

SECTION I. - CENTRAL SQUARE LIBRARY POLICY STATEMENT

INTRODUCTION

The Central Square Library serves the Central Square School District boundaries in Oswego County. The Board of Trustees and staff endeavor to provide and expand materials and services which will meet the informational and recreational needs of the community. Though provision will be made for all ages, special emphasis will be placed on meeting the educational needs of the student population.

MISSION AND ROLES

A library cannot be all things to all people. In light of this principle, the Central Square Library has analyzed the community and its needs and determined that its present most useful roles are to be: (1) a Popular Materials Library and (2) a Formal Educational Support Center. (3) Access to computers, internet and Wifi.

GENERAL OBJECTIVES

The Central Square Library maintains a collection and encourages the use of materials which:

1. Meet the informational and recreational needs of the community.
2. Support educational, civic and cultural activities within the community.
3. Stimulate thoughtful participation in the affairs of the community, the country and the world.
4. Help people know more about themselves and their world.
5. Give access to a variety of opinions on matters of current interest and encourage freedom of expression.
6. Are helpful to students in pursuit of their school studies.

COLLECTION DEVELOPMENT

WHO

The responsibility for the selection of materials rests with the library director under the authority of the Board of Trustees. Suggestions for purchase are welcomed from the Board and the general public and are given serious consideration. Selections will be as objective, varied and balanced as possible.

SELECTION CRITERIA

1. Contemporary significance and permanent value.
2. Accuracy, comprehensiveness and depth of treatment.
3. Authority of the author.
4. Relation of work to the existing collection.
5. Price, format, suitability of physical form and ease of use.
6. Scarcity of information on the subject area.
7. Availability of material elsewhere in the area—Holdings of other libraries are considered.
8. Insight into human and social conditions.
9. Suitability of subject and style for intended audience.
10. Present and potential relevance to community needs.
11. Appropriateness and effectiveness of medium to content.
12. Importance as a document of the times.
13. An understanding of ethnic and minority groups with an appreciation for the pluralistic character of our society.
14. A reflection of the various levels and comprehension.
15. Chosen without regard to the race, nationality, political or religious views of the creator.
16. Reflection of a reasonable balance in presenting opposing sides of issues.
17. Selected by and evaluation of its entire statement. No materials will be expurgated in any way.
18. Popular demand—Materials for enlightenment and recreation even if not enduring in value, interest and accuracy.
19. Attention given by critics, reviewers, book selection aids and the public.

CENSORSHIP AND CONTROVERSIAL MATERIAL

The Central Square Library believes that the freedom to read and communicate is essential to our democracy and bases its policies on the Library Bill of Rights. To this end, the library has a responsibility to select a representative collection of materials including those on controversial subjects. The effort is made to supply information which will provide a variety and balance of opinion in order that individuals may freely examine issues.

Materials which contain frank treatments of certain situations, language or illustrations which may be objectionable to some are included if they meet the general selection criteria. Each work is judged on its own merit. The library has the responsibility to protect the rights of mature or sophisticated readers in its overall collection.

Freedom of expression is protected by the Constitution. Materials will not be proscribed nor removed because of partisan or doctrinal disapproval. Materials which meet the selection policy shall not be removed under pressure. Any challenge shall

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require a hearing to evaluate and scrutinize the material to the end that protected expression will not be abridged.

GIFTS

Gifts of books and other materials are accepted by the library with the explicit understanding that the library reserves the right to handle or dispose of them in the best interest of the institution. Such materials may be added to the collection when they meet the library's standards of selection and represent a particularly valuable asset.

Gift materials will be accepted for which the donor places restrictions with the approval of the Board of Trustees. Gifts of money, real property, and /or stocks will be accepted if the conditions attached are acceptable to the Board and are in accordance with pertinent laws.

WEEDING AND RE-EVALUATING

The Central Square Library continually re-evaluates the collection in order to meet the needs of a changing society. One way to maintain active library collections of current interest to users is the removal of physically deteriorated or obsolete materials. Continued re-evaluation is closely related to the goals and responsibilities of libraries and is a valuable tool of collection development.

Weeding maximizes the use of a library's physical resources, improves the ease of usage, brings about higher levels of service and promotes circulation. It is as important as acquisition and is a form of selection.

Factors to consider are:

1. The physical condition of the book.
2. Slow moving material not listed in standard sources.
3. Material containing subject matter no longer of current interest.
4. Multiple choice of titles no longer in demand.
5. Old editions replaced by later revisions of non-fiction titles.
6. The accuracy of the information.
7. Retention of local material and books by local authors.
8. Availability of material in the NCLS system through inter-library loan.

SERVICE POLICY

The Service Policy of the Central Square Library addresses several aspects of community resident and library patron rights: all developed to insure access and fairness.

CONFIDENTIALITY

As the choice of books and other materials along with the use of the informational resources of the library is essentially a private endeavor on the part of each individual patron, the library will make every reasonable effort to see that information about that patron and his choices remains confidential. For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use or the questions they ask. Therefore, the Trustees of the Central Square Library have adopted the following guidelines concerning disclosure.

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been.
2. A patron's address.
3. A patron's phone number.
4. A patron's borrowing records.
5. The number or character of questions asked by patrons
6. The frequency or content of a patron's lawful visits to the library or any other information supplied to the library or gathered by it shall not be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. Upon presentation of such, the library shall resist its enforcement until such a time as proper showing of good cause had been made in a court of competent jurisdiction. If the process or subpoena is not in proper form or good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

FREEDOM TO READ AND VIEW

We, as citizens devoted to the use of books and as librarians responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read. We trust Americans to recognize propaganda and to reject it. We do not believe they need the help of censors to assist them in this task. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Pressures towards conformity present the danger limiting the range and variety of inquiry and expression on which our democracy and our culture depend. It is in the public interest for libraries to make available the evident diversity of views and expressions including those which are unorthodox or unpopular with the majority. Therefore, the accumulation of knowledge and ideas into organized collections is essential. Librarians do not need to endorse every idea. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard. It is also contrary to the public interest for libraries to determine the acceptability of a book on the basis of a personal history or political affiliations of the author. There is no place in our society for efforts to coerce

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the taste of others. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life as they have to help them learn to think critically. It is also inappropriate to force a reader to accept with any book the prejudgment of a label characterizing the book or author. In a free society, each individual is free to determine what it will recommend to its freely associated members. We believe that total freedom of thought may be uncomfortable and even dangerous, but suppression of ideas is fatal to a democratic society. The freedom to read also applies to the freedom to view and to hear. All of the above equally apply to the use of films, tapes and other audiovisual media. (See Internet-use policy)

FREE ACCESS TO LIBRARY MATERIALS

A person's right to use the library shall not be denied or abridged because of origin, age, background or views. Libraries have a responsibility to ensure that all persons, including young people, have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet their needs.

The library does not serve in loco parentis: the parents and only the parents or guardians may restrict their children and only their children from access to library materials and services.

In fulfillment of its policy to provide full access to all persons, our library does not maintain a locked cage, adults only area, closed or restricted shelves. Further, the Central Square Library opposes any effort aimed at closing any path to knowledge, and, therefore, does not segregate nor affix a prejudicial label to any material. However, the presence of a book or other resource does not indicate endorsement of its content. Organizational schemes, labeling, and directional aids are used only to facilitate access and location of materials.

USE OF THE BUILDING BY GROUPS

Library meeting areas shall be open to civic, cultural, social and educational groups which maintain an open membership policy.

1. The policy for use of the building shall correspond in all ways to the other policies of the library.
2. The library's own programs shall have priority for the use of the building.
3. Application for a meeting or a series is subject to approval by the Board.

LIBRARY SPONSORSHIP OF ACTIVITIES

In order to meet the cultural and informational needs of the community and to stimulate the use of library materials for the enlightenment of people of all ages, the library will promote group discussions and lectures and will give program planning

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assistance to community organizations as much as possible. Requests for program sponsorship will be evaluated by the librarian and Board of Trustees. A final decision for acceptance will be made in accordance with the Library Bill of Rights. Thus, library-sponsored programs, whether in cooperation with other agencies and organizations or generated by the library alone, shall not be proscribed nor removed because of partisan or doctrinal disapproval, but shall reflect the library's philosophy regarding free access to information and ideas.

COOPERATION WITH OTHER LIBRARIES

The library will cooperate with other libraries including those in different political subdivisions, private, special libraries, and libraries in schools and other educational institutions to the end that every individual in the community may have access to the widest possible library resources. The Central Square Library will maintain a special relationship with our regional system, the North Country Library System, for the purpose of interlibrary loan, support and assistance, and other services which they can more efficiently provide. Cooperation will be achieved through the implementation of the policies and operating rules of both entities.

SERVICE TO RESIDENTS OUTSIDE OUR AREA

The Central Square Library will work toward the ideal that all people are entitled to free library service. It is recognized that the primary purpose is to provide this service to the residents of its own area. In the spirit of cooperation, the library endeavors to extend this service to non-residents to the widest degree, but not to the extent that the residents are deprived of services or would be contributing for services they do not receive. The Board adopts the policy of encouraging neighboring governments to provide realistic financing to be used for the maintenance and expansion of our services.

RELATIONSHIP TO THE PUBLIC SCHOOL SYSTEM

The public library, although independent, will function as a cooperative agency in the total and overall educational program. A close relationship should be maintained between the public library and the school system using the needs of the students as a guide. Textbooks and other materials specific to the school curriculum will not be purchased. Rather, supplemental research and general reference, and other books and materials will be emphasized.

SERVICE TO CHILDREN AND YOUNG ADULTS

The Central Square Library will maintain separate collections of good quality books and other materials for children and young people, including reference works

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especially written for these age groups. The library will encourage good reading habits by establishing story hours, providing stimulating displays and visual aids, and furnishing instruction in the use of the library and its materials.

ADDITIONAL POLICY PROVISIONS

PUBLICITY AND PROMOTION

The Central Square Library will seek publicity to promote the library services to all people, and to project the idea of a cultural center and beehive of activity. The program should include “Creative Publicity” in the form of library-sponsored events such as programs and discussions which form the basis for news features. Features could also be released to the newspapers and radio on the development of the library operation such as the increase in the number of patrons, circulation statistics, use of reference etc. Publicity would include conscious efforts to stimulate participation of citizens and to build up the library as a service agency to all community groups. Use of posters, exhibits, directional signs, announcements and programs, and pamphlets should be considered where and when appropriate. Publicity should be accurate, concise and devoid of exaggeration. Publicity for personal reasons should be avoided. The encouragement of sponsorship of fund-raising events by the library and /or outside local groups has the dual advantage of providing added publicity and increasing available funds. Publicity should be continuous and conform to the general library mission of service to all residents of the community.

FRIENDS OF THE LIBRARY

The Board of Trustees encourages the organization of such a group to assist in:

1. Enlisting community interest in the library.
2. Presenting the needs of the library to the community.
3. Facilitating communications between the library and the community,
4. Getting financial support from the community when necessary.
5. Interesting young people in library service as a career.

The “Friends of the Library” are encouraged in their endeavors by the Board of Trustees. Regular financial reports are to be provided to the Board treasurer. Funds generated by the Friends of the Central Square Library shall be held in designated accounts for purposes beneficial to the library. In the event the Friends group ceases to actively function for a period of 12 months, all accounts will be transferred to the library general fund.

Liaison between the Board and the Friends shall be effected by the appointment of a library board member who will attend Friends meetings and report to the Board. For maximum effectiveness, it is desirable that the Friends have a membership with as broad

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a base in the community as possible. The Friends of the Library organization shall have no formal part in policy-making for the library since this is a function solely of the Board of Trustees. The by-laws and policy of the Friends Group must be provided to the library Board of Trustees