



Policy Handbook

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Collection Development Policy

I Introduction

A Purpose

This collection development policy defines the specific selection of print and non-print materials of Bullard Community Library. The intent of this policy is to provide public understanding of the purpose and nature of the library's collection, and to give guidance and direction to library staff for collection development and maintenance. A separate policy has been developed for the use of the internet and the acquisition of electronic resources. This policy does not relate to materials provided by internet services.

With full awareness of the pluralistic nature of its community, the library strives to make available materials reflecting the needs of all citizens, and of differing educational levels. The library not only has the obligation to provide the best service possible to its regular patrons but to search for materials and methods that will assist those in the community who have not been library users. To do this, the library must study its community on an ongoing basis to discern present needs that are unmet and to anticipate future trends.

B Description of library community and patrons

Bullard Community Library serves the city of Bullard and surrounding portions of Smith and Cherokee counties with a mainly rural population. The library is a member of North East Texas Library System.

The library recognizes that our community is growing rapidly and continuously changing; the library will evaluate ways the selection should be adjusted to meet changing community needs.

C Statement of Intellectual Freedom and Censorship

The Bullard Community Library does not promote particular beliefs or views, nor is the selection of any book or item equivalent to endorsement of the viewpoint of the author expressed in them. To be a resource where the free individual can examine many points of view and make his or her own decisions is one of the essential purposes of a public library. The library attempts to provide materials representing different sides of controversial issues.

The library endorses the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, and the Texas Library Association's *Intellectual Freedom Statement* (see Appendices.) These documents are considered guiding principles for this collection development policy.

Access to library materials will not be restricted beyond what is required to protect materials from theft or damage. Responsibility for the reading of children rests with their parents and legal guardians. Parents who wish to limit or restrict the reading of their own child should personally oversee that child's choice of reading material. Selection of library material will not be inhibited by the possibility that book may come into the possession of children. The Library and its associated authorities do not serve in loco parentis.

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II Mission Statement

The mission of Bullard Community Library is to be a community resource which provides programs and services to people of all ages and capabilities.

The mission statement is implemented through the following goals:

- The library provides materials and services that enable community members, from toddlers to the elderly, to pursue practical and/or intellectual self-directed learning independent of the formal education process, as well as high-demand, high-interest materials of a popular nature in a variety of formats to meet entertainment and recreational needs.
- The library provides reference materials and services that answer the informational needs of the community, or that provide direction to additional sources of information.
- The library does an ongoing evaluation of services that will meet the community's needs now and in the future.
- The library provides resources and activities that promote the use of leisure time for the evaluation of self-esteem and that enhance personal and social well-being.

III Selection Philosophy

A Principles

The materials selection and accessibility policy of the Bullard Community Library is based on the following principles:

- The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment of the Constitution.
- Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, to hear and to view.
- It is the essence of democracy that citizens shall have the right of free inquiry and equally important right of forming their own opinions.
- Selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications or means of expression of the materials.
- The library will attempt to provide materials for all members of the community it serves, without exclusion.
- A person's right to access to and use of library materials will not be denied or abridged because of origin, age, background or views.
- The library is not a judicial body.

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B *Policy*

In accordance with the above principles, the following policies will apply in regard to material selection and accessibility:

1 Selection

As budgetary constraints limit the procurement of material to a small portion of what is available, the selection will be made according to the following:

- a *Diversity*.
- b *Quality*.
- c *Responsiveness to interest patterns* with an attempt will be made to meet, to the degree possible, the interests of all in the community without exclusion.
- d Undue duplication will not occur in the selection of materials. Materials may also not be selected if the field is already covered by existing collection.
- e *Gifts and unsolicited materials* will be accepted according to the Library's Gifts Policy.
- f *Patron requests* for the purchases of materials will be evaluated in light of the above policies and principles as per any other selection.

2 Accessibility to all library materials will not be restricted or prejudiced.

- a Restriction will be avoided by allowing all patrons access to all materials and by allowing all library card holders to check out any library materials (subject to library card restrictions) regardless of origin, race, age, sex, background or views.
- b The distinction between the children and youth versus the adult section will be made only on the assumed differential interest patterns, respectively. Appropriateness of the materials for minors is the sole responsibility of the parents.

IV Selection Responsibility

The ultimate responsibility for the development of the library collection and the subsequent selection of materials lies with the director, who operates within a framework of policies established by the Board of Directors. The director may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions.

V Selection Criteria

Introduction

The library will attempt to select materials that represent a range of viewpoints and will do its best to exercise impartiality in selection decisions. The collection will represent as many sides of controversial issues as budget, space and availability of materials allow. Selection will be based on criteria given throughout this policy. The race, religion, nationality, or political views of any author, the frankness of language, the controversial content of an item or the endorsement or approval of an individual or group in the community will not automatically cause an item to be included or excluded. Materials are evaluated as a whole and not on the basis of a particular passage or illustration.

General Criteria

- A** Considerations in evaluation of nonfiction include the following criteria:
- 1 Reputation and/or significance of the author, producer, performer, etc.
 - 2 Currency of information
 - 3 Content or subject
 - 4 Appropriateness to the intended audience
 - 5 Physical characteristics, including typeface, paper, binding, and so on
 - 6 Special features such as maps, cds, etc.
 - 7 Price of material, processing or storage costs, or cost of special equipment to use the material
 - 8 Appropriate and effective as to content
 - 9 Attention of critics, reviews, and public
 - 10 Prizes, awards, or honors received
 - 11 Present and potential demand
 - 12 Relation to the collection – the subject matter must complement the library's collection
 - 13 Relevance to community needs
 - 14 Availability and accessibility of materials in the collection on the same subject

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B Specific criteria for the evaluation of works of fiction

- 1 Representation of important movement, genre, trend or national culture
- 2 Vitality and originality
- 3 Artistic expression, presentation and experimentation
- 4 Sustained interest
- 5 Applicable non-fiction criteria listed above

VII Gifts and Donations

The library encourages and welcomes gifts of money for the purchase of library materials, equipment, and for the improvement of library facilities. Those making monetary donations may wish to recommend how their contributions are to be used. The library will comply with such requests whenever possible. However, the library reserves the right to commit donations to services and projects in keeping with its priorities.

Because of limitation of space, budget and staff, the library reserves the right to accept or discard, at its discretion, any unsolicited materials sent to the library. The library cannot guarantee that any gift will be part of the collection or kept permanently. Most materials the library is unable to use are given to the Friends of the Library for sale or disposal.

Once accepted, donations are the exclusive property of the library and are, therefore, subject to all library rules, regulations and procedures

VIII Collection Maintenance

A *Deselection (weeding)*

Materials which are no longer useful in the light of stated objectives will be systematically weeded from the collection and withdrawn from the library. Criteria for weeding are taken from *The CREW Manual*.

B *Disposal*

If the material to be discarded is substantial or of potential use to any institution, staff may try to locate a library, school, or local group interested. If the material has been deemed valuable, but outside the collection development plan of the library, staff may seek a buyer for the materials. Generally, discarded materials are given to the Friends of the Library, with income to benefit the library.

C *Replacements*

While the library attempts to have copies of standard and classic works, it cannot replace each copy withdrawn. Further, the library will not automatically replace items withdrawn because of loss, damage or wear.

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IX Reconsideration of Materials

Widely diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. The Board and staff recognize that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the merits of any anticipated approval, or disapproval, but solely on the merits of the work in relation to building the collection and to serving the interests of all patrons.

The library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Consequently, no challenged material will be removed from the library for complaints of obscenity, pornography, subversiveness, or any other category covered by law until after an independent judgment by a judicial officer in a court of competent jurisdiction, following an adversary hearing and in accordance with well-established principles of law, shall have ruled against the material. Conversely, no materials will knowingly be selected which have previously been adjudicated to be in noncompliance with the law.

Any citizen may question whether a title owned by the library is appropriate to the collection. When this occurs, the person will be provided with a copy of this Collection Development Policy and a complaint form (see Appendix A). When a completed complaint form is received by the library, an ad hoc committee will be formed by the Director to evaluate the title in question and recommend whether the title should be retained or removed from the collection.

During the process of reconsideration, questioned materials will remain in the active collection until an official decision is made by the Library Board.

X Policy Review and Revision Statement

The Collection Development Policy of Bullard Community Library will be reviewed on an ongoing basis by the Library Board and the Director of the Library, to ensure that the policy remains current, pertinent, and an accurate reflection of the changing needs of the community, the library and its collection development objectives.

Adopted by the Board 2/24/09 _____

General Policies

I Patron Registration and Conduct

A Registration of Patrons

Bullard Community Library is supported primarily by donations. Therefore, library borrowing privileges are available at a minimal charge.

Identification is required to obtain a library card. Identification can be established through a current driver's license, school identification card or other valid picture identification issued by a governmental agency. If no valid picture identification is available, the circulation supervisor may accept other reasonable forms of identification that establish identity. A parent or guardian must assume responsibility for materials borrowed by a person under eighteen years of age; therefore, it is the adult's identification that is required for registration of a minor.

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B *Confidentiality of Library Patron Records*

In compliance with the Privacy Act, no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. By separate action, Bullard Community Library has endorsed the recommendations of the American Library Association's *Policy on Confidentiality of Library Records* and the Texas Library Association's "Intellectual Freedom Statement".

C *Library Behavior*

Bullard Community Library encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services.

People demonstrating disruptive behavior will be required to leave the library after one warning from library staff. Disruptive behavior includes, but is not limited to, noisy, boisterous actions; inappropriate behavior, including eating, smoking, running, or loud talking; misuse of library property; uncooperative attitude; or actions that deliberately annoy others or prevent the legitimate use of the library and its resources. Abusive language and behavior toward staff will not be tolerated.

D *Unattended Children*

Bullard Community Library is a public facility that offers services to a wide range of citizens, and children are especially welcome. The library has the responsibility to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. Children and young people are expected to adhere to the same standards of patron conduct expected of adults. Parents, guardians, or assigned chaperones are responsible for the behavior of the children while in the library.

Children under the age of seven should *never* be left unsupervised in any area of the library. If a parent cannot be located, staff will call the Bullard Police to report an abandoned child.

Older children who are disruptive will be asked to leave the library. If the child cannot safely leave the library to return home on his or own, staff will permit the child to call a parent. If no parent can be contacted, library staff will either allow the child to remain at the library under close supervision until a parent can be contacted or contact the police, depending upon the severity of the situation.

Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up within fifteen minutes after closing will be left in the care of the Bullard Police. Under no circumstances will staff transport children in a vehicle or accompany them home.

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E *Fines and Recovery of Overdue Materials*

Library materials are purchased for use by all patrons. Bullard Community Library establishes regulations for the loan of materials, including circulation periods, renewal processes, and fines for later return. The library will also provide sufficient information to allow any individual other than the holder of the borrower's card to settle unpaid fines or fees on that card.

The individual who chooses to keep materials past the due date, or who refuses to settle unpaid fines or fees, compromises to some extent his or her right to privacy. The library will attempt to recover overdue materials and will notify patrons of unpaid fines and fees according to procedures established by the Board. Information regarding overdue and non-returned materials and past-due fines and fees may be disclosed by Bullard Community Library to a collection agency when that agency has entered into an agreement with the Board to recover materials or to collect fees and fines.

F *Patron Use of Library Supplies*

Bullard Community Library supplies scratch paper recycled from the photocopier and other sources, for note taking but cannot provide other office or school supplies. Office supplies purchased with library budget funds are for use by library staff in the completion of their work. Because they are purchased with designated funds, they cannot be sold or given away.

G *Harassment and Lewd Behavior*

Patrons and staff have the right to enjoy an environment free from harassment or lewd conduct. Anyone, including patrons, who harasses staff or another patron will be asked to leave the library and a report will be filed with the director. Repeated acts of harassment or acts that may escalate into violent or illegal actions will be reported to Bullard Police.

Lewd acts or sexual misconduct are not acceptable in the library. Those who commit minor acts, such as teenagers who "make out" in the library, will be given one warning and then asked to leave. Serious acts and acts involving minors will be reported to Bullard Police.

H *Theft of Materials*

To protect the investment in library materials made by taxpayers, as patrons leave the library, staff may conduct random examinations of book bags, backpacks, briefcases, and other large containers brought into the library. Any unchecked-out items will be returned to the circulation desk to be checked out. If staff believes that, due to the large volume of materials and/or value of materials, theft was intended, the police will be immediately notified. Vandalism of library materials will also be reported to the police.

Patrons may leave back packs and other large tote bags, etc., at the front desk. The library will exercise caution with items stored at the desk but cannot assume responsibility for loss or theft.

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I *Public Participation in Library Decision Making*

Citizens are welcome at any open meeting of the library board either as observers or to present information and concerns to the board. Library board meetings will be held in compliance with state laws governing meetings of regulatory groups. Any member of the public who wishes to speak to the board is asked to register upon arrival, indicate group affiliation (if speaking on behalf of anyone other than self), and to limit comments and general information to five minutes, at the discretion of the board. Library administration and the board welcome written documentation to support or restate information and concerns, but written documents are not required. Any group or individual wishing to place a library-related item on the official agenda for action should contact the library director one week in advance.

When public information-gathering forums are planned, care will be taken to schedule forums at times that are convenient to potential participants. If necessary, several forums may be scheduled to allow maximum input into library service decisions.

Telephone calls, letters, and visits to the library director are encouraged and the director maintains an open door policy. Appointments to meet with the director are encouraged, but not required. The library director or appropriate staff will respond to letters and telephone calls within five workdays.

J *Library Programs*

Library programs are generally open to anyone wishing to attend. If space restrictions or program requirements limit the number of people who may attend, preference will be given to residents of Bullard. Persons attending library-sponsored or co-sponsored programs are expected to adhere to the library's policies on patron conduct.

By separate action, and reaffirmed herein, the Board has endorsed the American Library Association's *Library Bill of Rights* and its interpretation, "Library Initiated Programs as a Resource."

II Access to Library Services

A *Hours of Operation*

The library will close on holidays established by the Board and at other times deemed necessary by the library director with the approval of the Board. Except in case of emergencies, notice of closings will be posted in the library in advance and will be reported to the local news media.

Regularly scheduled hours of operation will be established to best meet the needs of library users.

B *Photocopying*

Bullard Community Library provides a photocopier for public use, primarily to facilitate using non-circulated materials such as reference books, magazines, newspapers, and local history materials. Fees for the copier are established by the Board and reviewed annually.

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Staff will not knowingly violate copyright law when assisting with the copier. Patrons using the photocopier must adhere to the U. S. Copyright Law when copying materials subject to copyright.

The library attempts to maintain its equipment in good working order, however the library is not a print or copy shop.

C *Faxing*

Faxing service is provided by Bullard Community Library according to published fee schedule.

D *Fees for Service*

The Board has determined that some services will be provided on a cost-recovery basis, passing the cost of these expanded services on to the user in accordance with fee schedule.

E *Distribution of Free Materials*

Items that publicize community organizations and local events further the role of the library as the central source of civic, cultural, educational, and recreational information.

Display space is limited but available for community organizations to post information. Posters and flyers displayed on the bulletin board can't be larger than 8½ inches x 14 inches. Display may not be used for personal or commercial advertisements. All items for posting or distribution must be presented to the library director for approval. Library staff will remove and discard items that have expired.

Items that may be distributed include flyers, brochures, leaflets, newspapers, and pamphlets that provide information about non-profit civic, educational, cultural or recreational organizations and events. Materials that promote programs or projects of a personal or commercial nature may not be distributed in the library. Items may be distributed for as long as they are valid. If space becomes limited, preference will be given to items of a timely nature and to organizations or groups that have not recently distributed items. Literature related to political campaigns may not be distributed.

Distribution or posting of items by the library does not indicate endorsement of the issues, events, or services promoted by those materials. Items left or posted without approval will be removed and discarded.

F *Interlibrary Loan*

Bullard Community Library participates in the national interlibrary loan program that permits the library to borrow materials for its patrons from other libraries. This interlibrary loan service is available to all patrons whose record is clear of fines and overdue items. Books and photocopies of articles from periodicals not owned by Bullard Community Library, or that are otherwise unavailable, may be requested for loan through interlibrary loan. Recordings, microfilm and genealogy materials may be requested but are often difficult to obtain.

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Bullard Community Library charges a fee per item to recover our costs for returning interlibrary loan materials. The patron is responsible for charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. Fines for overdue materials and processing costs for lost items will vary with the lending library and are the responsibility of the patron.

G *Reciprocal Borrowing Privileges*

Recognizing that no library collection can meet all of the informational, recreational, or educational needs of members of its community Bullard Community Library enters agreements with other libraries to expand the range of materials available to our citizens. Reciprocal borrowing privileges may be extended to patrons of any library that extends privileges to residents of Bullard. Reciprocal borrowing agreements must be approved by the Board. Patrons of Bullard Community Library may request a current list of libraries with which reciprocal borrowing agreements exist. Due to differences in borrower registration procedures and circulation systems, borrowers may be required to register with lending library but any non-resident fees will be waived. Privileges will not be extended, or may be limited, to persons who have lost library privileges in their own home library due to overdue materials, unpaid fines, or other unresolved problems.

The Board may also enter contracts to provide library services to residents of communities that do not have library service.

H *Religious Programming and Decorations*

As part of the library's role as Community Activities Center, the library may sponsor or present programs on a variety of topics, including holiday celebrations from various religions and cultures. Whenever possible, publicity will include details about the program so that parents may make decisions about attendance for themselves and their children. The library does not determine the content of programs presented by persons using the meeting room, and information presented or opinions expressed by outside speakers do not necessarily represent the views of the library.

III Employment Practices and Staff Conduct

A *Code of Ethics*

Bullard Community Library endorses the American Library Association Code of Ethics (see Appendix) and expects that all staff will strive to maintain the highest levels of personal and professional integrity. Additionally, the trustees for Bullard Community Library will follow the code of ethics established by the Association of Library Trustees and Advocates (ALTA) in carrying out the duties and responsibilities of their office.

Public employees are held to a high standard of ethical behavior. No staff member may accept or solicit any gift or service that is offered to influence the employee's actions, seeks to curry special privileges or favors. Token items, such as food or flowers, may be accepted. Items of value must be refused or returned to the giver. In exceptional cases where the item cannot be returned or used by the library, the library director will donate the item to an appropriate local charity such as Goodwill.

Staff is also prohibited from using their position for private gain and from transacting library business with any entity in which they have a financial interest (see policy on "Selling and Soliciting in the Library").

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Staff may receive training and opportunities to discuss case studies in areas of librarianship that might present ethical dilemmas. Staff is encouraged to discuss any concerns about their own handling of potential problems with their supervisor or the library director before or after a situation has occurred.

B *Dress Code*

In order to maintain a public image consistent with a professional organization, it is expected that each staff member's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment.

Staff working in public areas may not wear radio or cassette player headphones. Questions regarding appropriate attire or exceptions to the dress code must be directed to the library director.

C *Personnel and Employment Practices*

Bullard Community Library is a non-profit corporation. Personnel services are coordinated through the Bullard Community Library Board. Bullard Community Library supports and adheres to all laws and policies dealing with equal employment opportunity, the Civil Rights Acts, the Americans with Disabilities Act, fair employment practices, and other federal, state, and local legislation concerned with employment and hiring practices. Additional policies pertaining to library personnel practices have been implemented and are included in the policy manual.

D *Recruitment of Candidates for Positions*

Bullard Community Library is committed to developing a diverse workforce. In hiring new staff and promoting current staff, the library will make reasonable effort to provide equal opportunity for all employees and applicants. Positions will be advertised as widely as appropriate for the position, and when possible, advertising will be targeted to reach qualified candidates from minority groups and persons with disabilities. Reasonable accommodation will be made in accordance with the Americans with Disabilities Act for applicants and potential applicants.

E *Selling and Soliciting in the Library*

It is never appropriate to solicit business from staff or patrons during library work time.

F *Staff Use of Library Materials and Equipment*

Library materials or equipment for personal use must be checked out if they are to be removed from the library. Large quantities of material should not be held out of the collection for extended periods for staff use. Staff will be subject to disciplinary action if materials are not returned in a reasonable amount of time. Staff will not be charged for reasonable use of library equipment but equipment must be reserved and properly checked out. Staff must pay for personal copies on the printer or photocopier. Violation of any part of this policy may be considered theft of property or services and subject to disciplinary or legal action.

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G *Termination of Employment*

Employees who resign to accept employment with another business or to leave the workforce must give two weeks' written notice in order to leave in good standing. Employees who leave in good standing will be paid for unused vacation and compensatory time on their final paycheck and will be eligible for rehire in the future. An exit interview may be scheduled with the library director on the last day of employment. All library property, including keys and identification cards, must be returned before issuance of the final paycheck.

Employees may be terminated for substandard work without notice during the probationary period. After the probation period, employees will receive oral and written counseling to improve substandard work before dismissal if work does not improve. Serious offenses, such as insubordination, theft, use of drugs or alcohol while at work, and physical assault, may result in immediate dismissal without counseling. Employees who are terminated may file a grievance with the Board within five days of termination. A grievance appeal must be made in writing.

H *Staff Reduction*

If budget cuts necessitate a reduction in staffing levels, the library director will determine which positions can be cut to create the least overall negative effect on library services. The director's plan will be submitted to the Board for approval before implementation. Longevity will be a primary factor in retaining staff, and whenever possible, staff will be moved into vacant positions for which they are qualified. Employees who are laid off will be paid for all unused vacation, compensatory time and sick leave.

I *Use of Volunteers*

Bullard Community Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of Bullard Community Library. Volunteers are selected and retained for as long as the library needs their services. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services.

Volunteers may apply for paid positions under the same conditions as other outside applicants.

In accordance with labor laws and the policies of the Bullard Community Library Board, paid staff may not volunteer their services to the library except with written permission from the library director or the Board of Directors.

Approved by Bullard Community Library Board on 2/24/09

Internet Use

I Introduction

As part of its mission to be a community resource and provide a broad range of information in a variety of formats, Bullard Community Library provides high speed access to the internet. The Library's goal is to give opportunity to any citizen who wishes to use the Internet.

II Reliability and Responsibility

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It is an unregulated medium; it also enables access to some material that may be inaccurate, misleading, offensive, disturbing, and/or illegal.

The library is responsible only for the information provided on its home page. Access points and links to information resources on the library's home page are selected by a library volunteer and are checked regularly to ensure that they remain valid and consistent with the mission of the library. The library cannot monitor or control information accessed via the internet. The library cannot guarantee that information on the internet is accurate, other than information available through the TexShare databases.

III Internet searches

Staff will conduct internet searches when warranted as part of the library's reference and information services. If requested, staff may assist patrons in conducting searches. Staff will answer specific questions regarding the searching of TexShare databases. Computers are also available for patrons who wish to conduct their own searches.

Given the vast array of web resources, the Library's staff is unable to provide in-depth training regarding any particular web site or advanced training in the use of microcomputer workstations. The library will occasionally offer short introductory classes to familiarize patrons with the basics of internet searching.

IV Internet functions

Files may be downloaded to diskettes or personal devices, or printed to designated printers. Patrons who download files are responsible for verifying that they are free of computer viruses to protect their own computers. Charges for printing are established on a cost-recovery basis by the board. By logging on to the internet, patrons agree to abide by the library policy on public use of computers.

V Parents and children

Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Within the context of this policy, parents or guardians, and only parents or guardians, may restrict their own children, and only their children, from access to Internet resources accessible through the Library. The library will make available to parents information related to safe internet practices. The library will not monitor computer use.

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VI Filtering

The Library cannot fully protect its users from information they may find offensive. The Library cannot control or monitor the vast amount of material accessible from computers and networks via the Internet. Users must accept responsibility for information displayed or printed during their sessions, per library's internet use agreement.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

VII Code of Conduct:

- A** Users must have a Bullard Community Library card, and be in good standing, (i.e., no overdue materials, fines, etc.) Users will sign up for an Internet workstation at the circulation desk. Any Texas resident may apply for a Library card.
- B** Users must sign the Internet Use portion of the Library card application, acknowledging that they have read and understand these guidelines. Youth under 18 years of age will be required to have parental or guardian permission to access the Internet.
- C** Out of area visitors will present a valid driver's license and sign Visitor's Internet Use Agreement prior to use.
- D** Use of the Internet workstations is on a first-come, first-serve basis. Those using the computers will have a one-hour time limit and will be able to renew their time if no one else is waiting.
- E** No more than two users will be allowed at each Internet workstation.
- F** Users age 8 and older must have a working knowledge of computers. Children under the age of eight must be assisted by an adult, other than a Library staff member, at all times.
- G** Printers are available for established fees.
- H** Diskettes are available for a fee at the circulation desk for downloading material. Although virus protection software is loaded on the Library workstations, materials downloaded from the Internet may contain undetected viruses. The Library or its staff is not responsible for loss or damages to a patron's computer due to downloaded files.

VIII Unacceptable Workstation Use:

Patrons may lose privileges if they engage in the following behaviors:

- A** Make any attempt to damage or alter computer equipment and software.
- B** Intentionally circumvent security/control software.
- C** Intentionally download any information or software onto the hard drive.
- D** Use Library Internet workstations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material. Deliberate and continued display of some materials that are not obscene or pornographic may still constitute sexual harassment. Repeated actions that create a disturbance or that may be considered sexual harassment may result in the loss of some or all library privileges and a police report will be filed.

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- E** Violate copyright laws, any other U.S. or state laws, or software licensing agreements while using Library workstations. U.S. copyright law governs unauthorized use or distribution of copyrighted materials. Users may not copy or distribute electronic materials, except as permitted by the Fair Use regulation without permission of the copyright owner. Attempts to break the code, illegally copy software, or damage the files in any way will result in prosecution as allowed by law.
- F** Engage in any activity, which is deliberately and maliciously offensive, libelous, slanderous and/or otherwise illegal. Actions that violate federal, state, or local laws will be referred to the appropriate law enforcement agencies.

About Copyright

U. S. copyright law (Title 17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of “fair use”. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability of responsibility resulting from such use.

Approved by Bullard Community Library Board __2/24/09_____

Reference Policy

I Philosophy

Reference service at Bullard Community Library is based on the following criteria:

- A** All requests for information are valid; no distinction is made about the purpose of the inquiry or the use of the information;
- B** Library users with an information need deserve an accurate, timely and courteous response;
- C** The search for information is thorough and complete;
- D** The information provided to the library user is current.

II Scope of Service

Bullard Community Library provides reference service within the scope of the library collection and staff expertise. See *Reference Attachment*.

III Reference Staff

Only trained staff will answer information requests.

IV Library Users

The library provides reference service to patrons of all ages who request information, regardless of residency.

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V Information Requests

The Library accepts information requests that are mailed, Faxed and telephoned.

VI Confidentiality

All requests for information are considered confidential. The patron's name will not be revealed to outside sources unless due legal process has been completed.

VII Public Access to Reference Service Policy

This is a public document and copies are available to anyone on request. A current copy of the Bullard Community Library Reference Service Policy is available at all times.

VIII Review

This reference service policy will be reviewed annually by reference staff, administration and the board of trustees, although changes may be made as the need arises.

The quality of reference service will be evaluated periodically by reference staff.

Approved by Bullard Community Library Board on __2/24/09__

Appendices

- A** Request for Reconsideration Form
- B** Search Warrant and Subpoena Procedures
- C** Membership Application forms
- D** Internet Use Sign-up Form for Visitors [pending]
- E** Library Bill of Rights
- F** The Freedom to Read Statement
- G** The Texas Library Association's Intellectual Freedom Statement
- H** Code of Ethics of the American Library Association
- I** Libraries: An American Value
- J** The Librarian's Code of Ethics
- K** Ethics Statement for Public Library Trustees

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author _____ Date _____

Check one:

Book _____

Other _____

Title / Publisher _____ / _____
(If known)

Request initiated by (*please print name*) _____

Telephone _____ Address _____

Person represents: (*choose one*) Self OR Organization

Name of organization _____

1) To what in the book or other material do you object? Please be specific (cite pages of book). -

2) What do you feel might be the result of reading this book or viewing or listening to this material?

3) For what age group would you recommend this material? _____

4) Is there anything good about this material? _____

5) Did you read the entire book, listen to or view the whole production? What part?

6) Are you aware of the judgment of this book or material by critics? _____

7) What do you believe is the theme of this material? _____

8) What would you like your library to do about this material?

Withdraw it from the collection? _____

Have it re-evaluated by library staff _____

Other? _____

9) In its place, what material of equal literary quality or material of equal value would you recommend?

Requestor's Signature _____

Received By _____

Appendix B

Search Warrant and Subpoena Procedures

If any library staff member is approached in or on the library premises and presented with a SEARCH WARRANT¹ or a SUBPOENA² by a police officer, FBI or CIA agent or any other law enforcement official, follow the procedure below.

Please ask to see identification and then tell the officers present that you need to contact your supervisor before you do anything else.

All telephone numbers are found on the following page. Do not leave a message on an answering service; only speak directly with each person to notify them of this situation.

- 1. Contact the library director.**
- 2. If you cannot reach the library director, call the Library Board Chairperson (ask the Chairperson to contact the City Manager of Bullard).**
- 3. If you cannot reach either of the above mentioned, call the City Manager.**
- 4. If you cannot reach any persons named above, proceed to call the Library Board Trustees until you reach a person to speak to.**
- 5. If a SEARCH WARRANT¹ is served, you must give the officers all the items and information listed exactly on the official document, no more and no less.**
- 6. If a SUBPOENA² is presented, you do not have to give the officers anything at this time. Tell them you will give the SUBPOENA to your supervisor and the attorney from the City of Bullard will be in contact with them.**

Approved by the Board 2/26/2008

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Appendix B (cont'd)

Library Director	Joanne Buendtner	903-825-7108
Library Board Chairperson	David French	903-894-3072
Bullard City Manager	Larry Morgan	903-894-7223
Attorney	Charles G. Morton, Jr.	903-894-6113

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ADULT



Office Use Only	
Entered by:	_____
	Initials Date
Checked by:	_____
	Initials Date
Barcode #:	_____

Bullard Community Library Application for Library Card

Please print the following information:

Name: _____
Last First M.I.

Address: _____
Street & Apt. # City Zip

Mailing Address: _____
(If different from above) Street & Apt. # City Zip

Home phone: _____ **Work phone:** _____

E-Mail Address: _____
(Optional)

Date of Birth: ____/____/____

Driver's License Information: _____
(Parent/Guardian's information is required for children under the age of 18) State Number Exp. Date

Acceptance of a borrower's card from Bullard Community Library constitutes agreement to abide by the library policies pertaining to patrons, as set forth by the library Board. Policies are available for review at the Circulation Desk and on the library's website.

Registration for Internet Use

The signature below is legally binding and indicates that the party who signed has read and agrees to the terms and conditions of the Bullard Community Library Internet Access Policy (published on a separate sheet and on the Library's web site) and understands its significance.

I will abide by all the rules and regulations of the Internet Access Policy. I understand that failure to follow these rules will result, minimally, in being barred from future use of any library computer or on-line equipment. Serious damage to equipment or software may result in formal litigation.

SIGNATURE: _____ **DATE:** _____

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CHILD



Office Use Only	
Entered by:	_____
	Initials Date
Checked by:	_____
	Initials Date
Barcode #:	_____

**Bullard Community Library
Application for Library Card**

Please print the following information:

Name: _____
Last First M.I.

Address: _____
Street & Apt. # City Zip

Mailing Address: _____
(If different from above) Street & Apt. # City Zip

Telephone: _____ (Use for telephone notices)

Date of Birth: ____/____/____

Driver's License Information: _____
State Number Exp. Date

(Parent/Guardian's Driver's License information is required for children under the age of 18)

Parents/Guardians:

Please initial the level(s) of authorization that you wish to provide the child named on this application and sign below.

Movie Checkout Authorization

I authorize the child named on this application to check out videocassettes and DVDs from Bullard Community Library. I understand that there is no restriction as to which movies can be checked out and that the library is not responsible for monitoring any materials checked out.

Registration for Internet Use

Initialing this box and signing below indicates I have read and accept the terms and conditions of the Internet Access Policy (published on a separate sheet and also on the library's website) and have conveyed the responsibilities and restrictions to the child named. I understand that failure to follow these rules will result, minimally, in my child being barred from future use of any library computer or on-line equipment. Serious damage to equipment or software may result in formal litigation.

I authorize the child named on this application to access the Internet using computer equipment at Bullard Community Library. I understand that Parents or Guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children.

➤ *I understand the Library is not responsible for monitoring any materials checked out. Parental guidance is appropriate for assuring that the right materials get to the right child. The choice for reading and viewing of materials for children rests with their parents and legal guardians.*

➤ *Parents and/or legal guardians are financially responsible for fees and lost or damaged charges on materials loaned to the child named above.*

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN NAME PRINTED: _____

Appendix C: Library Bill of Rights

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

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

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Appendix D: 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 avoid the subversion of politics and the corruption of morals. We, as citizens 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 citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

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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 need the help of censors to assist them in this task. 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.

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 or unpopular with 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.*

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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 with any expression the prejudgment of a label characterizing it 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 the citizen. 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.*

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.

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.*

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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 citizens 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, by the ALA Council and the AAP Freedom to Read Committee.

Appendix E: The Texas Library Association's Intellectual Freedom Statement

A PREAMBLE

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

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B AREAS OF CONCERN

- 1 LEGISLATION. The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

- 2 INTERFERENCE. The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

- 3 MATERIALS SELECTION POLICY. The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.

- 4 EDUCATION. The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement

The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.

- 5 LIAISON WITH OTHER ORGANIZATIONS. The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.

Adopted September 15, 1972 by the TLA Council

Reaffirmed April 7, 1995 by the TLA Council

Appendix F: Code of Ethics of the American Library Association

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.

- 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.**

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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

Appendix G: Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;

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- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the
Council of the American Library Association
February 3, 1999

Appendix H: The Librarian's Code of Ethics

[From: Intellectual Freedom Manual 3d ed.
(Chicago: American Library Association, 1989).]

Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.

Librarians must resist all efforts by groups or individuals to censor library material.

Librarians must protect each user's right to privacy with respect to information sought or received and materials consulted, borrowed, or acquired.

Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personal actions.

Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.

Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

Appendix I: Ethics Statement for Public Library Trustees

Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served, or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

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A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July, 1985.

Adopted by the Board of Directors of the Public Library Association, July, 1985.

Amended by the Board of Directors of the American Library Trustee Association, July, 1988.

Approval of the Board of Directors of the Public Library Association, January, 1989.