



WOODLAND PUBLIC LIBRARY  
POLICY MANUAL

**2025**

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## **Woodland Public Library Board of Trustees Bylaws**

### **ARTICLE I. NAME AND AUTHORITY**

The name of this body shall be the Woodland Public Library Board of Trustees. Authority for the existence, composition, powers, and duties of the Woodland Public Library Board of Trustees resides in the State of California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900-18965. The Board of Trustees was created by Ordinance No. 1044, Adopted January 17, 1984, which added "Part K. Library Board" to Article VII of the Code of the City of Woodland.

### **ARTICLE II. MISSION AND PURPOSE**

The Board of Trustees serves as a representative of both the library and the community and is the governing authority of the public library. The Board shall therefore represent the interest of the community for relevant and quality services. It shall be the duty of the Board to determine and adopt written policies for the Board's governance and the administration of the Library in the areas of fiscal, personnel, and operation. Assisted by the Library Services Director, the Board shall establish goals and objectives and adopt written policies to govern the operation, use, and services of the library. It shall be the duty of the Library Services Director to recommend policies for Board action and to carry out and interpret Board-approved policies. The Board shall be responsible for the hiring and evaluation of the Library Administrator; the Administrator is responsible for the hiring, evaluation, supervision, and direction of the Library employees.

### **ARTICLE III. BOARD OF TRUSTEES**

#### **Section 3.1 Appointment of the Trustees:**

The public library shall be managed by a Board of Trustees, consisting of five members, to be appointed by the Mayor with the input from the current Board of Trustees and consent of the City Council.

**Section 3.2 Terms of Office and Compensation:**

Each Trustee shall hold office for three years beginning July 1st and ending on June 30th, or when a trustee's successor is appointed and qualified, whichever occurs last. The members of the first Board so appointed shall so classify themselves by lot that one of their number shall go out [of] office at the end of the current fiscal year, two at the end of one year thereafter, and three at the end of two years thereafter. Each Trustee shall serve without compensation unless the City Council, by ordinance, otherwise provides for compensation which shall not exceed fifty dollars per month.

**Section 3.3 Termination for Absences:**

- a) The appointment of any Trustee absent from three consecutive regular or special meetings without approval of the Board of Trustees, confirmed by majority vote of the Board, shall be terminated and the City Clerk notified thereof.
- b) The City Clerk then shall notify any member whose appointment has been terminated and report to the City Council that a vacancy exists on said Board and that an appointment should be made for the unexpired term.
- c) A Trustee may be granted a leave of absence by the City Council, and a temporary vacancy shall thereupon exist for the period of such leave of absence. During the period of such temporary vacancy, the Council may fill such vacancy by a temporary appointment to said Board, provided, however, that the period of such temporary appointment shall not exceed the period of the temporary vacancy. At the expiration of a leave of absence so granted, the member shall automatically resume full and permanent membership on said Board.

**Section 3.4 Vacancies:**

Vacancies shall be filled by appointment by the mayor with the consent of the City Council for the unexpired term in the same manner as the original appointments are made.

## **ARTICLE IV. MEETINGS**

### **Section 4.1 Monthly Meetings:**

The Board of Trustees shall meet at least once a month at such times and places as may be fixed by resolution.

### **Section 4.2 Special Meetings:**

Special meetings may be called at any time by three Trustees, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

### **Section 4.3 Meetings Open to the Public:**

All meetings of the Library Board of Trustees shall be open to the public and the agenda noticed a minimum of 72 hours prior to the meeting date, as required by the Ralph M. Brown Act. All Board meetings shall have provision for public input.

### **Section 4.4 Procedure for speaking at the Woodland Public Library Board of Trustee Meeting:**

Unless otherwise provided herein, the Board will provide for public comment at each of its meetings.

- a) The Board appreciates the concerns, input, and/or suggestions of the public.
- b) The President of the Board or person conducting the meeting has the authority to end the comment period.
- c) Persons wishing to comment must be in attendance at the meeting and shall:
  1. Speak only when recognized by the President of the Board or person conducting the meeting.
  2. Limit each statement made by a participant to five (5) minutes unless extended by the Board's President.
- d) No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
- e) The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.

- f) The Board will take the comments into consideration but will not engage in a debate with speakers nor allow for continuous public debate.
- g) Speakers may offer objective concerns and criticisms of Library operations and programs as concern them. But in public session, the Board will not hear complaints about Library personnel or against any person connected with the Library system. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the Library.

**Section 4.5 Quorum:**

A majority of the Board shall constitute a quorum for the transaction of business.

**Section 4.6 President:**

The Board shall appoint one of its number president who shall serve for one year and until a successor is appointed, and in his absence, shall select a president pro tem.

**Section 4.7 Record of Proceedings:**

The Board shall cause a proper record of its proceedings to be kept.

**ARTICLE V. POWERS AND DUTIES**

**Section 5.1 Rules, Regulations and By-Laws:**

Pursuant to the provisions of Education Code Section 18910, et seq., as amended from time to time, the Library Board of Trustees may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the libraries under its management and all property belonging thereto.

**Section 5.2 Administration of Trusts and Property:**

The Board of Trustees may administer any trust declared or created for the Library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the Library.

**Section 5.3. Officers and Employees:**

The Board of Trustees may prescribe the duties and powers of the Library Services Director, secretary, and other officers and employees of the library. Pursuant to Government Code Section 45007 and Education Code Section 18921, the Library Services Director shall be appointed by the Board and shall serve at its pleasure. Pursuant to Government Code Section 45005, all library employees other than the Library Services Director shall be appointed by the City Manager and shall serve subject to the personnel rules of the City. The number of, and the compensation for, library employees shall be fixed by resolution of the City Council. The compensation for the Library Services Director shall be fixed by resolution of the Board within the fiscal limitations previously established by the City Council.

**Section 5.4 Purchase of Personal Property:**

The Board of Trustees may purchase necessary books, journals, publications, and other personal property.

**Section 5.5 Purchase of Real Property and Construction and Rental of Equipment and Buildings:**

The Board of Trustees may purchase real property and erect or rent and equip such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the City Council for the Library.

**Section 5.6 State Publications:**

The Board of Trustees may request the appropriate State officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

**Section 5.7 Borrowing:**

The Board of Trustees may borrow library materials from, lend library materials to, and exchange library materials with other libraries and may allow nonresidents to borrow library materials upon such conditions as the Board may prescribe.

**Section 5.8 Incidental Powers of Board:**

The Board of Trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of Education Code Sections 18900 through 18965, as the same may be amended from time to time.

**Section 5.9 Annual Report to City Council and State Librarian:**

The Board of Trustees shall on or before January 1st, in each year, report to the City Council and to the State Librarian on the condition of the Library, for the year ending the thirtieth day of June preceding. The reports shall, in addition to other matters deemed expedient by the Board of Trustees, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose, the State Librarian may send to the Board of Trustees instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

**ARTICLE VI. SUPPORT OF THE WOODLAND PUBLIC LIBRARY**

**Section 6.1 Library Fund:**

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the Library, shall be apportioned to a fund to be designated the Library fund, and shall be applied to the purposes authorized by Education Code Sections 18900, et seq., as the same may be amended from time to time.

**Section 6.2 Funds not Payable into Treasury:**

If payment into the treasury is inconsistent with the conditions or the terms of any gift, devise, or bequest, the Board shall provide for the safety and preservation of the fund, and the application thereof to the use of the Library, in accordance with the terms and conditions of the gift, devise, or bequest.

**Section 6.3 Payments from the Library Fund:**

Payments from the library fund shall be made as provided under Education Code Section 18953, as amended from time to time.

## **ARTICLE VII GOVERNANCE OF THE LIBRARY**

### **Section 7.1 Free Library Subject to Library Rules, Regulations or By-Laws:**

The Library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations, and by-laws as may be made by the Board of Trustees. Any person who violates any rule, regulation, or by-law may be fined or excluded from the privileges of the Library.

### **Section 7.2 Contracts with Neighboring City or County:**

The Board of Trustees and the City Council of any neighboring city or the Board of Supervisors of the county in which the Library is situated may contract for lending library materials of the Library to residents of the county or neighboring city upon a reasonable compensation to be paid by the county or neighboring city.

### **Section 7.3 Title to Property:**

The title to all property acquired for the purposes of the Library, when not inconsistent with the terms of its acquisition or otherwise designated, vest in the City of Woodland in which the Library is situated, and in the name of the City may be sued for and defended by action at law or otherwise.

### **Section 7.4 Application of Education Code Provisions:**

The Library was established and existed on June 11, 1909, under the provisions of an act entitled "An Act to Establish Free Public Libraries and Reading Rooms," approved April 26, 1880, and is continued under the provisions of Education Code Sections 18900, et seq., as the same may be amended from time to time, and the library shall be considered the same as if originally established under the provisions of Education Code Sections 18900, et seq., as the same may be amended from time to time.

### **Section 7.5 Disestablishment of Library:**

The ordinance mentioned in [Section 2-7-79](#) establishing the Library shall be repealed by the City Council upon being requested to do so by fifty-one percent of the electors of the City as shown by the great register. Upon the repeal of the ordinance the Library is disestablished in the City.

## **ARTICLE VIII. AMENDMENTS TO THE BYLAWS**

### **Section 8.1 Amendments to the Bylaws:**

Amendments to the Bylaws may be made at any meeting of the Board by a majority vote of the total Board membership, or three (3) votes, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place. Amendments may not conflict with State law regarding Library governance in general law cities.

## **ARTICLE IX RESPONSIBILITIES OF THE BOARD**

### **Section 9.1 Appointment of the Library Services Director:**

The Board shall appoint the Library Services Director who will serve at the pleasure of the Board of Trustees. The Director's compensation shall be fixed by resolution of the Board within the fiscal limitations established by the City Council. The Board shall conduct an annual evaluation of the Director in the areas of professional functions, administration, and communication. Other Library employees shall be appointed by the City Manager, supervised by the Library Services Director and subject to the personnel rules of the City.

### **Section 9.2 Guiding Principles:**

The guiding principles of action in fiscal, personnel, and administrative areas constitute "policy" and are the responsibility of the Board of Trustees. "Procedure" is the method of operation chosen by the director to implement the policy. The Library Services Director administers the work of the Library in accordance with the policies and principles laid down by statute, ordinance, and the Board's action.

### **Section 9.3 Annual Review:**

The Board shall annually review the Planning Document, including Mission and Goals, to determine the effectiveness of the Library and shall remove the Library Services Director, if necessary, to achieve the level of performance required.

**Section 9.4 Duty to Inform:**

It is the duty of the Board to insure that the community is informed of the services available at the Library.

**Section 9.5 Adherence to Library Policy:**

Board members adhere to all standards, policies, rules, and regulations applicable to patrons of the Library without expectation of special consideration.

**ARTICLE X RESPONSIBILITIES OF THE LIBRARY SERVICES DIRECTOR**

**Section 10.1 Professional Counsel**

The Library Services Director provides professional counsel to the Board and has sole responsibility for the administration of the Library within the framework of policies adopted by the Board. The Director recommends policies for Board action as occasion demands.

**Section 10.2 Meeting Attendance**

The Library Services Director attends all official meetings of the Board other than those in which the Director's own evaluation, salary, or tenure are under discussion. The Director may speak on all subjects under discussion but does not have the right to vote.

**Section 10.3 Property**

The Library Services Director shall be in charge of all properties belonging to the Library and shall be responsible for the direction and the professional development of staff.

**Section 10.4 Materials Selection**

The Woodland Public Library Board of Trustees delegates to the Library Director the authority and responsibility for selection and management of all print, non-print, and electronic materials.

**Section 10.5 Reports**

The Library Services Director shall maintain files of minutes, policies, statistical reports, and other material useful to the Board, to the Director, and to the staff.

### **Section 10.6 Library Services Director as Representative**

The Library Services Director acts as representative of the staff in matters pertaining to salaries, working conditions, or other areas concerned with the welfare of staff. The Library Services Director is the spokesperson for suggestions from the staff which may lead to the improvement of Library services.

### **Section 10.7 Library Services**

The Library Services Director suggests and carries out plans for extending and improving Library services and keeps up with changing conditions and new methods of library procedure. The Director reports to the Board and to the general public and prepares regular reports as required by law. The Director participates with the Board in maintaining an active public relations program.

### **Section 10.8 Local and State Law**

The Library Services Director shall know local and state laws concerning libraries and shall keep abreast of current changes and developments in library legislation. The Board acknowledges the right of the Director in his or her official capacity to take a position on legislation directly affecting the Library or staff. The Director shall keep the Board informed of any such position taken. The Director shall be encouraged to affiliate with local, state, and national library associations, attend professional meetings, and cooperate with the Mountain Valley Library System for the direct benefit of the Woodland Public Library.

### **Section 10.9 Public Process**

Complaints, petitions, and suggestions from the public are first submitted for the Library Services Director's review and disposition. If the situation is not resolved at that level, a written statement of the situation and a request for a Board hearing may be made by the person(s) involved. This procedure is to be made known to the individual(s) by the Director. The Board will then take whatever action is deemed necessary.

## **ARTICLE XI OTHER LIBRARY EMPLOYEES**

### **Section 11.1 Appointment of Other Employees**

Other employees shall be appointed by the City Manager and shall be subject to the personnel rules of the City.

### **Section 11.1 Leave Policy**

Holidays, vacations, and sick leave for the staff are governed by the general City personnel policy.

### **Section 11.1 Personnel Policy**

Salaries, personnel classification, probationary periods, and retirement provisions for Library staff are governed by the general City personnel policy.

## **ARTICLE XII DESIGNATED WORKING RELATIONSHIPS**

### **Section 12.1 Library Services Director**

A productive and cooperative working relationship between the Board of Trustees and the Library Services Director is critical to the successful management of the Library. The Library Services Director is the library administrator, with responsibility for the day-to-day management of the Library.

### **Section 12.3 Other Library Staff**

The Board of Trustees should endeavor to behave toward Library staff members as a corporate board of directors does with members of the firm for which they are responsible.

### **Section 12.4 Library Operations**

Library Board members shall:

- Observe the Library's management structure and not involve themselves in the daily operation of the Library. They shall make all reasonable inquiries as to operations through the Library Services Director.
- Refrain from initiating discussions of possible changes in Library operation or policy with the Director until they have been discussed with the Board during a regular meeting and a

consensus has been reached. The Board is most effective when it speaks with one voice.

- Be cognizant of the Director's many obligations and not expect him/her to be available on a drop-in basis. Appointments should be scheduled in advance whenever possible.
- Refer all Library staff suggestions to the Library Services Director; suggest individual Library staff present concerns or suggestions to the Library Services Director.

The Board of Trustees shall not:

- Criticize the performance of the Library Services Director or staff unilaterally. Personnel issues should only be discussed in a closed meeting of the Board in accordance with regulations of the Brown Act.
- Discuss Board business with individual Library staff members.
- Circumvent the authority of the Library Services Director by approaching staff concerning Library operations without first consulting the Board and Library Services Director.
- Request special privileges of the staff or Library Services Director as a member of the Library Board of Trustees.

**Woodland Public Library Mission Statement**

To inform, to enhance the quality of life, and to foster lifelong learning.

## **Woodland Public Library Collection Development Policy**

### **Mission Statement**

To inform, to enhance the quality of life, and to foster lifelong learning.

### **Purpose of Collection Development Policy**

a. The Collection Development Policy, reviewed by the Woodland Public Library Trustees in conjunction with the City Attorney, is one of the Library's fundamental policy documents.

b. The purpose of the Collection Development Policy is to serve as a guide for Woodland Public Library staff in regards to collection development, management, and material selection. It defines what comprises the collection, specifies the types of materials that are included, and explains the basis for making collection management decisions. The policy also serves to inform the public about the library's collection and the principles that govern the selection process.

c. The goals and objectives stated in this policy will not replace the judgment of library professionals and are designed to assist library professionals in the selection process.

d. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which is considered during all aspects of collection management. The Collection Development Policy ensures that over time, the Woodland Public Library's collection will remain on course and reflect the needs of Woodland's community, while creating unique experiences of meaning and inspiration for the individual patron.

e. In support of its mission, the Library endorses and has adopted the following statements used as guidelines for the development of the Library collections: American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View," presented in the Appendix section. Further, California State Law, AB 1825 passing in 2024, requires the following statements to be included in public library collection development policies:

1. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
3. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
4. The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged

### **Community Description**

The Woodland Public Library serves the City of Woodland with a population of over 61,000 residents. The City of Woodland is the official seat of Yolo County, an agricultural community in Northern California. Woodland is home to a variety of communities. The citizens comprising the community of Woodland reflect varying economic, racial, ethnic, and educational backgrounds.

### **Collection Development Goals and Scope**

a. The primary responsibility of the Woodland Public Library is to provide a broad and diverse choice of materials to meet the informational, educational, cultural, and recreational needs of the community. Therefore, the Library's collection is reviewed on an ongoing basis to meet current needs in varying formats to acknowledge the importance of books and newer technology as sources of valuable information.

This policy supports the Library's goals as outlined below:

1. Provide popular materials
2. Promote lifelong learning, exploration, discovery, and enrichment
3. Support diversity, equity, inclusion, and accessibility
4. Provide a space for community gathering

b. Patron use is one of the most powerful influences on the Library's collection. Circulation, patron purchase requests, and hold levels are all closely monitored, influencing the purchase of new items and additional copies of high demand items.

c. Inherent in the collection development process is an appreciation for each patron of the Woodland Public Library of all age groups. The Library provides materials to support all of our patron's journeys and does not place a value on one patron's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

d. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, legal guardians, or caregivers who guide and oversee their own child's development. The Woodland Public Library does not intrude on that relationship and the Library does not serve in loco parentis.

e. Selection of library materials and resources is the responsibility of the professional staff of the Woodland Public Library. Other staff members and the public may recommend materials for consideration. Library management retains the authority to reject or select any item contrary to the recommendations of the staff.

f. To support an informed public, the collection shall represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature. The Library will provide free and equitable access to library collections to all users. In selecting materials, library staff will use professional reference resources, judgment, knowledge and experience to select these materials, and will proactively solicit advice from, as well as anticipate the needs and interests of, the community.

### **Collection Development Guidelines**

- a. The selection of any material or resource does not constitute an endorsement by the Library, City of Woodland, or its staff.
- b. The Library recognizes that many materials and resources may be controversial.
- c. Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse collection which can support the roles of the library as a reference center, learning center, educational center, and community center for the City's diverse community.
- d. Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers.
- e. The Library selects materials of varying complexity, media, and format because it serves a public that includes a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the needs of the entire community.
- f. The Library may select materials that are to be used in the Library only.
- g. Library materials will not be marked or identified to show approval or disapproval of the contents and nothing will be sequestered except to protect it from theft or damage.
- h. Each type of material must be considered in terms of its own merits and its intended audience. A single standard does not apply to all acquisition decisions; therefore, some material may be chosen to fulfill recreational needs of the community, while others may be selected because of their artistic merit, scholarship, or value to humanity.
- i. Library materials that experience high demand, may or may not meet the general and specific criteria contained in this policy. Volume and nature of patron requests are a serious consideration for selectors. Additionally, as the community's social and intellectual climate changes, materials not originally recommended for purchase may become of interest.
- j. Materials donated to the Library are not automatically added to the collection. These items are reviewed by Library staff according to the selection criteria. The Library may add works produced by authors, printers, or publishers with Woodland connections that meet the purpose and objectives of this policy.

### **Selection Criteria:**

Collection development decisions are based on staff judgment, training, knowledge, and expertise. Materials are available in a variety of formats, quantities, and titles. Selection

criteria includes but is not limited to the following general criteria to select new and donated materials for the collection:

- a. Relevance to interests and needs of the community
- b. Extent of publicity, critical review, and current or anticipated demand
- c. Current or historical significance of the author or subject
- d. Local significance of the author or subject
- e. Relevance to the existing collection's strengths and weaknesses
- f. Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted through examination of professional reviews (ex. Library Journal, Publishers Weekly, Booklist, Kirkus, etc.).
- g. Suitability of format to Library circulation and use
- h. Date of publication
- i. Diversity of collections with a focus on being equitable in representation of subjects, authors, and protagonists
- j. Price, availability, space available in the Library and Library materials budget

The Library does not purchase the following types of material: costly books of little demand, collectibles, used books or items, textbooks, or family genealogies. Abridged, expurgated or condensed materials are also generally not acquired.

#### Patron Recommendations and Requests

Patrons may request items the Library does not presently own. Each request is reviewed for inclusion in the collection and will follow the collection maintenance guidelines and selection criteria listed in this policy. Requests can be made in person, over the phone, or online.

#### **Maintenance of Library Materials**

- a. Most Library materials are processed in such a way as to ensure their maximum use under normal circumstances.
- b. Damaged but still usable materials are mended according to an established set of procedures.
- c. Titles and items may be withdrawn from the collection through periodic, systematic review by librarians. Materials may be withdrawn because they are worn, obsolete, or seldom used; superseded by a newer edition or better work on the subject; or

physically damaged or in poor condition as outlined in the criteria for weeding and withdrawal.

## **Collection Management Overview**

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes are withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

## **Responsibility for Collection Management**

The final authority for the Library collection rests with the Library management. Implementation of collection development policy and management of the collection is assigned to Library staff. The Woodland Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below.

## **Criteria for Weeding and Withdrawal**

a. The following criteria are used in selecting materials for withdrawal:

1. Damage or poor condition
2. Number of copies in the collection
3. Relevance to the needs and interest of the community
4. Current demand and frequency of use
5. Accuracy and timeliness
6. Lack of local interest
7. Availability elsewhere including other libraries and online
8. Deemed to be of an enduring nature
9. Availability of improved or newer editions
10. Space availability
11. Outdated or harmful representations of groups of people

- b. In addition, staff use the following guidelines for the withdrawal of items from special collections:
  - 1. Curatorial or environmental requirements exceed the resources of the Library
  - 2. Legal restrictions, possession of valid title and the donor's intent
  - 3. Relevance to the scope of the special collections
  
- c. Replacement of materials that are withdrawn is not automatic. The following criteria are considered when determining the need for replacement:
  - 1. Number of copies in area libraries
  - 2. Existence of adequate coverage of the subject
  - 3. Demand for the specific title or for material in that subject area
  - 4. Existence of a newer format as a replacement
  
- d. Withdrawn items are donated to The Friends of the Woodland Public Library or to Better World Books for reuse and recycling. Materials unsuitable for transfer are discarded or recycled. The Library will not accept requests to hold weeded materials for individuals. Donated items not added to the Library collection may be disposed of or given to the Friends of the Woodland Public Library who sells them to fund donations that benefit the Library.
  
- e. For an item withdrawn from special collections including rare books, artwork, photographs, antiquarian maps, and archival materials, the Library will document its disposition.
  
- f. Popular magazines are typically held for the current year and one year after. Daily newspapers are typically held for up to 5 months. Woodland Public Library newspapers are held in paper format for one year .

### **Collection Audits**

The Library routinely performs an audit of the collection to identify gaps in subjects and equitable representation of voices. The results of the collection audit are used by library staff to purchase titles that fill in gaps of the collection. The budget for these purchases is the standard annual collection budget unless a grant or other one-time funds are infused

## **Gifts, Donations, and Memorials**

The Woodland Public Library accepts donations of books and other materials with the understanding that the same selection guidelines are applied to gifts and donations as are applied to materials purchased by the Library. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing, and final disposition of donations. Acceptance of donated items are subject to the discretion of the unit head in conformity with Library selection standards. Gift materials that are not added to the collection are not returned to the donor. Unused gifts may be offered to the Friends of the Woodland Public Library for public sale, discarded, or disposed of in some other way. Collections of donated materials may not necessarily be kept together as a group, and the Library may not be able to accept gifts with this requirement. The Library does not evaluate or appraise gift materials for tax purposes.

## **Policy on Controversial Materials**

While the Library neither endorses nor opposes any particular item, ideology, or tenets represented in the materials, Woodland Public Library is committed to providing a full range of expression, ideas, and points of view in order to maintain a balanced collection in which all library users may find free access. As a result, controversial materials that meet the selection policy will be added. Consequently, not all materials will appeal to all users, and some materials may actually be offensive to some. This policy is entirely consistent with professional practices, the Library Bill of Rights and the First Amendment to the United States Constitution – “Congress shall make no law...abridging the freedom of speech, or of the press...”

## **Library Resources: Statement of Concern**

The Woodland Public Library selects collection materials using established criteria and full consideration of the varying age groups and backgrounds of patrons. Requests for removal of items from the collection may be made by City of Woodland residents using a

formal procedure outlined below and with the “Statement of Concern” form in the Appendix section.

- a. The Woodland Public Library recognizes that at any given time some materials may be deemed inappropriate or offensive by patrons. Selection of materials are based on the principles stated in this policy. Materials will not be identified to show approval or disapproval. No materials will be sequestered except to protect it from damage or theft.
- b. The Library believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves books and other materials that they do not approve of, they cannot exercise this right of censorship to other persons to read or use other library materials. The Woodland Public Library adheres to and supports the Library Bill of Rights and the Freedom to Read Statement. (See Appendix.)
- c. Responsibility for supervising children’s use of the Library and Library materials rests with parents or legal guardians. At no time will the Library staff act in loco parentis. Selection of Library material will not be inhibited by the possibility that materials may come into the possession of children.
- d. Patrons requesting that an item be moved or withdrawn from the Woodland Public Library collection must complete a “Statement of Concern” form, a sample of which is included in the Appendix of this policy. Patrons must reside in the City of Woodland to have their request considered and only one request per patron will be considered at a time. The request for reconsideration will be acknowledged in writing by the Library Director within ten (10) business days. The Library Director will assign a panel of staff members to evaluate the item in question. Review will be completed in no more than thirty (30) business days of the initial request for reconsideration. The panel’s recommendations will be considered, and the Library Director’s final decision will be mailed or emailed to the patron. Once a title has been considered, it will not be reviewed again for a period of two (2) years.

## **Revision of Collection Development Policy**

The Collection Development Policy will be reviewed, evaluated, and revised periodically to ensure the Library collection is meeting the needs of patrons and fulfilling the Library's mission.

Appendix of the Collection Development Policy includes:

“Statement of Concern Regarding Library Resources” Policy and Form

” American Library Association “Freedom to Read Statement”

American Library Association “Freedom to View”

American Library Association “Library Bill of Rights”

Woodland Public Library Collection Development Policy Adopted 09-08-2025

## Woodland Public Library Statement of Concern Regarding Library Resources Policy

### POLICY STATEMENT:

The Woodland Public Library will deal with citizen concern of library resources courteously and promptly.

### PROCEDURES:

- Appropriate staff will listen to the concern of the individual or group.
- After initial discussion, the staff person will provide copies of the American Library Association's Freedom to Read and View statements, and the "Library Bill of Rights" to the concerned party.
- If the individual or group requests further action, they will submit a Statement of Concern about Library Resources form to the Library Director.
- Upon receipt of the form, the Library Director will contact the person who filled out the form, acknowledging receipt of the form and explaining the library's procedures.
- The Library Director will assign designated staff to evaluate the complaint, review, or read the item; consult the reviewing media (if possible) for other judgments on the item; and search for information about the author(s)/editor(s)/etc.
- A written report with copies of all pertinent documents will be submitted by the assigned staff to the Library Director within ten (10) days of the complaint.
- The Library Director will make a recommendation at the next regularly scheduled Board of Trustees meeting.
- The Library Board of Trustees will make a final ruling on the request.
- The individual or group making the request for reconsideration will be contacted by the Library Director with the Library Board of Trustees final decision.

### REGULATIONS:

- Materials are not marked or identified to show approval or disapproval, and no materials are sequestered, except to protect valuable or rare items from injury or theft.
- Responsibility for reading, viewing, and listening by children and young adults rests with their parents or legal guardians.

- Access is not restricted by the fact that children may obtain materials their parents consider objectionable.
- The library staff and Board of Trustees uphold the principles set forth in the “Library Bill of Rights,” “The Freedom to Read Statement,” and the “Freedom to View statement.”
- Questioned materials remain in the active collection until an official decision is made.

GUIDELINES:

- The public has the right to question materials in the collection.

*Reporting Challenges*

The Library Services Director will submit all challenge attempts to the Office of Intellectual Freedom via the Challenge Database Form (OIF, 2007) available online at <http://www.ala.org/bbooks/online-challenge-reporting-form>

In doing so, Woodland Public Library is actively cooperating with groups concerned with resisting attempts to abridge intellectual freedom as stated in the Library Bill of Rights.

*Advice from American Library Association.*

“Addressing these challenges requires a balance of carefully crafted library policy, knowledge, and understanding of intellectual freedom principles, and sensitivity to community needs and concerns. It also requires effective communication.” (ALA, 1999). That need for effective communication extends to staff, boards, public, and media with a focus on three key messages when responding to a challenge:

- Libraries provide ideas and information across the spectrum of social, religious, and political views.
- Libraries are one of our great democratic institutions. They provide freedom of choice for all people.
- Parents are responsible for supervising their own children’s library use.

*Summary—Intellectual Freedom Implications for Professionals*

Three primary documents direct Woodland Public Library's actions—*Library Bill of Rights* (Appendix B), *Freedom to Read Statement* (Appendix E) and *Library Code of Ethics* (Appendix F). In addition, formal interpretations related to *Freedom to View* (Appendix G) and *Free Access to Libraries for Minors* (Appendix C) further clarify the position related to intellectual freedom. The Woodland Public Library seeks to provide well-developed policies and proactive community education plans to encourage support of intellectual freedom and of the individual right to choose. Any complaint will be handled with unwavering civility and firmly rooted in a clear understanding of professional responsibility.

**Statement of Concern Regarding Library Resources Form**

Woodland Public Library: 250 1<sup>st</sup> St Woodland CA 95695

530-661-5980 [www.cityofwoodland.gov/library](http://www.cityofwoodland.gov/library) library@cityofwoodland.gov

DATE:

NAME:

ADDRESS:

CITY: STATE: ZIP:

PHONE: EMAIL:

YOU REPRESENT (Circle One): SELF

ORGANIZATION (please provide name of organization below)

1. Resource on which you are commenting (check one):

Book    DVD    Display            Library Program

Audio Recording            Newspaper    Magazine

Electronic Information/Network (please specify)

Other:

TITLE:

AUTHOR(S)/PRODUCER(S):

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages as necessary.)

Return to any Woodland Public Library public service desk or mail form to library.

## Woodland Public Library Internet Access Policy

*Upon accessing Public Access Computers patrons must agree to the following:*

**I have read and agree to comply with the following as a condition of use:**

- **Please safeguard your privacy when using the Internet. I acknowledge that the Library strives in all cases to protect privacy; however, the nature of public access computers prohibits a complete guarantee of privacy. I will use caution and judgment in all my uses of public Internet computers.**
- **Computer and Internet settings cannot be changed. Additional software or files cannot be installed or downloaded to Library computers.**
- **I have read and agree to the Woodland Public Library's Internet Access Policy below.**

The Woodland Public Library offers public access to the Internet in order to provide equal access to information and resources which meet the educational, informational, and recreational needs of all members of the community. Users should be aware that the Internet is a global entity. While the Internet offers unprecedented opportunities to enlarge the scope of information available to all users, it is an unregulated medium in which any person, institution, or group in the world can post data. The Woodland Public Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for the content, accuracy, or quality of information which the user may find controversial or offensive. The Library is responsible only for the content of the Woodland Public Library Home Page, which presents information about the Library and guides users to recommended informational sites beyond library walls. As is the case with other resources in the Library collection, any restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.

### Acceptable Use:

Internet workstations must be used in a responsible manner, respecting the rights of others, and taking care with the use of the equipment. Use of the Internet must be consistent with the Woodland Public Library's Rules and Regulations Governing Public Behavior. Computer and Internet settings may not be changed. Additional software or files may not be installed or downloaded to any library computer.

The workstations may not be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, state, or local laws. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information on the Internet. A work protected by copyright may not be copied without permission of the copyright owners, except as permitted by the principles of "fair use". Any responsibility for the consequences of copyright infringement lies with the user.

The Internet workstations are in public areas and privacy cannot be guaranteed. The City of Woodland is committed to providing an environment free of harassment. Users may not display on screens and/or printers materials which may be reasonably construed to be obscene or otherwise objectionable by community standards.

### **Public Statement: Filtering**

The leadership of the Woodland Public Library believes that a public library has a profound responsibility to enable its patrons to choose freely from a variety of diverse offerings. A core value of the Woodland Public Library is to ensure equal access to information.

Because of that core value, the preferred approach to ensuring internet safety is one of education over the blocking of content. We value patron choice and our patrons' ability to choose what content is suitable for themselves and their families.

We take internet safety seriously. We filter all of our computers and Wi-Fi access equally. We apply a category-based content filter of pornography to our internet access. Our filtering system meets the Children's Internet Protection Act, (CIPA <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>).

Of course, no filtering system is infallible, and we welcome patrons to consult with staff on finding the most appropriate resources for their information needs.

The following message is displayed on all computers on the library's network to help users understand the existing filters as well as the limitations of these filters:

*The Woodland Public Library offers public access to the Internet in order to provide equal access to information and resources, which meet the educational, informational, and recreational needs of all members of the community. Users should be aware that the Internet is a global entity. While the Internet offers unprecedented opportunities to enlarge the scope of information available to all users, it is an unregulated medium in which any person, institution, or group in the world can post data. The Woodland Public Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for the content, accuracy, or quality of information, which the user may find controversial or offensive. The Library is responsible only for the content of the Woodland Public Library Home Page, which presents information about the Library and guides users to recommended informational sites beyond library walls. As is the case with other resources in the Library collection, any restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.*

Woodland Public Library Public Statement on Filtering Adopted 08/02/2021

***Provision of New Technology Policy***

Promoting the use of new technology in the Library, where doing so is cost effective, provides greater opportunities for the public and supports the Library's mission and goals. It is Library policy to determine the need for various new technologies, to research the costs and benefits of providing these, and, insofar as doing so supports the Library's mission, to provide public access to new technology that facilitates and enhances public access to information, education, and culture.

## **Woodland Public Library Circulation Policy**

### **Core Statement**

In order to make materials available to all patrons on an equal basis, the Library will set policies for the length of loan period, renewals, reserves, and fines. The Library will determine who is eligible to borrow materials and will provide for the return or replacement of such materials.

### **Interlibrary Loans**

The Library shall cooperate in the borrowing of books from and lending books to other libraries and shall serve nonresident borrowers in compliance with the regulations of the California Library Services Board.

### **Services to Schools and Organizations**

The Library shall cooperate with local schools and organizations in their requests for library materials and services so far as practical within existing Library resources.

### **Loan Periods, Overdue Materials, Fines and Damaged Materials**

In order to ensure the greatest access of materials to patrons, the Library Services Director is authorized by the Board of Trustees to set the standards for loan periods, overdue materials, fines and damaged materials. The current **Fines & Fees Schedule** is available at the circulation desk. Patrons are encouraged to make every effort to return Library materials on or before the due date. Fines are charged in accordance with the current schedule for materials returned after that date. All fines should be paid when the material is returned. Borrowing privileges may be suspended at any time that fines for overdue materials have not been paid off. Patrons are responsible for the replacement cost of lost or damaged materials or property. Anyone who intentionally injures, defaces or destroys Library property is liable to prosecution. (California State Education Code, Section 19910) The Library is not responsible for alterations or additions to the original material nor for the damage to users' playback equipment. It shall be the responsibility of the patron to abide by current copyright laws.

Woodland Public Library Circulation Policy Adopted 10/19/2016

## **Woodland Public Library Card Policy**

### **Full Access Library Cards**

Anyone who resides in the State of California is eligible for a Woodland Public Library card. The initial card is free, and a minimal fee will be charged to cover the cost of materials for replacement(s). To apply for a Library card, adults must present current traceable photo identification which gives both their name and address, e.g., driver's license, rent receipt, utility bill. Children under the age of 18 must have a guardian or responsible adult present to apply for the card, the guardian or responsible adult is responsible for all fines and fees. Library cards are non-transferable, remain the property of Woodland Public Library and must be surrendered upon request. Library users **must** present their Library card each time they wish to check out any materials.

### **Other Types of Library Cards**

#### Temporary Card

If a user does not have a permanent address, but are living within Woodland city limits, they may apply using current traceable identification which gives both name and address, for a three (3) month temporary Library card with a three (3) item limit.

A PO Box is not considered a permanent address.

Examples of temporary residence would include hotels, motels, shelters, rehabilitation centers, visiting family, and exchange students.

#### E-Card

For access to only electronic materials, users may apply for a one-year E-Card providing access to all Library electronic resources. No identification is necessary.

#### Institutional Library Card

Educational and non-profit organizations with offices in the Woodland city limits needing access to the Library's resources and inter-library loan for work related projects may apply for an institutional Library card. The institution must agree to pay all fines, fees, and related charges. The director of the institutional must provide written documentation agreeing to pay all charges related to the usage of the card.

Woodland Public Library Card Policy Adopted 10/19/2016

**Woodland Public Library Confidentiality of Circulation Records Policy**

All circulation records identifying the names of Library users with specific materials are confidential in nature. (Title I, Division 7, Chapter 3.5, sections 6254, 6254.5, 6255 and 6267)

### **California Government Code**

Section 6267. Registration and circulation records of library supported by public funds.

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- (a) By a person acting within the scope of his or her duties within the administration of the library.
- (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- (c) By order of the appropriate superior court.

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

Section 6254. Records exempt from disclosure requirements.

Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.

## **1. Guidelines for Responding to Law Enforcement Requests for Library Records and User Information**

### PROCEDURES FOR LIBRARY STAFF

*If a law enforcement officer requests Library records or information about a Library user or staff member:*

- Ask for the officer's identification.
- Inform the officer that the Library Services Director is the individual authorized to respond to requests for records and information and that Library policy requires you to refer the officer to the Director.
- Refer the officer to the Library Services Director or to a designated alternate authorized by the Library Services Director to respond to requests for records and information. A listing of Library employees authorized to respond to records and information requests in the absence of the Library Services Director can be found in Appendix A.

*If a law enforcement officer requests Library records or information about a Library user or staff member and neither the Library Services Director nor a designated alternate is present in the Library:*

- Ask for the officer's identification. Record the information.
- Inform the officer that the Library Services Director is the individual authorized to respond to requests for records and information and that Library policy requires you to refer the officer to the Library Services Director.
- Attempt to reach the Library Services Director, a designated alternate, or the City Attorney using the phone/contact list in Appendix A.

If you cannot reach the Library Services Director or a designated alternate, utilize the procedures outlined below for use by the Director or a designated alternate. A written report describing the officer's inquiry should be provided to the Director at the earliest opportunity.

PROCEDURES FOR THE LIBRARY SERVICES DIRECTOR OR A DESIGNATED ALTERNATE

*In all cases:*

- Ask for the officer's identification. Record the information.
- If possible, ask a colleague to be present during the interview with the officer.

*Requests for voluntary assistance or warrant-less searches (the officer does not present a subpoena or court order):*

- Explain the Library's privacy policy, informing the officer that Library records and information about Library users and Library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with the contact information for the City Attorney and ask the officer to speak to him/her.
- If the officer claims that an emergency or other circumstance requires the Library to turn over records or provide information without a court order, call the City Attorney and ask for assistance.
- If the officer employs force to take possession of Library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- Provide all notes and records to the City Attorney. If a Library worker or volunteer is required to respond to a voluntary request or a warrant-less search in the absence of the Library Services Director or a designated alternate, all materials should be turned over to the Director.

*If the law enforcement officer presents a subpoena or similar request for records:*

- Accept the subpoena. Inform the officer that the City Attorney responds to subpoenas on behalf of the Library.

- Contact the City Attorney and turn the subpoena over to him/her. If a Library worker accepts service of the subpoena in the absence of the Library Services Director or a designated alternate, the subpoena should be turned over to the Director.
- The Library Services Director will work with the City Attorney to respond appropriately to the subpoena.

*If the law enforcement officer presents a search warrant:*

- Immediately ask the City Attorney to provide advice and assistance.
- Ask the officer if he/she would be willing to delay the search until the City Attorney arrives.
- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local, state, or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for the City Attorney, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the Library without the advice of the City Attorney.
- Ask the officer(s) to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the Library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officer(s) are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.

- Provide all notes and records to the City Attorney. If a library worker is required to respond to a search warrant in the absence of the Library Services Director or a designated alternate, all materials should be turned over to the Director.

*If an agent for the Federal Bureau of Investigation presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "qaa order" (orders issued under the USA Patriot Act):*

- Call the City Attorney and ask for assistance.
- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for the City Attorney, do not inform other Library staff or any other person about the order until authorized to do so by the City Attorney.
- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he/she will delay the search until the City Attorney arrives.
- If required to turn over records or other items at once, do not notify any Library staff except for the City Attorney and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the Information Technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of the City Attorney, he/she cannot inform other Library staff or any other person about the order unless authorized to do so by the City Attorney.
- If a Library worker or volunteer is required to respond to an order issued under the USA Patriot Act in the absence of the Library Services Director or a designated alternate, they should inform the Director as the custodian of records. It is not unlawful for library staff to refer the agent to the Director or his/her designated alternate; however, except for the City Attorney, the staff member should not inform anyone else about the order unless authorized to do so by the City Attorney.

## **2. Third Party and Law Enforcement Requests for Library Records and User Information**

The legal custodian of records for the Woodland Public Library is the Library Services Director. As the legal custodian of records, the Library Services Director is the person responsible for responding to any request for Library records or information about a Library user.

The Library Services Director may designate one or more Library employees to serve as persons responsible for responding to any request for records or information about a Library user when the Library Services Director is absent or unavailable.

The circulation and registration records of the Woodland Public Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a valid court order in proper form, issued by a court of competent jurisdiction, is presented to the library by the law enforcement agency or person seeking the records.

No Library employee or volunteer may release Library records or reveal information about a Library user to any third party or law enforcement agent unless authorized to do so by the Library Services Director or the Director's designated alternate. In all circumstances, without exception, employees and volunteers shall follow the procedures set forth in Woodland Public Library's "Guidelines for Responding to Requests for Library Records and User Information."

## **Woodland Public Library Rules Of Conduct**

We strive to create a community of kindness, belonging and safety. We respectfully ask that everyone:

### **Use spaces as intended**

Sleeping, smoking, consuming alcohol and drug use are not permitted. Restrooms are intended for toilet use and handwashing only. Covered drinks are ok, but please enjoy food outside.

### **Be considerate**

Loud and unreasonable noise must be taken outside of the library.

### **Communicate with respect**

Obscene, harassing, abusive language, gestures or behaviors are not allowed.

### **Act responsibly**

Violating any law, ordinance or regulation is not allowed. We want our libraries to be a welcoming place for everyone. Those disrupting the intended use of the library will be asked to leave. Comply with staff requests.

### **Enjoy your visit**

### **Use spaces as intended**

Sleeping, smoking, consuming alcohol or drug use is not permitted. Restrooms are intended for toilet use and handwashing only. Covered drinks are ok, but please enjoy food outside.

- Keep your belongings near you; otherwise items may become lost or stolen.
- Keep entries, exits and aisles open.
- Enjoy food outside of the library; covered drinks are ok, but please keep drinks away from computers.
- Take care of library property and materials for the enjoyment of everyone.
- Restrooms are for handwashing and toilet use.
- Take care of computers and ask for help when needed.
- We ask that furniture stay where it is placed.
- We understand that everyone dozes off, but be aware that you will be asked to stay awake for your safety.

- Enjoy roller and wheeled sports outside; bikes belong outside.
- Large items reduce the overall space for library enjoyment (average maximum size should not exceed 18" X 15" or overall 32").
- Wheeled transportation for adults and children are acceptable.

Be considerate

Loud and unreasonable noise must be taken outside of the library.

- Cell phones are ok when used quietly.
- Staff will address the source of offensive odors.
- Shoes and clothing are required.

### **Communicate with respect**

Obscene, harassing, abusive language or gestures are not allowed.

- Staff are here to help. Ask for assistance.
- Respect fellow library users when you talk to them.
- Offensive noise, language and gestures detract from others' library experience and are not allowed.

### **Act responsibly**

Violating any law, ordinance or regulation is not allowed. We want our libraries to be a welcoming place for everyone. Those disrupting the intended use of the library may be asked to leave.

- We want children to be safe. Keep them under your care.
- Respect one another; concerns about fellow library patrons should be addressed to library staff.
- Violating any law, ordinance or regulation is not allowed; including library policies. Weapons are not allowed in the library including firearms, knives or any item used in a threatening manner. Security personnel will take action when any of the following occur: physical assault, report of weapon; smoking, use of tobacco products; behavior that demonstrates a person being under the influence of alcohol or illegal drugs.
- We love animals, but only service animals defined under the law are allowed inside.
- Soliciting and panhandling are unlawful and may not take place.

## **Woodland Public Library Policy on Children in the Library**

Children of all ages are welcome to the Woodland Public Library. Children and adults have the right to use the Library in safety and in an atmosphere conducive to studying and thinking. Therefore, it is the Library policy that:

- All children under the age of seven must be accompanied by a responsible adult, older sibling, or babysitter. In the case of groups of children, there must be one adult for every four children. Children under the age of seven cannot be left in the Library while their responsible adult is attending a meeting in the Leake Center. During Pre-School Story Times, the adult must remain in the building.
- All children will behave appropriately. If they are disruptive, they will be given a warning and told they have the choice of behaving appropriately or leaving the Library. If the disruptive behavior continues, they will be escorted from the Library and told they cannot return that day. In cases of repeated problems, they can be barred from the Library for a longer period of time, i.e., the rest of the week.
- If a young child accompanied by an adult is being disruptive, the adult and the child will be approached. The adult will be told how the child must behave, and the child will also be reminded. If the disruption continues, the adult will be told to remove the child from the Library.

If the Children's Librarian is available, he/she should be responsible for this policy. If not, the Librarian on duty will carry out the policy. Should there be no Librarian on duty, any Library Technical Assistant II may carry out this policy.

If a child is left unattended at the time the Library closes and the staff feels the child is too young to be left alone, they will follow these steps:

- Two staff members will remain with the child—preferably the Children's Librarian or Librarian on duty (if available)—and one other staff member. Staff will attempt to telephone the adults responsible for the child. If they are contacted, they should be told to pick up the child. They should be told that staff will stay with the child up to fifteen minutes, at which time the police will be called and asked to pick up the child.
- If an adult cannot be reached, the police will be called to pick up the child.

**UNDER NO CIRCUMSTANCES will a staff member leave the Library premises with a child.**

**UNDER NO CIRCUMSTANCES will there be fewer than two staff members with the child.**

If it becomes obvious to staff that a child or group of children are being left in the Library for childcare purposes, the following policy will be implemented:

- If the child/children are not disruptive or overly demanding of staff time, they should be allowed to stay in the Library.
- If the child/children are disruptive, the policy on disruptive behavior will be carried out. The child/children will be told to inform their parents that they will not be allowed to spend time at the Library if they continue to be disruptive.
- If they return and continue to be disruptive, they are to be asked for their parents' names, address, and telephone number. The child's Library card can be checked if it is impossible to obtain this information in any other way. The parents will be telephoned and/or sent a letter explaining Library policy.
- If the child cannot or will not give the information, and it cannot be obtained from other sources, the police will be called to remove the child/children.

## **Woodland Public Library Posting Policy**

It is the policy of Woodland Public Library, as a part of its information mission and as a public service, to provide access to community information by providing spaces for the free distribution of handouts, and the public posting of flyers, notices, and posters not prohibited by law.

In keeping with the Library's mission, non-Library materials acceptable for posting or distribution are limited to those promoting cultural, educational, intellectual, non-commercial, or charitable activities. Campaign materials, materials containing proselytizing speech, and commercial materials such as business advertisements or promotions are not permitted.

All materials proposed for posting or distribution must be submitted to Library staff and approved by the Library Director or designee. Distribution or posting of materials at the Library does not indicate the Library's endorsement of the ideas, issues, or events promoted by those materials.

### **Placement, Quantity and Size**

The Library Director shall designate which spaces, such as bulletin boards, literature racks, counter tops, desktops, or shelves are available for free distribution or posting of non-library materials within the Library or on Library grounds.

The Library will give preference to materials that:

- are of general community interest
- originate with organizations located in the City of Woodland
- announce events, activities, and services in a timely fashion
- are of a suitable size and, in the case of handouts, of suitable quantity

### **Duration and Responsibility**

Materials will be posted or placed for free distribution for 30 days, or until the last day of the event. After 30 days, materials will be discarded.

The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution. Materials posted or left for free distribution without approval from the Library will be discarded. Materials known to be illegal will not be posted or placed for distribution.

### **Woodland Public Library Display Case Use Policy**

As an educational and cultural institution and as part of its public service, the Woodland Public Library provides exhibit space for non-commercial displays of interest, information, and enlightenment to the community.

The Library retains priority rights for use of display cases for library purposes but encourages non-profit organizations, community groups, and individual or government agencies to provide displays whenever space is available.

Display cases provide a public forum in which to exhibit educational, cultural, or charitable materials. Provision of space for a display does not indicate endorsement by the library.

The Library reserves the right to determine the acceptability of a display. Approval rests with the Library Services Director or a designated staff member.

The Library reserves the right to schedule displays and determine the frequency an individual or group may provide a display.

The Library assumes no liability in the event of damage, destruction, or theft of a display.

Unless other arrangements are made, a display will be exhibited for one month. Failure to dismantle a display by the agreed upon date may result in its removal by Library staff.

## **Woodland Public Library Photography Policy**

The Woodland Public Library reserves the right to photograph program participants. These photos may be used by the Woodland Public Library for publicity purposes without compensation or further permission. If you do not wish you or your child to be photographed, please notify Library staff.

*“We often take pictures at Library events to use in the Library publicity materials and on our website. If you do not want us to use a picture of you or your child, please tell a staff member prior to the event.”*

## **Woodland Public Library Policy on other Library Facilities**

### ***Events Policy for Woodland Public Library Rose Gardens***

Individuals or groups may use the Rose Gardens located on the grounds of Woodland Public Library for private special events. For-profit groups, events charging admission or fees, or groups that will be selling anything are not allowed.

To use the Rose Gardens, contact the Library to check availability and fill out the Woodland Public Library Rose Gardens Reservation Form. There is no charge for use. The person responsible must ensure that there is no damage to the Gardens and that they are cleaned and returned to their original state after the event.

Special Events Liability Coverage can be purchased through Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA), 77 W. Lincoln Ave., (530) 666-4456. (Approved 1/9/06)

### ***Outside Facilities***

The walkways, Rose Garden, Courtyard, and grounds are the property of Woodland Public Library, and appropriate behavior is expected. Bicycles may only be stored in the racks provided for such use. Skateboarding is prohibited as signage indicates.



**Woodland Public Library**  
250 First Street • Woodland, CA 95695  
<http://www.cityofwoodland.org/library>  
530 • 661 • 5980

***Woodland Public Library Rose Gardens Reservation Form***

**Date requested**

**Type of event**

**Responsible person (please print name)**

**Name**

**Address**

**Phone**

---

**(Signature)**

---

**(Date)**

Approved 10/19/2016

## **Woodland Public Library Gifts Policy**

California Education Code Section 18920: The Library Board of Trustees may administer any trust declared or created for the Library, and received by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere and, where not otherwise provided, dispose of property for the benefit of the Library.

### **Policy**

1. The Woodland Public Library welcomes gifts and memorials of books, equipment, and money with the understanding that such gifts will be used to extend, enrich, and improve Library services. If the donor so requests, materials or books will be identified by gift bookplates or other method designated by the Library Board of Trustees.
2. In accepting gifts, the Library reserves the right to declare whether or not they will be added to the collection. The same principles of selection that apply to the purchase of Library materials will be applied to gifts. Gifts which the Library is unable to use will be sent to the Friends of the Woodland Public Library book sale.
3. Dedication of a room or an area will be allowed if the gift pays for the construction of such room or area.
4. The Friends of the Woodland Public Library are in active partnership with the Library in fundraising and gifting.

## **Woodland Public Library Education and Training Policy**

### **Staff Conferences, Workshops, Professional Meetings**

It is the policy of the Library to provide consistent quality service to the public through a formal program of in-service and continuing education for staff. Therefore, the policy provides for the budget to include the payment of expenses for staff, including the Library Services Director, to attend conferences, workshops, and professional meetings that have a direct benefit to the Woodland Public Library.

### **Trustee Conferences, Workshops, Professional Meetings**

It is the policy of the Board of Trustees to provide for the payment of expenses for Trustees to attend conferences, workshops, and professional meetings that have a direct benefit to the Woodland Public Library and to provide therefore in the annual budget.

### **State and National Association Dues**

Payment for state and national association dues for Board members shall be provided for in the annual budget.

## **Woodland Public Library Meeting Rooms Policy**

### **General Policy:**

It is general policy that the Leake Community Room and the Leake Conference Room be used for Library, Library-related and city meetings or programs only. This includes meetings or programs sponsored by the Library, the Library Board of Trustees, the Friends of the Woodland Public Library, the Woodland Public Library Rose Club, the Woodland Literacy Council, an official City group or for Woodland Joint Unified and Yolo County Office of Education public school programs for students.

### **Available Meeting Rooms:**

The Woodland Senior and Community Center offers reservable meeting rooms.

### **Limitations of use:**

- Room capacity is 249 persons in the Leake Community Room.
- Room capacity is 20 persons in the Leake Conference Room.
- Room use shall not include business or commercial activities without prior approval by the Library Director.
- No use of electrical equipment other than that authorized by the Library shall be allowed.
- Smoking/e-cigarettes is not allowed anywhere in the Library.
- The group sponsoring the gathering will be responsible for the orderly conduct of the group and for any damage to Library equipment or property, or to the property of the exhibitors.
- City commissions or groups meeting when the Library is closed shall make arrangements prior to the meeting for opening and/or lock-up procedures.
- Rooms may not be used by any group or individual to advocate or engage in any activity that is illegal under California or Federal law.

Woodland Public Library Meeting Room Policy Adopted 03/13/2024

## **Woodland Public Library Fees for Service**

The Woodland Public Library is a free library in accordance with Education Code, Title I, Division 1, Part 2, Chapter 5, sections 18900-18965 for all normal and customary library services. However, it is Library policy to charge cost-recovery fees for services beyond traditional library operations. Nontraditional services may be defined as database searching, public access computers, videos, printing, and reserve materials. The responsibility to set fees is vested with the Library Services Director. A current **Woodland Public Library Fines and Fees Schedule** is available at the circulation desk.

Approved 10/19/2016

### **Emergencies in the Library**

When the safety of the public, staff, materials, and/or facility is at risk, all necessary steps will be taken. The Library Services Director will have plans for handling emergencies related to weather, natural disaster, physical plant operations, medical, and/or life-threatening issues. Training and information will be provided during orientation and on a regular basis to staff to ensure their awareness of safety procedures, evacuation plans, protection procedures for library materials, equipment and facilities; cooperation with public safety departments, delegation of responsibilities in emergencies, and procedures for expedient return to services.

## APPENDICES

**Appendix A- Contact List**

**Greta Galindo**  
**Library Services Director**  
530-661-5984

**City Attorney**  
Best, Best & Krieger, Attorneys at Law  
916-325-4000

## Appendix B- 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.

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

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council; inclusion of "age" reaffirmed January 23, 1996.

*Reprinted with the permission of the American Library Association.*

Note: From time to time, the American Library Association issues interpretations of the **LIBRARY BILL OF RIGHTS** on such topics as videotapes for children and young people, labeling of library materials, library meeting rooms and exhibit spaces, and sexism and racism in library materials. These interpretations are available without charge from the Office for Intellectual Freedom of the American Library Association (50 East Huron Street, Chicago, IL 50511; 1-800-545-2433 Ext. 4223 toll free).

## **Appendix C- Free Access to Libraries for Minors**

(An interpretation of the **Library Bill of Rights**)

Some library procedures and practices effectively deny minors access to certain services and materials available to adults. Such procedures and practices are not in accord with the **Library Bill of Rights** and are opposed by the American Library Association.

Restrictions take a variety of forms, including among others, restricted reading rooms for adult use only, library cards limiting circulation to some materials for adult use only, collections limited to teacher use, or restricted according to a student's grade level, and interlibrary loan services for adult users only.

Article 5 of the **Library Bill of Rights** states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." All limitations on minors' access to library materials and services violate that article. The "right to use a library" includes use of, and access to, all library materials and services. Thus, practices which allow adults to use some services and materials which are denied to minors abridge the use of libraries based on age.

Material selection decisions are often made and restrictions are often initiated under the assumption that certain materials may be "harmful" to minors or in an effort to avoid controversy with parents. Libraries or library boards which restrict the access of minors to materials and services because of actual or suspected parental objections should bear in mind that they do not serve in loco parentis. Varied levels of intellectual development among young people and differing family background and child-rearing philosophies are significant factors not accommodated by a uniform policy based on age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet the young person's needs.

The American Library Association opposes libraries restricting access to library materials and services for minors and holds that it is the parents—and only parents—who may restrict their children—from access to library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children. The library and its staff are responsible for providing equal access to library materials and services for all library users.

The word “age” was incorporated into article 5 of the **Library Bill of Rights** because young people are entitled to the same access to libraries and to the materials in libraries as are adults. Material selection should not be diluted on that account.

(Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004, by the ALA Council.)

## **Appendix D- Access for Children and Young People to Videotapes and other Non-Print Formats**

(An Interpretation of the **Library Bill of Rights**)

Library collections of videotapes, motion pictures, and other non-print formats raise a number of intellectual freedom issues, especially regarding minors.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people have access to materials and services that reflect diversity sufficient to meet their needs.

To guide librarians and others in resolving these issues, the American Library Association provides the following guidelines.

Article V of the **Library Bill of Rights** says, “A person’s rights to use a library should not be denied or abridged because of origin, age, background or views.”

ALA’S free access to libraries for minors: An Interpretation of the **Library Bill of Rights** states:

The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources based solely on chronological age, educational level, or legal emancipation of users violates Article V.

{Parents—and only parents—have the right and responsibility to restrict the access of their children—and only their children—to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions or parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.}

Policies which set minimum age limits for access to videotapes and/or other audiovisual materials and equipment, with or without parental permission, abridge library use for minors. Further, age limits based on the cost of the materials are unacceptable. Unless

directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards to circulation of these materials as are applied to books and other materials.

Recognizing that libraries cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Published reviews of films and videotapes and/or reference works which provide information about content, subject matter, and recommended audiences can be made available in conjunction with non-print collections to assist parents in guiding their children without implicating the library in censorship. This material may include information provided by video producers and distributors, promotional materials on videotape packaging, and Motion Picture Association of America (MPAA) ratings if they are included on the tape or in the packaging by the original publisher and/or if they appear in review sources or reference works included in the library's collection. Marking out or removing ratings information from videotape packages constitutes expurgation or censorship.

MPAA and other rating services are private advisory codes and have no legal standing\*. For the library to add such ratings to the materials if they are not already there, to post a list of such ratings with a collection, or to attempt to enforce such ratings through circulation policies or other procedures constitutes labeling, "an attempt to prejudice attitudes" about the material, and is unacceptable. The application of locally generated ratings schedules intended to provide content warnings to library users is also inconsistent with the **Library Bill of Rights**.

\*For information on case law, please contact the ALA Office for Intellectual Freedom.

See also: **STATEMENT ON LABELING** and **EXPURGATION OF LIBRARY MATERIALS**, interpretations of the **Library Bill of Rights**.

Adopted June 28, 1989, by the ALA Council; the quotation from **FREE ACCESS TO LIBRARIES FOR MINORS** was changed after Council adopted the July 3, 1991, revision of that Interpretation. Updated on June 30, 2004, by the ALA Council.

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## **Appendix E- The Freedom to Read Statement**

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

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

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

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

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original

contributions to social growth. It is essential to the extended discussion that serious thought requires and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or*

*groups seeking to impose their own standards or tastes upon the community at large and by the government whenever it seeks to reduce or deny public access to public information.*

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

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

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

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

suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

*A Joint Statement by:*

**American Library Association  
Association of American Publishers**

*Subsequently endorsed by:*

**American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression**

## **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.**
- II. **We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- III. **We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.**
- IV. **We recognize and respect intellectual property rights.**
- V. **We treat co-workers and other colleagues with respect, fairness, and good faith and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- VI. **We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- VII. **We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**
- VIII. **We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.** Adopted June 28, 1995, by the ALA Council

## **Appendix G- Freedom to View Statement**

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

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

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

Endorsed January 10, 1990, by the ALA Council