗demand in the community
- ✗accuracy and depth of coverage
- ✗organization
- ✗quality of presentation
- ✗picture quality
- ✗sound quality
- ✗appropriateness for intended audience
- ✗presentation of all sides of controversial issues where possible
- ✗importance as a video of the times
- ✗insight into the human, social, cultural and psychological condition

- ✗ strengths and weaknesses of the current collection
- ✗ purchase price

**B.** Level of quality will be determined by the following:

- ✗ opinion of qualified reviewers in recognized, authoritative, review sources
- ✗ recognition by prizes, awards, lists of bestseller and notable videos, etc.
- ✗ longevity of appeal for reissued materials

## **6. Controversial Materials**

The Ocean City Free Public Library recognizes that some videos may be regarded by certain individuals or groups as controversial, whether because of bias, frankness or language, political expression, or moral implication. Selection will not be made based on anticipated approval or disapproval by any individual or group in the community, but rather on the evaluation of the video's literary merit, authenticity, honesty of presentation, topical interest and use to the audience for whom it is intended. The primary aim of materials selection is to establish a balanced collection, which adequately represents various points of view on many subjects. See also the Collection Development policy, especially sections about intellectual freedom, legislation, the selection process and the Library Bill of Rights.

## **7. Weeding**

In order to maintain an active, current and useful collection, it is important to constantly examine video materials in terms of significance to user needs and selection criteria.

**Criteria for weeding:**

- A.** Worn-out or broken: The shelf life for a VHS video is usually 1 to 7 years with an average of 100 circulations.
- B.** Duplicated: Consider for withdrawal multiple copies or videos containing material, which is duplicated in releases that are more current.

**C. Noncirculated:** Items that have not circulated within the last 2 years or less than 7 times in the last 5 years should be considered for removal.

**D. Timeliness:** Consider for removal material that is misleading or no longer factually accurate, or that has been superseded by a truly new edition or a much better video on the subject.

## **8. Film and Video Classification Guidelines**

The library selects videos in the following standard film and video classifications set forth by the Motion Picture Association of America:

- ✘ Family [G] : Appropriate for viewing by a person of any age
- ✘ Parental Guidance [PG]: Parents should exercise discretion in permitting a child to view
- ✘ Adult Accompaniment [PG-13]: Viewing should be restricted to persons 14 years of age or older or to persons younger than 14 who are accompanied by an adult.
- ✘ Restricted [R and NC-17]: Viewing restricted to persons 18 years or older.

## **9. Performance rights**

The Ocean City Free Public Library holds a public performance site license, which allows the library to exhibit publicly those videos and DVDs covered by the license. The public performance site license only applies to videos and DVDs shown on Ocean City Free Public Library property. Most videos owned by the library are for home-use only, public performance rights of videos are noted in the bibliographic record.

## **10. Replacements**

Titles are not automatically replaced because they are weeded, lost or damaged. The replacement criteria include:

**A. Demand for title**

- B.** Number of copies already held by the library
- C.** Existing coverage of the subject/genre in the video collection
- D.** Timeliness
- E.** Purchase price
- F.** Availability of more current materials on the subject
- G.** Relevancy to the collection.

## **11. Donations**

The library is pleased to receive gifts of money or videos from individuals or groups. The same criteria for selection will be applied to donated materials as are applied to all other videos considered for inclusion in the collection. The library will not accept materials that are not outright gifts. Donated materials will be used or disposed of as the library sees fit.

## **12. Note**

VHS videocassettes and DVD videodiscs are currently collected. Staff will monitor developments in new technology, which may supplement and/or complement the current VHS and DVD video collection.

*May 6, 2004 KMB*

