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# **FLINT PUBLIC LIBRARY**

## **Materials Selection Policy**

### **I. Mission Statement**

The mission of the Flint Public Library is to support the development of an informed citizenry by collecting, transmitting, and ensuring open access to the world's ideas and information, and by providing programs and services that enhance accessibility to these ideas and information.

### **II. Library Goal**

The goal of the Flint Public Library is to support and enhance the community in reading, learning and understanding. In pursuit of that goal, library staff selects, organizes, preserves and makes available those library materials that will meet the informational, educational, recreational, and cultural needs of the citizens of the City of Flint.

Through careful selection, the Library maintains a diverse collection of materials, including items of contemporary significance and permanent value. Circulating materials are supplemented by a variety of reference materials in print and non-print.

In its selection of library materials, the Flint Public Library subscribes fully to the principles adopted by the American Library Association in its Library Bill of Rights and endorses its position that the freedom to read is essential to our democracy.

The Library makes available factual data and numerous opinions representing various points of view on topics of public interest and importance. The types of materials in the Library's collections include print and non-print so that citizens may:

- Educate themselves throughout their lives both independently and as a supplement to their formal study.
- Meet their general and job-related informational needs with timely, accurate, and useful information.
- Stimulate thoughtful participation in the democratic affairs of the community, the nation and the world.
- Appreciate the rich history of the City of Flint and Genesee County.
- Enrich their personal lives.
- Use their leisure time in the enjoyment of reading.
- Use the Library as a gateway to literacy.

### **III. Responsibility for Selection**

The ultimate responsibility for selection rests with the Director of the Library who operates within the framework of policies recommended by the District Library Board. The Library Director delegates selection responsibilities to appropriate professional staff. The Flint Public Library selects materials based on recommendations from the public, reviews in the media, and the subject knowledge and expertise of Library staff. The following criteria are used as a basis for selection:

- Author's reputation and significance as a writer
- Importance to the collection
- Scarcity of material on the subject
- Timeliness or permanence of the material
- Authoritativeness
- Accurate information
- Social significance
- Clear presentation and readability
- Appearance of title in special indexes or bibliographies
- Reputation and standing of the publisher
- Format
- Price
- Availability of material elsewhere in local library collections

### **IV. Specific Principles for Selection**

The Library recognizes its responsibility to provide a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial issues. In an effort to provide materials that will enable a citizen to make a personal decision, the Library will provide works representing a variety of viewpoints. In the case of controversial issues, variety and balance of opinions are sought whenever available. The Library seeks to provide an atmosphere in which individuals can examine issues freely. It should be clearly understood and emphasized that the Library does not endorse opinions expressed in the materials that are selected.

The following principles guide selection of Library materials:

- Contemporary significance or permanent value
- Accuracy of work
- Authority of author, publisher or producer
- Appropriateness for various ages and reading levels

- Relation of work to existing collection
- Price, format and ease of use
- Scarcity of information in a subject area
- Availability of selected materials elsewhere in the community: Collections of other libraries within the area may be considered when purchasing materials. Highly specialized materials may not be selected but will be borrowed from area libraries through Interlibrary Loan.
- Popular demand: The Library makes available materials for enlightenment and recreation even if those materials are not necessarily of enduring value, interest or accuracy.
- Historic value and demand govern purchase of additional copies of materials. Multiple copies of material will be purchased when statistical reports generated on library usage and demand warrant purchase.

## **V. Collection Development**

### **A. Portfolio Profiles**

Each librarian is assigned a portfolio for which they are responsible. The portfolio is generally a subject area under the Dewey classification system (i.e. music, sports, history, etc.).

There are four main areas of responsibilities within each portfolio. They are collection development and maintenance, reference, outreach and programming.

The holder of each portfolio is responsible for the weeding and collection development in all formats within their subject area. This includes reference and circulating materials, in all formats.

### **B. Maintenance of Collection**

The collection is examined continuously for purposes of discarding, binding, replacing, or repairing. Replacements of materials may be added to the collection at any time to meet patron demand.

#### *Replacements:*

The Library does not automatically replace all materials withdrawn from the collection because of loss, damage, or wear. The need for replacement in each case is judged by two

factors: 1) the existence of adequate coverage in the subject area by similar material, especially if there is more current and accurate material and 2) the demand for the specific title.

### *Weeding:*

An important aspect of maintaining the collection is weeding. Weeding of the collection is based on: the condition, timeliness and quantity of the material.

Weeding is selection in reverse—it is the withdrawal of items no longer suitable for or useful in the collection. Weeding is a thorough and conscientious effort to achieve a well-balanced collection and it is a continuous, consistent process performed by the portfolio holder. Factors considered in weeding are:

- Physical condition of material
- Slow-moving material not listed in standard sources,; e.g. Fiction Catalog
- Items containing subject matter no longer of current interest
- Multiple copies of titles no longer in demand
- Old editions replaced by later revisions of non-fiction titles
- Retention of local materials

### *Retention Schedule:*

Each portfolio holder develops and maintains a schedule for withdrawal of materials based on principles of weeding.

### *Binding and Mending:*

Keeping materials in good physical condition is essential. Decisions are made continuously made regarding worn materials—whether to mend, bind or withdraw them. Each decision is based on the condition, current validity of contents, availability for reorder and cost of repair or replacement. Replacement is preferable to binding if costs are similar. Binding is preferable to mending if a title is expected to have long-term usefulness. Mending is done only when need is detected early and the result is an attractive appearance.

## **C. Reference Assistance**

The portfolio holder is responsible for reference materials in all formats, with oversight by the Lead Librarian with reference as a responsibility.

## **D. Outreach**

The portfolio holder opens up lines of communication between the Library and community members who have special interest in the subject area. Outreach includes attending community meetings, inviting community groups into the library and developing mailing lists of new books in the portfolio's subject area to appropriate people in the community.

## **E. Programming**

Each portfolio holder is expected to work toward developing and producing programs during the year from within the portfolio's subject area in addition to serving on Library-wide committees such as African American Month, Michigan Storyteller's Festival, etc. A special assignment may supercede the expected outreach and programming requirement.

## **VI. Materials Budget**

Each fiscal year a materials budget is generated by the administration of the Library and published for portfolio holders. This budget is based in part on the previous year's activity, expected revenue for the current year, and any notable projects that are planned for the following year.

## **VII. General and Special Collections**

The Library's special collections represent a wide variety of materials, treatment, and services.

### **A. Local and Michigan History**

It is Library policy that all forms' of materials contributing to the history of the City of Flint and its geographical area is collected and preserved for posterity in the Main Library's Michigan reference section. When demand and availability allow, additional copies of local history materials are made available for circulation. Donations of Flint family, organizational and business papers, records, diaries, photographs, maps, audio/video materials, etc., are actively sought.

Materials collected for the Michigan collection includes materials related to the state and of local interest.

The Library does not collect three-dimensional materials, such as museum objects and paintings.

### **B. Government Documents**

The Flint Public Library is a partial depository for U.S. Government Documents and is subject to Federal regulations regarding depository collections. Items selected include information of a specialized nature to supplement other Library materials. Duplicate and individual publications not received as depository items are selected on the basis of the Library's general principles of selection.

The Library actively solicits published and unpublished documents produced by the City of Flint. All documents are processed and organized according to their form and subject. As Flint is also the county seat, we attempt to collect materials from area municipalities as well as Flint materials.

### **C. Black Life and Literature Collection**

From general information, history, biography, fiction to literature, this unique collection of circulating materials consists of books on the black experience worldwide. Due to its historic significance, the collection is not weeded and replacements titles are purchased so that the collection maintains its role as a comprehensive resource on the black experience.

#### D. New Reader Collection

The high level of illiteracy in the community makes adult literacy a special concern of the Flint Public Library and to meet the needs of this clientele we have a special collection. Materials included in this collection cover all subjects for the emerging adult reader with a reading level of 6<sup>th</sup> grade or below. . Genesee County Literacy Coalition serves as a resource for recommendations and support of the Library's efforts in this area.

#### E. Reference Materials

Because the Flint Public Library is the oldest and largest building in the three county area (Genesee, Shiawassee, and Lapeer), our collection has evolved into the region's research library, with the depth and breadth needed to meet the standards to qualify as such. Materials added to the reference collection are timely and reviewed additions that enhance the ability to serve our patron's informational needs. Current editions as well as many historic titles are maintained in this collection. Each portfolio holder makes recommendations to this collection.

#### F. Electronic Resources

Technology is an ever growing area that has great impact on libraries and research. Electronic resources are added to our collection based on need, accuracy and electronic capacity. Materials are evaluated on the same selection principles previously set forth in this document (i.e. accuracy, ease of use, price, etc.). Electronic resources are reviewed by portfolio holders and public service staff for inclusion into our reference materials.

#### G. Periodicals

Magazines, newspapers, and newsletters are reviewed on a yearly basis. The criteria for addition to the collection are: demand, accuracy, indexing in sources, reviews of said item and history of periodical, i.e. whether we have maintained a run of the item and find it useful to our patrons. To conserve space, we will attempt to have microfilm copies of periodicals we maintain.

#### H. Media Materials

##### VIDEO:

Materials are purchased in all subject area. When available, we purchase "wide-screen" versions.

##### DVDS:

This format is purchased in all subject areas. When available, we purchase "wide-screen" versions.

##### AUDIO TAPES:

Audio tapes are purchased only in spoken word with a preference for unabridged versions.

#### COMPACT DISCS

We purchase both music and spoken word compact discs. All types of music are collected with a special emphasis on patron demand. All subjects are collected with an attempt to purchase unabridged works. Titles are duplicated in print collection except for rare instances when the material is only available in sound format.

#### LONG PLAYING RECORDS:

An historic collection is maintained for circulation of spoken word and local interest works. Additions are made via gifts.

### I. Young Adult Materials

Young adults are regarded as belonging to the age group of 12 to 18 years, or middle and senior high school educational levels of seventh through twelfth grades.

The purpose of this special collection for young adults is to provide resources for individuals that will stimulate, delight and encourage an interest in and curiosity about themselves and the world in which they live. Materials are also selected for this collection to broaden the horizons of young adults in order to encourage reading for enjoyment and help them cope with the problems of adolescence.

To fulfill these needs, the collection will inevitably include materials that maybe considered controversial subjects. For example, the use of profanity or explicit language of a sexual situation in a book may be controversial. However, if the book provides a clearer vision of life, creates understanding of others, or supports tolerance; these qualities must be considered in light of the potential harm to be done by some shocking word of passage in the book. Materials on sex education are included in the collection to provide accurate information and to encourage a healthy and balanced attitude toward the subject.

### J. Children's Materials

In selecting materials for children, the Library's objective is to make available a collection that satisfies the informational, cultural, and recreational reading needs and potential of children from birth to age twelve or preschool through sixth grade. Titles are included which meet the general demands of the majority of children as well as titles with special qualities that make them valuable to children with special needs, talents, problems or interests. Resources are included that deal with the diverse cultures of our community and the broader world.

Criteria for the selection of children's printed, audiovisual, and electronic materials include literary and artistic worth, suitability of content and vocabulary to the age of the readers, and the contribution of the material to the balance of the total collection. Textbooks are acquired only when they supply information in areas in which they may be



the best or only source. Children may access the total Library collection; the responsibility for what a child reads rests with the parents or legal guardians.

#### K. Gifts

Gifts are governed by the same principles and criteria applied to the selection of other materials. (See Gift Policy in Appendix I)

#### L. The Internet

The Library maintains a worldwide web homepage on the Internet. The homepage contains links to Library subscription databases and useful Internet-based resources. The Library has a separate Internet use policy available that is accessible through the homepage or at any Library public service desk. (See Appendix II)

#### M. Textbooks

Providing textbook and curriculum materials are the responsibility of the schools. Textbooks are purchased for the collection when they supply information in areas in which they are the best, or the only, source of information on the subject. The public library does not assume the responsibility for purchasing textbooks for wide and general distribution.

#### N. Foreign Language Materials

The collection is designed to support the study of the language and reading interests of native speakers and is collected primarily in fiction.

#### O. Inter Library Loan

The Flint Public Library makes reasonable attempts to obtaining materials for our patrons, limited to print formats. (See Appendix III)

# **FLINT PUBLIC LIBRARY**

## **EXHIBIT POLICY**

### **I. Policy**

The Flint Public Library welcomes the opportunity to allow individuals, community groups, and organizations to use the various display and exhibit areas of its libraries. Space is provided for displays and exhibits of an educational, cultural, civic, charitable or recreational nature, not for advertising for commercial enterprises nor for exhibits designed to serve a specific candidate, campaign or parties.

The Flint Public Library has adopted the American Library Association's Library Bill of Rights and its numerous interpretations. In accordance with this document, display and exhibit spaces at the Flint Public Library are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Materials in an exhibit or display will not be excluded because of origin, background or views of those contributing to the creation of the displays or exhibits. Materials will not be proscribed or removed because of partisan or doctrinal disapproval.

The Flint Public Library endeavors to present a broad spectrum of opinions and viewpoints. The Flint Public Library does not endorse the beliefs or viewpoints of topics, which may be the subject of exhibits or displays in the Library.

The Flint Public Library shall have the final decision on the arrangement of all exhibits and displays. The Library reserves the right to reject any part of an exhibit or to change the manner of display.

### **II. Procedure**

You may request applications for use of display/exhibit space by calling the Supervisor of Adult Services at **249-2452**. Use of display/exhibit space will be honored on a first-come basis and limited to no less than one week and no more than four weeks per calendar year per group or organization. Organizations based in the city of Flint or serving primarily Flint residents shall have priority for exhibit space. In order to provide maximum access to exhibit spaces, those organizations that have not used exhibit space within the past year shall have priority over those who have used the space more recently.

It is the responsibility of the exhibitor to set up and remove the exhibit. Exhibitors are encouraged to visit the Library prior to installation to determine how they would like the exhibit arranged. The Library will not provide any supplies or staff assistance in the setting up or removal of an exhibit. If assistance is needed in setting up an exhibit, the exhibitor must schedule this assistance with the Supervisor of Adult Services at the Main Library or with the Branch staff at the appropriate branch library.

Display reservations are not transferable to another person or group. Displays may not be changed after installation without prior consultation with the Library.

Library use of display areas takes precedence over any other use and the Library reserves the right to cancel the use of the display areas by outside exhibitors if the Library Director or designee determines that the display space is needed for Library purposes. The Library will put forth reasonable effort to give advance notice of such preemption and to assist the exhibitor in reserving another date.

All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library. Displays/exhibits will be set up mornings prior to the public opening and removed mornings following the closing whenever possible.

The Library will not provide storage for the property of organizations or individuals displaying in the Library. No fees are charged for display spaces and groups using display spaces may not charge an admission fee, request donations or in any way solicit funds.

### **III. Exhibit Criteria**

All exhibits must conform to the space restrictions of the display areas. Exhibits hung on the walls or display panels shall be done so securely and under the guidelines of the Library.

Labels for exhibits must be furnished by the exhibitors. Lettering for signage should be neat and text information should be clearly stated. All art must be suitably framed, with hanging apparatus or mounted and stabilized on a gallery's hanging system. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. The exhibit areas are open to the public during the regular open hours of the Library unless by special arrangement.

### **IV. Liability**

The Flint Public Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. Items placed on display at the Flint Public Library are done so at the owner's risk. Exhibitors are required to sign a form, which releases the Library from any responsibility for exhibited items. Damages to the premises, equipment or furnishings because of exhibitor use will be charged to the individual or group responsible.

Approved: Flint District Library Board

October 6, 2005  
Date

**FLINT PUBLIC LIBRARY**  
**1026 East Kearsley Street**  
**Flint, MI**  
**(810) 249-2452**

DISPLAY/EXHIBIT SPACE REQUEST

1. Application for use of display space will be honored on a first-come basis and limited to four (4) weeks per calendar year per group or organization. Organizations based in the city of Flint or serving primarily Flint residents, which have not used display space within the past year, will be given priority.
2. The Flint Public Library shall have the final decision on the arrangements of all exhibits. The Library reserves the right to reject any part of an exhibit or to change the manner of display.
3. It is the responsibility of the exhibitor to set up and remove the exhibit including appropriate display labels. All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library. Displays/exhibits will be set up mornings prior to the public opening and removed mornings following the closing whenever possible. No changes may be made to the exhibit once it is installed.
4. The Flint Public Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed on display at the Flint Public Library are done so at the owner's risk.
5. The exhibitor will provide a full list of items to be displayed, including monetary value, when the exhibit is installed.

Name of Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Applicant's Street address, City/State/Zip: \_\_\_\_\_

---

Telephone \_\_\_\_\_

Display Space Requested \_\_\_\_\_

Date(s) of Display/Exhibit \_\_\_\_\_

Description of Display/Exhibit \_\_\_\_\_

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I, the undersigned, provide the aforementioned materials for exhibit at the Flint Public Library for the time-period indicated. I have read and understand the Flint Public Library Exhibit Policy. I understand that the Flint Public Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited and that all items placed on display at the Flint Public Library are done so at the owner's risk.

---

Signature

Date

## Appendix I: Gift Policy

### GIFTS TO THE FLINT PUBLIC LIBRARY

Please print or type. The original copy is to be given to the patron. The duplicate copy is to be sent to the Director's Office for acknowledgement.

1. Item(s) given by (name of donor)

Mr., Mrs., Ms., Miss \_\_\_\_\_

2. If item(s) are given in the name of an organization, please note the organization.

\_\_\_\_\_

3. Give name and address of the person(s) to whom the acknowledgment should be sent.

Mr., Mrs., Ms., Miss \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by: \_\_\_\_\_

Staff

\_\_\_\_\_ Date

### GIFT MATERIALS POLICY

The Flint Public Library is fortunate in receiving as gifts thousands of books, video and audio tapes, and CD's. To process these materials takes a good deal of staff time, and we feel it necessary to restate the policies governing gift materials which experiences have made necessary.

We welcome these gifts, but we can accept them only with the understanding that the Library is free to make whatever use of them is judged to be most appropriate. Some are immediately added to the collections of the Main Library or of one of the branches; some may be offered to other libraries or institutions where the gift can be more appropriately used; some may be turned over to the Friends of the Flint Public Library to be used in their periodic book sales; some may be discarded immediately because of the physical condition or subject matter and treatment which may not meet the Library's standards of acceptability.

**Donors are advised to make whatever lists they may wish for their own records. We regret that the Library itself cannot make evaluations.** The secondhand market is a specialized area in which few librarians have an opportunity to acquire any particular competence.

The Flint Public Library has a large magazine collection on microfilm and does not accept gifts of used magazines for its collections.

The Flint Public Library does not pick up or provide boxes for donated materials.

## **Appendix II: Internet Policy Statement**

The Internet, a vast global electronic network, offers access to information of every kind. Using federal funding in the form of the Universal Service Discount available to public libraries and schools, the Flint Public Library provides this access as an extension of the Library's commitment to meeting the information needs of the citizens of Greater Flint. Use of the Internet is free and open to the public subject to the following conditions established by the Library Board and enforced by the Library Staff:

### ***Internet Safety for Minors***

As required by the Children's Internet Protection Act, in order to continue to qualify for the Universal Service Discount that makes Internet access affordable to the citizens of Greater Flint, the Flint Public Library has adopted this policy of Internet Safety for Minors. The Children's Internet Protection Act requires the Flint Public Library to adopt a policy that:

1. Includes the installation and operation of a technology protection measure on all computers having access to the Internet, that is designed to protect against access by minors through the Library's computers to visual depictions that are:
  - Obscene (as defined by Michigan law)
  - Child pornography (as defined by Federal law)
  - Harmful to minors (as defined by the Children's Internet Protection Act);
2. Addresses access by minors to inappropriate matter on the Internet and the World Wide Web;
3. Addresses the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
4. Addresses unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
5. Addresses unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
6. Addresses measures designed to restrict minors' access to materials harmful to minors.

To comply with these requirements, the Flint Public Library adopts the following policies:

### **Technology Protection Measure**

The Library will maintain a technology protection measure (TPM) on all computers with Internet access. The TPM will consist of commercially available software for blocking and filtering interactions between a computer workstation and the Internet or Web.

### **Certain Visual Depictions, Inappropriate Matter and Materials Harmful to Minors**

Library staff will configure the TPM with filtering and blocking settings intended to protect minors against certain visual depictions as described in the Children's Internet Protection Act (CIPA), to inappropriate matter on the Internet, and to materials harmful to minors.

### **Minors' Use of E-mail, Chat and Other Forms of Direct Electronic Communications**

Library staff will also configure the TPM with available settings and information intended to protect the safety and security of minors when using chat rooms, e-mail and other forms of electronic communications, including unauthorized use and dissemination of personal identification information.

### **Unauthorized Access, "Hacking," and other Unlawful Activities Online**

The Library will maintain security measures on its internal network and will limit access to software on public access workstations that could be used for hacking, unauthorized access or similar illegal activities.

### **Unauthorized Disclosure, Use and Dissemination of Personal Identification Information Regarding Minors**

The Library reserves the right to monitor all use of its internal and Internet networks and to suspend use by any person who discloses, uses or disseminates personal identification information regarding minors.

### **Internet Use by Persons Under the Age of 18**

Persons under the age of 18 will not be permitted to request that the Library's TPM be disabled during their use of the Internet.

### **Internet Use by Adults**

Persons age 18 and older may use the Internet with the Technology Protection Measure disabled for bona fide research or other lawful purposes pursuant to a written Request for Reconsideration of Internet Filtering.

## **Internet Use by Staff**

Staff may disable the Internet filter on staff computers as required in the performance of work-related research that does not violate this policy.

## **Acceptable and Unacceptable Use of Library Computers**

The Library reserves the right to monitor all use of its internal and Internet networks.

All use of computers owned by the Flint Public Library and electronic traffic originating from the Flint Public Library's Internet connection shall be in accordance with these Policies of Acceptable Use and Unacceptable Use. Failure to abide by the Policies may result in the loss of computer use privileges, loss of library privileges and other appropriate sanctions.

### **Acceptable Use**

The Library hereby incorporates into its Acceptable Use Policy any acceptable use requirements of its Internet Service Provider. Computer use within the Library is generally acceptable except for use that falls into the category of Unacceptable Use, as defined in these policies.

### **Unacceptable Use**

The Library's computers and its Internet connection may not be used for any activities prohibited under local, state or federal laws. Such activities include, but are not limited to:

- Accessing, transmitting or displaying materials that are defined by law as:
  - Obscene;
  - Child pornography;
  - Harmful to minors;
- Infringement of copyright law;
- Hacking, spamming, disseminating computer viruses;
- Fraud, libel, slander, or harassment.

The Library's computers and its Internet connection may not be used in ways that prevent others from enjoying the use of these resources. Unacceptable uses include, but are not limited to:

- Altering or damaging equipment or software;
- Invasion of privacy;
- Violation of time and usage limitations.



## Computer and Internet Use Guidelines and Sanctions

Library staff is authorized to establish specific guidelines for computer and Internet use at the Library and to enforce sanctions upon persons who violate those guidelines or these policies.

### Internet Use Disclaimer

The Internet and its available resources contain a wide variety of materials and opinions. Provision of Internet access by the Library does not imply endorsement or sanction by the Library of any of the information, images or commentary found on the Internet.

Because the Internet is a global, electronic network, there is no effective governmental control of its users or its content. It is not possible to use the same selection criteria for Internet materials as are used for other Library materials. The accuracy of information gained through this source is the responsibility of each originator or producer of the information. Therefore, the Flint Public Library does not guarantee the accuracy of information obtained through the Internet.

Persons who use the Internet at the Flint Public Library are responsible for the Internet information they access and use the Internet at their own risk.

The Flint Public Library assumes no responsibility for any loss or damages occurring directly or indirectly to personal data or equipment, or for any damage or injury arising from use of the Library's computers or its Internet connection.

Parents or those responsible for minor children must assume responsibility for and monitor their children's use of computers and the Internet at the Library. Unsupervised use of the Internet may expose children to inappropriate or disturbing information even if the workstation is protected by technology protection measures intended to prevent such exposure.

## **Appendix III: Interlibrary Loan Policy**

The Flint Public Library offers an interlibrary loan service to its library patrons. Interlibrary loan allows the Library to borrow titles from other libraries on behalf of its patrons. The following conditions and regulations apply to this service:

### **Patron**

A patron must have a current Flint Public Library card in his or her name.

### **Materials not borrowed through interlibrary loan:**

- A. Titles owned by the Library.
- B. Titles in audio-visual format with the exception of microform titles.
- C. Titles published in the current year.
- D. Textbook titles.

### **Charges**

- A. Patrons are responsible for any charges required by the lending institution.
- B. Patrons must pay for damaged or lost titles.
- C. Patrons will be charged for titles not picked-up that included a cost from the lending institution.
- D. Patrons will be charged for the replacement of any title not returned.
- E. Patrons will be advised of any charges before a loan request is processed with the lending institution.

### **Renewal**

Interlibrary loan titles will not be renewed.

### **Borrowing Privileges**

- A. Patrons may request to borrow up to five titles at one time.
- B. Patrons, who lose two or more titles, cannot use the service in the future.
- C. Patrons, who keep titles three months past the due date, cannot use the service in the future.

### **Library as a Lending Institution**

The Flint Public Library does not lend the following materials to other libraries:

- A. Reference titles.
- B. Titles in audio-visual format, including microform titles.
- C. Title in demand and new books.
- D. Special collections including: Genealogy, Automobile History Collection, and Black Life and Literature.

## **Appendix IV: 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 that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, and January 23, 1980,

Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## Diversity In Collection Development

### An Interpretation of the Library Bill of Rights

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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 or 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 material 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 II 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 that 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 that 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.

## **Appendix V: Reconsideration of Material**

This collection development policy is designed to meet the community needs of Flint and reflect local standards.

Any current library card holder may recommend that an item in the Flint Public Library collections be reviewed for appropriateness. The procedure for reconsideration of material is as follows:

1. The party seeking reconsideration of a work receives a copy of the Flint Public Library **Materials Selection Policy** and a **Request for Reconsideration of Material** form (available at all service desks).

2. The party seeking reconsideration reads, views and listens to the work in its entirety before the item may receive formal reconsideration.
3. The material and the completed **Request for Reconsideration of Material** form are submitted to the Library Director.
4. The Library Director routes the form to the appropriate Library staff member to discuss the request with the patron, research reviews, and presents a recommendation to the Library Director.
5. The Library Director reviews the recommendation and communicates the decision to the patron within 45 days of receipt of the request.
6. If the patron is not satisfied with the Library Director's decision, the patron may file a written notice of appeal to the director to establish a Reconsideration Committee.

## Request for Reconsideration of Material

In order to have your request receive full and careful consideration, you must have read, viewed or listened to the entire work. Please answer *every* question *completely* and return this form to the Library.

Date \_\_\_\_\_  
 Author/Performer: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Format: \_\_\_\_\_  
 Publisher/Producer: \_\_\_\_\_  
 Library Call Number: \_\_\_\_\_  
 Homepage Title: \_\_\_\_\_  
 Date Accessed: \_\_\_\_\_

\_\_\_\_\_  
 Full Signature of Requesting Patron

\_\_\_\_\_  
 Print or Type Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City Zip Code

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Occupation

\_\_\_\_\_  
 School (if attending school)

1. Why did you select this material?  
(Please explain)

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2. Before borrowing or using the item, did you read the dust jacket summary or introductory material?  
Yes ( ) No ( )

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3. Did you read, view or listen to the material in its entirety?  
Yes ( ) No ( )

4. To what in the material do you object? Why?  
(Please be specific, include page numbers if applicable, song title, etc.)

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5. What is the central theme of the work?

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6. Would anyone else for any reason find value or merit in this work? Yes ( ) No ( )  
Why?

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7. What might be the result of being exposed to this material? Select appropriate age level.  
( ) For an adult

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For a young adult (12-18 yrs.)

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For a child

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8. Have you used other materials which depict or express the same subject matter in a manner which is acceptable to you? Yes  No

If yes, name them:

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9. What do you specifically want the Flint Public Library to do with this item?

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## Appendix VI: Reconsideration of Internet Filtering

This collection development policy is designed to meet the community needs of Flint and reflect local standards.

Any current library card holder may recommend that an Internet site be reviewed for appropriateness of status as filtered or unfiltered. The procedure for reconsideration of material is as follows:

1. If a site is blocked by the filter solely because it is “uncategorized” by the Library’s filtering vendor, staff may take a verbal request from the patron to submit the site to the vendor for categorization. If the result of this process is not satisfactory to the patron, the patron may continue with these procedures.
2. The party seeking reconsideration of a work receives a copy of the Flint Public Library **Internet Policy Statement** and a **Request for Reconsideration of Internet Filtering** form (available at all service desks).
2. The completed **Request for Reconsideration of Internet Filtering** form is submitted to the Library Director or designee.
4. The Library Director or designee routes the form to the appropriate Library staff member to discuss the request with the patron, research the web site, and present a recommendation.
5. The Library Director or designee reviews the recommendation and communicates the decision to the patron within 5 business days (Monday through Friday) of receipt of the request.
6. If the patron is not satisfied with the Library’s decision, the patron may file a written notice of appeal to the director to establish a Reconsideration Committee.

### Request for Reconsideration of Internet Filtering

In order to have your request receive full and careful consideration, please answer *every* question *completely* and return this form to the Library.

Date of this Request \_\_\_\_\_

Web Address of Site (URL): \_\_\_\_\_  
\_\_\_\_\_

Title of Page, if known:  
\_\_\_\_\_

Author/Publisher/Producer:  
\_\_\_\_\_



Date Web Site Accessed: \_\_\_\_\_

*Choose one option below:*

This site is blocked by the Internet filter. I would like the library to consider unblocking it

Temporarily, for my research or other lawful use

Permanently

This site is *not* blocked by the Internet filter. I would like the library to consider blocking it

\_\_\_\_\_  
*Full Signature of Requesting Patron*

\_\_\_\_\_  
*Print or Type Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City Zip Code*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*E-mail Address (if you want the Library to contact you by e-mail)*

\_\_\_\_\_  
*Occupation*

\_\_\_\_\_  
*School (if attending school)*

1. Why did you access this material (if requesting a site be blocked), or why do you propose to access this material at the Library (if requesting a site be unblocked)? (Please explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have you viewed the material at this web address, and if so, where and when?

Yes ( ) No ( )

\_\_\_\_\_

3. Did you read, view or listen to the material at this web address in its entirety?

Yes ( ) No ( )

4. What is the central theme or topic of the web site or web page?

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If you are requesting a web site be blocked, please answer Question 5. If you are requesting a web site be unblocked, please answer Question 6.

5. If you object to the material in the web site, to what in the material do you object?

Why?

(Please be specific.)

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6. If you believe the material in the web site should not be blocked, why? (Please be specific.)

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7. Would anyone else for any reason find value or merit in this work? Yes ( ) No ( )

Why?

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8. What might be the result of being exposed to this material? Select appropriate age level.

( ) For an adult

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( ) For a young adult (12-18 yrs.)

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( ) For a child

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9. Have you used other web sites which depict or express the same subject matter in a manner which is acceptable to you? Yes ( ) No ( )

If yes, provide the web addresses:

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10. What do you specifically want the Flint Public Library to do with this item?

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