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May 18, 2022

1. Introduction

This collection statement is a reflection of the Colfax Public Library's long range planning process. The Long Range Plan assumes an ongoing commitment to provide a basic collection to the community of Colfax and surrounding townships. With limited funding from both the Dunn County and the Colfax municipal, the emphasis on the Colfax PL's collection is primarily popular and educational materials. The basic collection will cover a large range of subjects to help patrons find the information that they are looking for. The Collection Development Policy will cover objectives and background of the library collection, along with policies for selection and maintenance of the collection. This document is needed to provide the structure for building and maintaining an excellent collection for the Colfax community.

2. Purpose

The purpose of the Long Range Plan is to guide present and future selectors in developing the collection to meet the needs of the Colfax community, as well as to explain the collection building principles and processes to staff and to the public. The LR Plan also outlines responsibilities of persons involved in selection and provides guidelines for special contingencies. It describes each area of the library's collection and advocates specific future developments for them.

3. Community Description

According to Census Reporter (censusreporter.org), he estimated 2021 population for the village of Colfax in Dunn County is 1,151. The village of Colfax is 17 miles southeast of Eau Claire and 15 miles southwest of Menomonie. Colfax elevation measures at 942 feet, while land area covers 1.4 miles. The median residential age is 37.4 years, while the median household is \$56,905 and median house value is \$115,700. Racial background includes White Non-Hispanic (91.9%), Hispanic (1.63%), two or more races (4.79%) American Indian (0.26%), and Black or African American (0.26%).

The Colfax School District currently serves 738 students, with a support staff of 45 and a teaching and administrative staff of 68. There are two Universities in the Chippewa Valley, University of Wisconsin – Stout, Menomonie and University of Wisconsin – Eau Claire. The Chippewa Valley Technical College is also located in both locations.

The county seat for Dunn County, Menomonie, is a flourishing community with an increasing industrial area. Median household income for Dunn County is \$58,783, compared to the state level at \$61,747.

4. Vision and Mission

The Colfax Public Library is the community center for educational resources, popular editions and AV materials for individuals of all ages. The library is a dependable source of reliable information and of challenging ideas that enlighten and enrich. Materials of assorted formats are available to the public to enhance leisure time and expand knowledge of current events. The library is a welcoming public space that promotes diversity and inclusion and encourages the love of reading in children, young adults and adults. It offers assistance to people in the areas of reference, computer skills, electronic resources, and recreational reading.

The general goals of the Colfax Public Library shall be:

1. To welcome and provide services to all residents of the community and surrounding townships.
2. To acquire and make available library recreational and educational materials to a broad and diverse audience.
3. To promote and encourage young children and teenagers to read, pursue knowledge, and broaden their perspective.
4. To provide useful and popular programming for adults and children.
5. To provide resources for educational use and to assist in frequently requested materials for information.
6. To build, organize, and maintain a current collection that supports and represents children, young adults, and adults of diverse backgrounds.
7. To promote and encourage the Library Bill of Rights and the Freedom to Read statements.
8. To provide and maintain a comfortable library facility for studying, research, and group activities.
9. To provide up-to-date technology
10. To continually update and revise library policies to better meet the needs of library patrons.

5. Responsibility

The Director of the Colfax Public Library is responsible for the selection of library materials and resources chosen to fulfill the library goals (above), and also as outlined in the Long Range Plan. On some occasions the library staff may make selections for particular collections, but the Director delegates the authority to interpret and guide the Collection Development Policy selection decisions. Unusual problems are referred to the Director for resolution.

6. Guidelines

- 0 The selection of any material or resource does not constitute an endorsement.
- 0 The library recognizes that many materials and resources are controversial and could offend some patrons.

- 0 Selection decisions are not made on the basis of approval or disapproval, but on the merits of the work, collection needs and interest of a diverse public.
- 0 Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of the library materials and resources lies with their parents, legal guardians, or caretakers.
- 0 The Library selects materials of varying complexity and format because it serves a public embracing a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills.

7. Criteria for Selection

The selector must consider each type of material in terms of its own kind of excellence and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Some material may be selected primarily for artistic merit, value to humanity, while others may be chosen to satisfy the recreational and entertainment needs of the community.

Some library materials are subject to widespread and/or heavy local demand. These high-demand items may or may not meet the general and specific criteria contained in this policy. The selector gives serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials, which were not originally recommended for purchase, may become of interest. Such materials will be reevaluated as the need arises.

General Criteria

1. Suitability of the physical form for library use
2. Suitability of subject and style for the intended audience
3. Present and potential relevance to community need
4. Appropriateness and effectiveness of the medium to the content
5. Insight into the human and social condition
6. Importance as a document of the times
7. Relation to the existing collection and to other material on the subject
8. Reputation and or significance of the author or illustrator
9. Skill, competence and purpose of the author or illustrator
10. Attention of critics, reviewers and the public

8. Collections, Formats & Resources

The Colfax Public Library selects materials for the collection based on demographic trends of the service population. The collection may change as the community changes, so this will assure patrons a variety on a regular basis.

Collection development is concentrated in the following formats:

- 0 Books in print, including large print
- 0 Audio visuals, including compact discs and DVD's
- 0 Periodicals
- 0 Newspapers

9. Equity of Access and Literacy

The American Library Association defines literacy as “the ability to use printed and written information to function in society, to achieve one’s goals, and to develop ones’ knowledge and potential.”

Adult Literacy

Libraries provide resources and services for adults wanting to improve their reading and writing skills. Basic, functional literacy is an essential skill for an individual’s personal growth. It is also the key to their full, beneficial use of the library’s services and programs. The Colfax Public Library (CPL) will offer literacy resources to adults in need.

Adolescent Literacy

As adolescents prepare to participate in society as critical thinkers or productive adults, they are faced with challenges of understanding, analyzing, and synthesizing a barrage of information. For 21st –century literacy, adolescents must be able to read and write in different modes and disciplines and to engage with a variety of print and digital materials, both effectively and responsibly. The CPL will play a role in helping adolescents navigate these dynamic challenges. The CPL staff will help adolescents seeking literacy materials, resources or information to help them learn and grow.

Digital Literacy

Digital literacy requires skills in locating and using current information and in critical thinking and requires knowing digital tools and using them in communicative and collaborative ways. The CPL will do their best to promote and explain digital information to all individuals.

Early Childhood Literacy

For Children ages zero to five, language and literacy development is crucial. The extent to which children develop early literacy skills is a determining factor not only in future literacy and academic achievement but in success in life. The CPL recognizes the role of libraries in early childhood literacy and of parents as first teachers; as such, the library provides a variety of resources for promoting early literacy. Some key factors the CPL will consider:

- Board Books for Babies - The library will provide parents of newborns & toddlers, good quality board books to help parents engage in early literacy with their infants.
- Story Books, Juvenile Books & YA Books – The library will provide a collection of story books for young children, and juvenile books.

- Story Time - The library will provide a Story Time literacy program during the Colfax School District school schedule. Our Youth Services Librarian will provide a variety of materials and media to conduct his/her 30 minute program.

Family Literacy

Family literacy involves literacy related activities for every member of a family. These literacy skills may involve reading, writing, playing, singing, dancing and storytelling. The CPL will schedule a family literacy program in the spring and fall, or more if possible, depending on the program budgeting for the current year.

Literacy & Technology Services

Public libraries not only promote reading skills, but also technical skills to help with life-long learning. Libraries represent free information, services and digital literacy. The Colfax Public Library will support helping individuals learn basic computers skills for job searching, filling out applications, writing resumes, and Internet searching. Individuals may also request one-on-one help in certain instances.

Literacy for English Language Learners

For immigrants seeking to learn English, libraries are often a first point of access to information and services. Public libraries are considered a “safety net” for English learners and therefore, provide non-English adults help with literacy skills needed to function with day-to-day activities. The CPL will work with the Literacy Volunteers of Chippewa Valley, when there is a need for literacy services with a non-English learner that is requesting help. Information will be provided to anyone requesting literacy and tutoring assistance.

10. The Library Collection

Adult Fiction

This collection consists of selected best sellers and popular fiction chosen by the Director using patron requests or suggestions, reviews in professional journals, along with suggestions from library staff.

Wisconsin authors are purchased because of anticipated long-term circulation. Wisconsin authors are judged to be of long-term interest to library patrons not only for literary value, but for cultural and historical values as well.

Duplicate copies are rarely purchased because of space limitations. Once library patrons accept a new author's works, the library will continue to purchase that author's work, and consider purchasing earlier works. Paperbacks are generally not purchased, but rather are accepted by donations from the public. Only paperbacks in good clean condition will be accepted for the collection.

Non-Fiction

The same criteria and limitations are used for adult fiction. The Colfax Public Library has a strong collection in the following areas:

Gardening
Cookbooks
Home crafts & Home Decorating
Arts & Music
Science
Health
Native Americans
Wisconsin Travel Guidebooks

Periodicals

The library uses EBSCO Periodical services to receive a collection of magazines for adults or children. The collection is carefully selected to reflect the interest of the Colfax community. The EBSCO contract is reviewed on an annual basis in order to make changes to magazine titles. Customer requests are always accepted, but decisions of subscriptions must be approved by the Library Director, and in some cases, the Library Board. The library will accept donated magazine subscriptions, however, the magazine must be listed under the Colfax Public Library, and the donor must make annual payments directly to the magazine publisher. The library has the right to request cancellation of the donated magazine subscriptions due to lack of interest.

Back issues of magazines are kept by the library for 6 months and no longer, due to lack of shelf space or storage. Patrons interested in checking out earlier back issues can do so on the M.O.R. E website by placing a request and having the back issues sent to the library of their choice.

The library currently subscribes to the following newspapers:

Colfax Messenger
Dunn County News
Leader Telegram

DVDs

The library has a collection size of 1200+ DVDs. The collection is separated into three selections: Adult's, Family and Children's. Since storage space is limited, the DVD collection is weeded on an ongoing basis to make room for new titles. Movie ratings are listed on each title to help patrons make their selections. The library staff will do its best to abide by parent requests, but under certain circumstances, the library staff will not be responsible for mistakes on behalf of the child. The public library is currently not required to lawfully stop anyone from checking out movie selections, but the library will make an attempt to redirect children's selections when needed.

Audio Books on CD

This collection mainly consists of fiction titles of various genres, with some non-fiction titles of interest. If a CD is damaged while checked-out to the patron, the library will

assess the damage and may charge a fee if mistreatment of the material is apparent. When the patron borrows the item from another library, it is the owning library's choice to bill the patron. In most cases the owning MORE member library will charge a replacement fee. It is the responsibility of the patron to pay the replacement fee to the owning library, or payment can be made to the Colfax Public Library, whereas, the Colfax Public library will send the payment directly to the owning library.

Music CDs

The Colfax Public library has a small collection of diverse music CDs. Music purchases will be made based on community interest.

Reference Materials

The Colfax Public library has a limited selection of reference materials, including dictionaries, atlases, and local history books. Most of these can be checked out by patrons, except in cases where age and condition require us to take special care of the book.

Colfax History Collection

The library has a collection of Colfax history dating back to the late 1800's. These materials consist of photographs, locally published books and audiovisual materials. Some of these materials may be checked out by patrons; others need to stay here at the library.

Children's Collection

The children's collection consists of storybooks for children ages 1 to 6 years old. Materials are selected according to author works, literary and artistic merits, content and vocabulary intended for young children. This collection of children's books is listed with an E, denoted Easy Reader.

Juvenile Collection

The Juvenile collection consists of both fiction and non-fiction titles located in the Juvenile area, with a J indicating a Juvenile book, along with the first three letters of the authors name listed on the spine label. The Juvenile collection is selected for children ages 7 to 12 with selections and purchases based on interests, backgrounds, reading skills and developmental levels.

Young Adult Collection

The Young Adult collection consists of reading materials for teenagers between the ages of 13 to 18 years old. Books in this collection will be listed with a "YA" on the spine label. This collection of books is located in a separate area away from Juvenile materials. The Young Adult collection is popular with the area high school students and consists of popular fiction titles and informational non-fiction titles that can be used for school work or study. The YA area was created by the Teen Advisory Board to promote a leisure area for high school students that enjoy reading and spending time with friends.

Large Print Collection

The large print collection consists of books for adults with vision impairment. Text size is large and easier to read with a choice of hardcover and softcover. The titles in the library's large print collection are primarily fiction. Selection and purchases are based on genre interest and discounted prices from booksellers. Since this collection is costly to build upon, books are ordered on a limited schedule. Monetary donations are frequently used to purchase new large print titles.

11. Labels and Shelving

Library materials are not marked or identified to show approval or disapproval of the contents, however, some library items will be labeled to illustrate issues, such as, parental ratings for movies. Signage is used throughout the library to help find the many different collections.

12. Gifts

The Library accepts gifts of materials, but reserves the right to evaluate them in accordance with the criteria applied to purchase materials. Gifts, which do not comply with the Library's objectives and policies, may be refused. Materials not added to the collection will be placed in the Library's ongoing book sale in the hallway of the Municipal building. The Library does not accept gifts of used textbooks or damaged or dirty materials.

Donated gifts such as photographs, artwork, historical items, office equipment, furniture or children's items will be accepted or rejected on the basis of suitability to the library's mission, décor, and availability of space for display, as well as the understanding that the library has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency, and so forth. Once donated, items become the property of the Colfax Public Library.

A receipt will be given to the individual donating approved items to the library.

Requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.

Monetary gifts for materials are welcome. Suggestions will be accepted from the donor for purchase of materials in designated areas of interest. Gifts of money or materials may be designated as memorials or honorariums. The Library may impose no other conditions relating to any gift either before or after its acceptance.

An agreement was established with the Colfax Woman's Club that any of their donated library items pulled from the Colfax Public Library collection would be offered back to the Colfax Woman's Club. This applies only to the Colfax Woman's Club.

13. Interlibrary Loan

The purpose of Interlibrary Loan is to make available to users a wide range of materials and information, which cannot be provided on site. The Colfax Public Library will frequently analyze its collections to determine if there are gaps in particular areas

14. Maintenance of Library Collection

The Colfax Public Library recognizes the need for continuous evaluation of its collections in response to the changing nature and needs of its community; this collection maintenance is accomplished through the weeding, replacement, rebinding, repair, and duplication of its titles. Maintenance of the collection requires the same study and attention as initial selection.

15. Withdrawals of Library Materials

Materials that no longer meet the stated objectives of the Library will be discarded according to accepted professional practices. The following will be considered when withdrawing materials: physical condition, dated information, availability, permanent value, roles of each Library agency, and user demand. Materials withdrawn from the library collection may be offered to other libraries, to the Friends of the Library, book sales or may be disposed of by other means.

16. Worn Items

The Library Director and library staff examines on a weekly basis items identified by the customers as worn and/or in need of mending. After examination and after consideration of collection needs and circulation rates, the Director or staff designates each item for mending, rebinding, withdrawal, or withdrawal and replacement. These designations are also necessary in the weeding process. Generally, action is necessary for items that have missing parts or pages, loose bindings, obvious spoilage odors, scratches, torn covers and packaging, or split cover edges.

17. Replacements

Titles in any format withdrawn because of loss, damage, or wear are not automatically replaced. Replacement is considered according to this selection policy and in relation to adequate coverage in a specific subject area, availability of more current or better titles, demand for the title, and number of copies held. Gifts, including memorial items, are subject to this same replacement policy.

18. Vulnerable Materials

In the case of repeated theft and damage, certain materials may be housed behind the Circulation desk when the Library Director has determined necessary. The Library Director may designate titles as Vulnerable after a minimum of two known thefts. When an item has been stolen more than twice, the Library Director may make the decision at her or his discretion whether to remove the item from the collection or not.

19. Challenge Policy

Any complaint about individual books or movies in the Library should be brought to the Library Director for discussion. If conversation with the Director does not resolve the issue, the Director will offer the complainant a Request for Reconsideration form.

Once the form is filled out and handed back to the Director, a formal complaint has officially been lodged. At that point the Library Director will reexamine the material and Collection Development Policy, and from there determine whether or not to keep the item in the collection. This decision will be communicated to the complainant in a written letter.

If the complainant wishes to appeal the Director's written decision, the Library Board will deliberate the decision, following a three-part process. First, the Board will be notified and a hearing scheduled. This can either be done as part of a regular Board meeting or as a publicly noticed special session, but the Board will be given at least ten days' notice.

1. The complainant will be given a chance to address the Board in person; members of the public will also be allowed three minutes each to state their opinions for or against the controversial material.
2. The Library Board will conduct their vote at the next meeting, after they have had sufficient time to consider the issues, read or view the material in question, and consult the Collection Development Policy.
3. In a third and final meeting, a representative of the Board will announce their final decision. A majority vote of the Board is required to remove a material from the collection or otherwise restrict access to materials. Whatever the Board's decision, the principles of the Library Bill of Rights should be reiterated and how the decision is in accordance with those principles should be explained. A very brief statement of the reason for the decision should also be made; e.g., *We have concluded that the material meets our selection criteria, and will be retained without restriction.*

20. Textbooks

The Library does not attempt to acquire textbooks or other local curriculum-related materials except when such materials would also serve the general public. In some situations adding elementary or secondary textbooks best develops the collection in such subject areas as math, physics, chemistry and psychology, since there may be little material in any other format and may add substantially to the collection. In this case, the Library Director will make this decision.

21. Library Board Gift Policy

The Library Board Trustees serve on the board for a length of three years. Trustees receive no compensation, except for mileage or authorized expenses incurred in performing their duties.

22. Friends of the Library

A Friends of the Library group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the Library Director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fundraising for the library. Friends groups always serve at the pleasure of the Library Board, which is the only body with legal authority to set policy for the development of the library.

23. Revision

The Library Board will review this policy at least every two years.

24. Social Media

The Colfax Public Library chooses to use social media (such as; blogs, websites, Facebook, Twitter, email etc.) to connect library customers in engaging discussions of library materials and programs. The Library recognizes and respects differences in opinion. Comments, posts and messages are welcome; however, blog comments will be reviewed before publishing or blocked if encountering problems with a particular blog identity. Facebook comments will be monitored for offensive language or content. When such comments appear, they will immediately be deleted. Posted comments are the opinion of the author only and publication of a comment does not imply endorsement or agreement by the Library Director of the Colfax Public Library. Your submission of a comment constitutes your acceptance of this policy. Comments containing the following will be removed in a timely manner:

- Obscene or racist content
- Personal attacks, insults or threatening language
- Potentially defamatory statements
- Plagiarized materials
- Personal information published without permission
- Comments are totally unrelated to the content of the discussion
- Hyperlinks to materials or websites that are not directly related to the discussion

Contents that originate from the Colfax Public Library employees are not moderated, however, the Library Director will intervene with a staff member when comments or posts could be improved for professional reasons. We do allow the employees to post directly without approval and trust their professionalism.

Appendix A

Library Collection Goals for Colfax Public Library

Wisconsin Public Library Standards define four recommended service targets, representing four levels of effort-basic, moderate, enhanced and excellent. The Colfax Public Library has chosen to strive for the Moderate level in the library collection. Future funding from both Dunn County & the Colfax Municipal will help determine our success in achieving the desired collection level.

<u>Service Standards</u>	<u>Colfax</u>	<u>Basic</u>	<u>Moderate</u>	<u>Enhanced</u>	<u>Excellent</u>
Staff	1.37	1.2	1.5	1.8	2.7
Books (print)	8,665	10,149	12,537	16,119	20,597
Periodical Titles	40	38	47	64	80
Hours Open/Week	29	33	37	44	48
Audio Books	337	299	388	537	687
Videos/DVD	663	358	507	687	1,194
Materials Expenditure	9,811	9,850	12,596	14,746	18,656
Collection Size	9,719	10,746	13,731	17,313	22,686
Seating for the public	25	28	30	32	34

Wisconsin Public Library Service Standards 2001 ed. (Publication used to rate Wisconsin Public Libraries)
Numbers based on "Assigned Service Population" (2,985)

Appendix B

Library Bill of Right

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,
and January 23, 1980, inclusion of "age reaffirmed January 23,
1996, by the ALA Council*

Appendix C

The Freedom to Read Statement

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

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

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

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

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

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

our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best

that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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

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

A joint statement by: American Library Association & Association of American Publishers

Subsequently endorsed by:

American Association of University Professors
American Booksellers Foundation for Free Expression
American Society of Journalists and Authors
American Society of Newspaper Editors
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Center for Democracy & Technology
Children's Book Council
Electronic Frontier Foundation
Feminists for Free Expression
Freedom to Read Foundation
International Reading Association
The Media Institute
National Coalition Against Censorship
National PTA
P.E.N. – American Center
People for the American Way
Student Press Law Center
Thomas Jefferson Center for the Protection of Free Expression

Appendix D

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

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.

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.

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 by the ALA Council January 10, 1990

Appendix E

Displays and Exhibits Policy

As an educational and cultural institution, the Colfax Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Colfax Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Colfax Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the _____

During _____

Description of materials loaned _____

Signature _____ *Date* _____

Address _____ *Telephone* _____

AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS

Introduction

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision-making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

Code of Ethics, 1995

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and

courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

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

IV. We recognize and respect intellectual property rights.

V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision

of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council June 28, 1995

COLFAX PUBLIC LIBRARY REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Name _____

Address _____

City _____ State _____ Phone _____

Group represented, if any _____

Have you read the Colfax Public Library Materials Selection Policy? _____

Identification of Item: Author/ Producer/ Artist _____

Title _____

Book ___ Audio cassette ___ Compact Disc ___ Video ___ DVD ___ CD-ROM___ Other ___

1. Did you read/ view/ listen to entire work? _____ If not, which parts?

2. Why do you object to this item? Please be specific. _____

3. What qualities does this title have that would make it valuable to other library users? _____

4. Are you aware of the judgment of this work by critics? _____

5. What would you recommend the library do about this item? _____

Signature _____

Date _____

Send completed form to: Head of Collection Development
Colfax Public Library
PO Box 525 Colfax, WI 54730

Approved, CPL Board of Trustees – December 10, 2004