



COLLECTION DEVELOPMENT POLICY

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Charles County Public Library Policies on Library Collections and Services Collection Development Policy

A. Mission, Vision, and Diversity Statements

Our Mission: The Charles County Public Library creates opportunities for the community to engage, discover, and learn.

Our Vision: We are a trusted Charles County anchor that enhances lives and supports our communities.

Our Diversity Statement: Charles County Public Library plays a crucial role in supporting and enriching our diverse community through library materials, services, programs, and employment. The library aspires to reflect the traditions and values of Charles County through our relationship with our community by creating an environment that is inclusive to all.

Every action we take is purposeful and mindful of our commitment to diversity. This is achieved through training, activities, services, and the recruitment and retention of qualified library staff. We ensure a welcoming environment, regardless of age, race, color, ethnicity, ancestry, national origin, nationality, class, religion, sex (including pregnancy, sexual orientation, and gender identity), marital status, genetic information, disability, military status, or any other cases under the law.

The library promotes true inclusion which calls for the full representation, participation, value and empowerment of all staff, volunteers, patrons and community members. We affirm our support of ALA's library Bill of Rights and guard against all forms of discrimination that impedes the access to information. We adhere to the Maryland Freedom to Read Act (see Appendix D) and its resulting regulations as approved and adopted by the State Library Board, Attorney General's Office, and the Governor's Office. This includes affirming that all Marylanders have the freedom to read, and supporting that freedom by building and maintaining collections with materials that meet users' needs, and by providing adequate services to satisfy the diverse needs of its users.

Charles County Public Library strives to fulfill every customer need as the trusted source for connecting everyone to endless possibilities. The library creates opportunities for the community to engage, discover and learn by removing barriers to our facilities, collections, programs and services. By upholding our commitment to diversity we enable our community to expand their horizons in an atmosphere that welcomes the contributions of all.

B. Purpose

To guide librarians in selection and withdrawal decisions: To assure continued growth of the collection appropriate to the mission of the library.

C. Statement of Responsibility

Final authority for the determination of the policies of this document is vested in the library's Board of Trustees.

The authority and responsibility for the selection of library materials is delegated by the Board to the Executive Director, and under their direction, to the Collection Development Department. Other staff members who have either an MLS degree or LATI training may be involved in the selection of materials with supervision. The library's Board of Trustees, or other governing body of the library, may not dismiss, suspend, discipline, demote, reassign, transfer, or otherwise retaliate against an employee for performing their job duties consistent with these standards or for acting in a manner consistent with the library's written policy implementing the State standards for libraries.

Suggestions from registered library card holders are welcome and are considered within the parameters set forth in the Collection Development Policy.

D. Philosophy of Selection

Selection of materials will be carried out with the library's commitment to and guidance of the ALA Library Bill of Rights (see appendix A) and Freedom to Read Statement (see appendix B and Freedom to View Statement (see appendix C) in mind. The selection of materials on controversial issues will be directed toward maintaining a diverse collection representing various views. Materials are evaluated as a whole and not on the basis of a particular passage(s) or portion(s). Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children and adolescents. The responsibility for the use of library materials by children and adolescents rests with their parents or legal guardians.

E. General Criteria for Selection

1. These general guidelines are taken into account for all materials selected for Charles County Public Library. Additional specific criteria are listed when appropriate for the different types of materials or formats.

Current and anticipated interests of the intended audience is reflected

Materials that encourage diversity and inclusion

Reading level is suitable for the intended audience

Content is accurate

Received favorable evaluations by qualified reviewers

Included in standard bibliographies and/or indexes

Received or was nominated for major awards or prizes

Contributes to the variety, breadth, or depth of collection

Physical format reflects quality of production/design and is appropriate for library circulation

Value of resource is relative to its cost

The reputation of the author, illustrator, editor, publisher or producer is valid

Actual examination of material reveals suitability for collection

Relevant to the present and potential needs of the community

Quality is reflected in the selection of all materials or formats

2. Selection Tools

The following are illustrative of the quality and authority desirable in reviewing media:

Library Journal

Booklist

Kirkus Review

Publisher's Weekly

New York Times Book Review

School Library Journal

VOYA (Voice of Youth Advocates)
Horn Book
Video Librarian
Washington Post
Rotten Tomatoes
Local Newspapers
Reputable blogs

F. Specific Criteria for Selection

1. Books:

These specific guidelines are taken into account for books selected for Charles County Public Library.

a. Adult Fiction Books

1) The library purchases a wide range of fiction including contemporary fiction, genre fiction, best-selling novels, and graphic novels. In addition, as much as possible, the library collection should contain highly regarded novels and short stories from diverse literary traditions.

b. Adult Non-Fiction Books

- 1) The non-fiction collection emphasizes timely, accurate and useful popular informational materials to support individual and community interests. Research level books are generally not purchased.
- 2) Works which reflect Maryland history and culture with an emphasis on Southern Maryland will be given special consideration for the Maryland collection.

c. Large Print Books

1) The large print book collection meets the needs of patrons who have difficulty reading standard size print. The collection includes both fiction and popular non-fiction titles that have the broadest possible appeal.

d. Paperback Books

1) Popular genre fiction (mystery, romance, science fiction etc.) and select non-fiction (e.g. true crime) are purchased in mass-market paperback format. Young adult fiction books and juvenile series books may be purchased in trade paperback format. Non-fiction books are sometimes purchased in trade paperback format.

e. Reference Books (Adult and Juvenile)

1) The Ready Reference collection is for in-library use only and provides quick, concise and up-to-date information. The print reference core collection is intended to supplement online resources and print circulating collections. In addition to the above general criteria, the following criteria are to be considered when selecting purchases for the reference collection:

- a) Authority of publisher, author, contributors or editor
- b) Ease of use (including arrangement of information, indexes, table of contents, etc.)
- c) Content accuracy
- d) Objectivity of content
- e) Timeliness of content and updates
- f) Relationship to existing collection
- g) Quality of physical format
- h) Unique perspective of content
- i) Rarity
- j) Costliness

2) Reference works which reflect Maryland history and culture with an emphasis on Southern Maryland will be given special consideration for the Maryland Reference collection.

f. Children's Books

1) The children's book collection primarily serves children from birth through age twelve. Included in this collection are board books, early readers, easy (picture) books, graphic novels, juvenile fiction, juvenile non-fiction, juvenile series, and juvenile reference.

2) In addition to the above general criteria, the following criteria are to be considered when selecting children's books:

a) Age and interest levels reflect appropriate content and presentation

b) Quality and aesthetics of illustrations

c) Materials that encourage diversity and inclusion

d) Developmentally appropriate materials

e) Usability of format

f) Community specific needs

g) Special attention is given to winners and candidates of the many prestigious children's literature awards, including but not limited to:

Newbery Medal

Caldecott Medal

Mildred L. Batchelder Award

The Pura Belpre Award

Coretta Scott King Award

Robert F. Sibert Informational Book Award

Boston Globe - Horn Book Award

Scott O'Dell Award for Historical Fiction Americas Award for Children's and Young Adult Literature

National Book Award for Young People's Literature

Hans Christian Andersen Medal

Maryland Black-eyed Susan Book Award

g. Young Adult Books

1) The young adult fiction book collection serves young adults 12-18 years old. Included in this collection are popular fiction, young adult series, young adult non-fiction, and graphic novels.

2) The young-adult reading list collection provides multiple copies of titles frequently found on middle school and high school assigned reading lists.

3) In addition to the above general criteria, the following criteria are to be considered when selecting young adult books:

a) Age and interest levels reflect appropriate content and presentation

b) Quality and aesthetics of illustrations

c) Materials that encourage diversity and inclusion.

d) Developmentally appropriate materials

e) Usability of format

f) Community specific needs

g) Special attention is given to winners and candidates of the many prestigious children's literature awards.

h) Local Authors:

The local author collection, located in the Waldorf West branch, is comprised of books by authors who live in Southern Maryland. For the purposes of this policy, Southern Maryland consists of Charles County, St. Mary's County, Calvert County and Prince George's County.

Donated items may not necessarily be held to the same selection criteria. CCPL reserves the right to determine if a book meets the minimum acceptable level of production quality on a case-by-case basis. Purchased items will be held to the same criteria as items in other collections.

i) Self-Published Materials

The library may acquire self-published works when they fit the scope of the library's collection and meet the selection criteria. A self-published work is more likely to be considered for addition to the collection if it has been reviewed in a major review publication.

2. Magazines and Newspapers

a. The library maintains a collection of periodicals, which provide a source of new ideas, topics and consumer information. The library maintains a collection of periodicals primarily for recreational and informational reading. The collection includes titles of interest to all age groups.

3. Visual Media

These specific guidelines are taken into account for all visual media materials selected for the Charles County Public Library. Although all the general criteria listed above apply to visual media, current and anticipated interest of the intended audience is particularly relevant.

a. Educational Visual Media: The educational visual media collection emphasizes timely, accurate and useful popular informational materials to support individual and community interests.

4. Audiobooks

a. The audio book collection includes a variety of audio formats. The library purchases unabridged versions of fiction and popular non-fiction titles. Materials are selected which have popular and/or broad appeal.

b. In addition to the above general criteria, the following criteria are to be considered when selecting audiobooks:

- 1) Technical quality of production
- 2) Availability of replacement parts

5. Kits

a. Kits are defined as an item with multiple formats in which each format is integral to the use of the item, e.g. energy conservation kits. Kits may be purchased to meet customers' unique needs with their multi-format presentation.

6. Online Resources

a. Reference sources and databases

The library has access to a number of reference sources and periodical databases via the Internet. Most of these resources are available to patrons from their personal devices. These are often, though not always, purchased through cooperation with other library agencies (such as SMRLA and SAILOR). Through its Web site, the library directs users to informational resources on the Internet that complement,

enhance, and in some cases, parallel resources housed in the library collection. As new resources become available via the Internet, similar reference resources in the library's print reference collection will be evaluated for retention, taking into consideration access, cost, ease-of-use and other selection criteria.

Factors considered when evaluating sites for selection include the following:

1. Access
 - i. Stability of site
 - ii. No fees charged to customer
 - iii. Consistently available
2. Design
 - i. Well organized
 - ii. Clear instructions
 - iii. Easy to use
 - iv. Uncluttered and cleanly designed
 - v. Graphics that enhance the content
3. Content
 - i. Authority and competence of the author
 - ii. Documented, accurate, verifiable
 - iii. Timely and updated regularly
 - iv. Appropriateness of subject matter in relation to library policy & community standards
 - v. Satisfies community requests and/or anticipated public demand

Linked sites will be reviewed periodically for access, design, and content. If a site no longer meets library selection criteria it will be removed.

b. Downloadable Media

The library provides access to downloadable materials in multiple formats. These materials are selected using the same specific criteria as their physical counterparts. Although all the general criteria listed above apply to downloadable media, current and anticipated interest of the intended audience is particularly relevant. If the material is not available through the library's content provider it will not be purchased. The library shares and has additional access to digital materials through the Southern Maryland Regional Library Association and Maryland's Digital eLibrary Consortium.

c. Streaming Content

The library provides access to streaming content from multiple sources. Selection of certain materials is limited by the package offered and does not allow for individual title selection. Some platforms offer packages curated by the vendor, and do not allow for individual title selection by the library. In these cases selection and retention decisions are made for the platform as a whole.

Staff-created content is defined as any content in any format created and maintained by Charles County Public Library (CCPL) which facilitates an environment for library staff and library users to share opinions and information pertaining to their interests.

Content created by the Charles County Public Library may not contain:

1. Obscene or offensive comments
2. Personal attacks, insults, or threatening language
3. Potentially libelous statements
4. Plagiarized materials
5. Private, personal information published without consent
6. Comments and/or hyperlinks totally unrelated to the content of the forum
7. Commercial promotions or spam
8. Organized political activity

9. Photos or other images that fall in any of the above categories

G. Areas of Limited Acquisition

1. Rare Books- The library places priority on filling contemporary needs rather than building historical and rare book collections.
2. Text Books- The library does not purchase textbooks to support the curriculum of local schools, but may purchase a textbook if that title is the best resource to fill an information need.
3. Genealogy- The library does not attempt to maintain a comprehensive genealogical library. Materials in this subject area that are of relevance to Maryland and the surrounding area may be purchased by the public library.
4. Artificial Intelligence- The library does not purchase, acquire, or accept donations of materials known to be created either wholly or with significant assistance from artificial intelligence. This includes written text, works that are primarily illustrated (e.g., children's picture books), audiovisual works, and any other formats the library collects. What is considered "significant assistance" is left to the expertise of library staff on a case-by-case basis.

H. Materials Gifts and Special Funding

1. Gifts of books and other library materials are accepted by the library with the understanding that they will be considered for addition to the collection using the same criteria as books purchased by the library with the exception of the Local Author Collection. The library reserves the right to dispose of gift materials not added to the collection as it sees fit. Gift bookplates with the donor's name will be added to gift items upon request. Contact the Collection Development Department if a bookplate is requested. The library will not assign a value to any gift materials, however the library will make available to donors a receipt indicating the number and format of items donated (e.g. 10 books and 2 videos).
2. Patrons donating money for the purchase of library materials may make requests regarding the specific items to be purchased, however, the library reserves the right to make all final decisions about items added to the collection. Items purchased with donated money should meet the same criteria as materials purchased with library funds.

I. Collection Maintenance

1. Responsibility: Library branch staff are responsible for maintaining the collection through a process of weeding and replacement.
2. Weeding: Weeding is necessary to maintain a vital, useful and up-to-date collection. The task requires skill, care, time and knowledge of the materials. The staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded by a truly new edition or by a much better book on the subject

T = Trivial (of no discernible literary or scientific merit)

I = Irrelevant (i.e. irrelevant to the needs and interests of the community).

E = Elsewhere (information may be obtained expeditiously elsewhere through ILL, reciprocal borrowing, or electronic format).

Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors. The guidelines by Dewey classification and CREW should also be followed.

3. Replacement

a. Lost or withdrawn materials are considered for replacement based on the following criteria:

Existence of adequate coverage of the subject

Public demand for the specific title

Availability of specific title

Availability of comparable resource in other formats

4. Freedom of Information

a. The library's collection reflects a wide array of viewpoints. Selection of an item does not express or imply the library's endorsement of the viewpoints expressed therein.

b. Patrons may submit a Request for Reconsideration Form to library staff. Library staff will forward any forms received to the Executive Director.

J. Reconsideration of Library Materials

Materials or programs representing various points of view are acquired or presented. Where there are differing opinions or theories, the library will attempt to provide materials or programs on all viewpoints if they conform to the general criteria for selection. No material or program will be excluded regardless of age, class, gender, ethnicity, mental/physical ability, race, religion, socio-economic status, national origin or sexual orientation. The library recognizes that the choice of library materials or attendance at a program by a user is an individual matter. While a person may reject materials or programs for themselves, they cannot exercise censorship to restrict access to materials or programs by others. The responsibility of material selection or program attendance for children and adolescents rests with their parents or legal guardians. For further information, please refer to the library's Reconsideration of Library Materials Policy.

Request for Reconsideration Process

1. The completed Request for Reconsideration Form will be forwarded to the Executive Director.
2. The Executive Director will convene a staff review committee to consider the reconsideration request. The group of employees will discuss the material or program, read reviews about the material or program, and reach a decision about the material or program. Material under review due to an objection will remain available for use until the review process has concluded. The Executive Director will reply to the customer in writing within six weeks of the request or as soon as feasibly possible.
3. In addition to addressing the customer's concerns, the reply will also say that if the customer is not satisfied with the response of the library's Executive Director, then the customer may within thirty days make a final appeal in writing directly to the Library Board of Trustees.

K. Review and Change of Policy

1. The Collection Development Policy will be reviewed annually to ensure that it is current. The Director will present any proposed changes to the policy to the Board for approval.

APPENDIX A

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" was reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning the application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

APPENDIX B

Freedom to Read Statement

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.

VI. We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. It is inevitable in the give and take of the democratic process that the political, 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.
13. 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.
14. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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

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

APPENDIX C

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 principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed January 10, 1990, by the ALA Council

APPENDIX D

Freedom to Read Act

Title 14 INDEPENDENT AGENCIES

Subtitle 38 MARYLAND STATE LIBRARY

Chapter 02 Freedom to Read Act

Authority: Education Article, §§ 4-142, 23-101, 23-102.1, 23-105-106, 23-202-202.1, 23-205, 23-406, 23-503 and 23-506-507, Annotated Code of Maryland

.01 Purpose. *The purpose of this chapter is to establish as a matter of policy and priority that:*

- A. *Library materials, services, and resources exist and should be provided for the interest, information, and enlightenment of all persons the library serves;*
- B. *A library should not exclude material from its catalog because of the origin, background, or views of a person who created the material;*
- C. *A library should not prohibit or remove material from its catalog because of partisan, ideological, or religious disapproval.*

.02 Definitions.

- A. *In this chapter, the following terms have the meanings indicated.*
- B. *Terms Defined:*
 - (1) *"County" means any county of the State and Baltimore City.*
 - (2) *Library.*
 - (a) *"Library" includes:*
 - (i) *The State Library Resource Center;*

- (ii) *A Regional Resource Center;*
 - (iii) *A correctional facility library;*
 - (iv) *A county library system and the Enoch Pratt Free Library in Baltimore;*
 - (v) *The Maryland State Library for the Blind and Print Disabled;*
 - (vi) *The Maryland Deaf Culture Digital Library; and*
 - (vii) *A metropolitan cooperative service program.*
- (b) *“Library” does not include a school library media program established by a local school system.*
- (3) *“Objection” means a formal challenge submitted to a library for the purpose of removing, reconsidering, or restricting the presence of materials in a library collection.*
- (4) *“School library media program” means a library in a school in the public elementary and secondary education system of this State.*

.03 Library Policies and Procedures.

- A. *Each library shall adopt and follow a written policy for operation of the library that is consistent with the State standards for libraries set forth in Regulation .01 of this chapter.*
- B. *Each policy adopted pursuant to §A of this regulation shall include:*
 - (1) *An acknowledgement that all Marylanders have the freedom to read;*
 - (2) *An affirmation that it is the responsibility of the library to provide adequate library services to satisfy the diverse needs of their users;*
 - (3) *A policy and procedures for librarians and library staff to identify materials that meet users’ needs;*
 - (4) *A requirement that librarians and library staff curate and develop collections that provide access to the widest possible array of books and other materials that support learning; and*
 - (5) *A materials reconsideration policy and procedures.*
- C. *A materials reconsideration policy and procedures shall:*
 - (1) *Establish a uniform process to submit an objection to materials in the library;*
 - (2) *Require material under review due to an objection to remain available for use by the public and library staff until the review process has concluded; and*
 - (3) *Establish a reasonable timeline to conduct and conclude the review process in a timely manner.*
- D. *A library board of trustees or other governing body of a library may not dismiss, suspend, discipline, demote, reassign, transfer, or otherwise retaliate against an employee for performing their job duties consistent with the library’s written policy adopted under §A of this regulation.*

.04 State Funding.

- A. *The State Library Board shall ensure that each library that receives State funding is operated in a manner consistent with the State standards for libraries set forth in Regulation .01 of this chapter.*
- B. *Receipt of State funding by a public library is contingent upon the library board of trustees or other governing body for the library adopting a written policy that is consistent with the State standards for libraries and conducting the operation of the library in a manner consistent with the written policy.*
- C. *If the State Library Board certifies that a library has failed to meet the State standards for libraries, the State Library Board shall notify the Comptroller to withhold all State funds from that library.*
- D. *The Comptroller shall continue to withhold funds until the State Library Board certifies that the library has adopted a written policy consistent with the State standards for libraries.*

Approved by:

Signature of Board Officer

Date