



WINTER PARK LIBRARY

Collection Development Policy

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DEFINING THE POLICY

Purpose Statement

The Winter Park Library's Collection Development Policy directs the collection's acquisition and maintenance. The purpose of this policy is to ensure that our community has access to a collection that is useful, entertaining, informative, and relevant to the community. The public will be able to gain a better understanding of how these decisions are made through the information presented here. The policy also outlines our procedures for donations, replacement materials, and special collections. This policy guides the library's responsibility to select, acquire, make accessible, maintain, and preserve the library's collection.

Background Statement

The Winter Park Library (WPL) has served the city of Winter Park and its community for over a century. The city of Winter Park is a popular residential and commercial area just north of the city of Orlando. Since moving into a new location in December 2021, WPL aspires to connect with and better serve the lifelong learning needs of the Winter Park community. Circulating approximately 1.1 million materials a year, the Winter Park Library serves its patrons and the surrounding community with a wide collection of materials in a variety of formats. The library supplies computers and other technology for public use with 3-D printing devices and computer classes also provided. There are materials in a variety of languages available for a wide age range. The Winter Park Library serves its patrons and the surrounding community happily and enthusiastically. The aim of the library is to serve the recreational and educational needs of its patrons. The library's diverse and inclusive collection is assembled to support and inspire the surrounding community.

Responsibility for the Management and Development of the Library's Collection

The library's collection in every category (educational, recreational, etc.) is the responsibility of the library director. The director must determine the necessity and demand of materials and work under the policies, rules, and regulations approved by the Board of Trustees. Qualified staff are in charge of obtaining, assessing, and recording the acquisition of new materials and the weeding of outdated or deteriorating materials.

The library cannot fulfill every request and will not always have what is sought. However, interlibrary loan is available to assist in providing materials Winter Park Library does not have readily available.

MISSION, VISION, & OBJECTIVES

Mission

The Winter Park Library's mission is to “transform lives and promote literacy, creativity, school and career readiness, inspiration, culture, and community engagement.” (Winter Park Library, *Our Next Chapter*, n.d.b)

Vision

As the Winter Park Library, we will enhance learning, innovation, and inquiry to improve society and the public's welfare. By advancing patron success, amplifying our communities' diverse voices, and empowering our communities to learn and grow fearlessly, we aim to make a meaningful impact on society.

Objectives of the Collection

The Winter Park Library goals for its collections are:

- To organize, select, and access materials for educational and recreational use.
- To collaborate with other libraries to obtain materials for our patrons' use.
- To use funds adequately and efficiently.
- To consider the entirety of the diverse user spectrum from the community.
- To supply a variety of materials in a variety of mediums for users that meet the requirements of relevancy, currency, and user demand.

TARGET AUDIENCES

The Winter Park Library primarily serves the 30,000 residents in the city of Winter Park, Florida (U.S. Census Bureau, 2020). The library is committed to providing access, resources, and opportunities for lifelong learning as Winter Park city residents span the full age spectrum with 17.3% under 18-years-old, 60.2% between 18 and 64 years-old, and 22.5% 65-years-old and over (American Community Survey, 2021). While 83.2% of the city's population speaks English at home, the diversity of the city and the number of other languages spoken at home are increasing with 8.6% speaking Spanish, 5.1% speaking another Indo-European language, and 2.6% speaking an Asian and Pacific Islander language at home (American Community Survey, 2021). The library also considers how the collection can best suit the needs of peoples with differing abilities, as an estimated 10% of Winter Park residents have a disability (American Community Survey, 2021). To assure the collection is representative of what Winter Park card holders are seeking, the materials are not only organized in sections based on age – Children, Juvenile, Tween, Young Adult (YA), Adult – but also inclusive of diverse perspectives, voices, and types of materials throughout the sections. The Winter Park community is engaged in business, arts, and education that the WPL strives to support the unique endeavors and interests.

In addition to Winter Park city residents, the Winter Park Library has a number of other types of library cards that give varying levels of access to certain populations such as Winter Park city employees; business and individual members of the Winter Park Chamber of Commerce; residents of Maitland or Orange County; Rollins College students, faculty, or staff; teachers, media specialists, and school librarians at Central Florida schools, and those who choose to simply pay for a non-resident card (Winter Park Library, Get a Card, n.d.a). Collection considerations are also made to accommodate non-resident needs and efforts are made to listen to a wide range of cardholders to gauge community interests. For a more in-depth analysis of Winter Park Library's constituents and community, please see our annual Community Assessment.

Revenue

For the Fiscal Year 2019, the WPL's total revenue was \$3,535,186 (Cause IQ, n.d.). Of this amount, \$2,454,244 came from government sources. As of 2022, \$2,856,520 will be awarded annually from the City of Winter Park per a contractual agreement dated October 27, 2021 which awards \$1,199,520 as a rent allowance and \$1,657,000 to support operational expenses. The second largest source of funding in 2019 came from investment income and totaled \$366,600 that year (ProPublica, n.d.).

Additional funding came to the library through the Edyth Bush Charitable Foundation, providing \$250,000. The Central Florida Foundation provided operational support of \$31,630. The Galloway Foundation also provided \$30,000 in support (Cause IQ, n.d.).

Expenditures

Total expenditures for 2019 were \$2,788,349, of which \$1,451,236 was used for employee pay, benefits, and other compensation.

\$181,137 was used for books, periodicals, and audio visual materials (ProPublica, n.d.).

MATERIALS EVALUATION

When evaluating materials for inclusion in the WPL collection, no one standard can apply to all decisions. While some items might be selected for their popularity, others might be selected for their scholarly contribution, or others for their value to our local community, and many other reasons. Below, we cover the general selection criteria that most of our items are evaluated on, as well as specific criteria that are applied based on the type of material being evaluated.

General Criteria

The WPL collection is cultivated to provide the Winter Park community with a comprehensive and well-rounded resource. Materials are selected from Selection Aids and the following criteria are applied to them to determine if those selections meet the standards listed here. Acceptable items will not necessarily meet all of the criteria listed.

- Contemporary significance: is this item up to date or relevant, and does it appear to have value to today's world?
- Public demand: is this item popular, or of special interest to our patrons/community?
- Well-rounded collection: does this item fill a gap of knowledge or resources in our existing collection? Does this replace outdated material that should be removed from the collection? Does this contribute to the diversity of the collection, in representation of multiple viewpoints, cultures, people, lifestyles, and languages?
- Special Collections: does this item provide more information on or supplement any of our special collections?
- Reviews: is this material noteworthy and receiving attention?
- Cost: does it make sense to spend money on this resource?
- Space limitations: are we willing to allocate shelf space for this item or de-acquisition items in order to accommodate it?
- Format: does it make sense to have this in a physical format or would our community be better served with this as a digital item?

Specific Criteria

For non-fiction items, the following criteria may also be used in evaluation.

- Authority: who is the author and are they a trustworthy authority on the material?
- Clarity: is the item in question written so that it can be easily understood in our community?
- Comprehensive: is the item a full resource or does it just cover a portion of a given subject?
- Objectivity: does this resource provide a balanced view of the topic?
- Representation: does this material provide representation of an otherwise ill-represented viewpoint or often ignored minority? This may sometimes include materials which represent extreme viewpoints.

For fiction items, the following criteria may also be used in evaluation:

- Originality: does the item fill a gap in our collection?
- Trends: if there is a current high demand for a type of fiction or style of writing, does this material provide that?
- Literary merit: is the writing good? Are the characters well developed? Does it feature authentic (if applicable) historical settings and events?

SELECTION AIDS

The criteria outlined above details how we make a final determination about the materials we bring in to the collection, but various selection aids are used to help us decide what materials to put through our criteria evaluation.

Because the WPL collection aims to meet the needs of our diverse community, multiple selection aids are used when deciding which items to consider for inclusion in the collection. Our primary selection aids include professional journals, reviews, and award lists. Additionally, we accept recommendations from our community for new books (less than one year in publication) via our Suggest-A-Title page on our website.

- Professional journals we use in our search include but are not limited to the following: *Library Journal*, *Booklist*, *School Library Journal*.
- Book reviews are frequently checked against multiple sites.
- Award lists can include but are decidedly not limited to the following awards: Pulitzer Prize, National Book Award, Booker Prize, John Newbery Medal, Stonewall Book Award, and similar leading literary awards.

ANALYSIS OF SUBJECTS

To better understand the collection's subject areas of strength and areas to improve, the following table breaks down the library's materials into general subject categories. The categories are based on the call number system used to organize the collection. Each category is evaluated with four metrics – CL, AC, GL, and PC – and given a number 0-5 based on the collection.

Note: CL = current collection strength, AC = acquisition commitment, GL = collection goal/ desired strength, PC = preservation commitment.

0 = Out of scope of the library collection

1 = Minimal level, includes few selections beyond basics

2 = Information level, includes works that introduce and define a subject

3 = Study level, includes wide range of basic works on subject to support general research

4 = Research level, includes major sources of subject, supports in-depth research

5 = Comprehensive level, collection aims to be a complete source of a subject

Winter Park Library Collection Subject Analysis 2023

Call Number or Category	Subject (Subject is generalized and a few popular examples mentioned)	CL	AC	GL	PC	Comments
Adult Fiction	All fiction materials including: subcategories of new & popular, mystery, romance, sci-fi, western	4	3	4	3	Strength of collection, high circulation and supported by user-requests/ feedback. Highest percent & growing of eBooks.
Adult Nonfiction: 000-099	Generalities including: computer science, journalism	2	1	2	0	Annual new additions of technology self-guided learning need updating.
100-199	Philosophy and Psychology including: paranormal phenomenon, logic & ethics, historical philosophies	1	1	2	2	Circulation rates should be analyzed and weeded as needed.

200-299	Religion including: religious texts, history, and theory	3	2	3	2	Wide range of titles.
300-399	Social Sciences including: political science, economics, law, education, communications, culture	3	3	3	2	Books explaining legal processes and financial literacy popular.
400-499	Languages	1	3	3	3	Needs expansion in both language learning (for English as a Second Language and other languages) and materials in other languages (such as Spanish and Chinese).
500-599	Sciences and Mathematics including: astronomy, physics, earth science, life science	2	1	2	1	Could use weeding.
600-699	Technology and Applied Sciences including: medicine, engineering, agriculture, home economics and cookbooks, manufacturing	3	2	3	2	Cookbooks and home DIY projects high circulation. Improve selection of emerging technologies and resources to support tools in makerspace.
700-799	Arts including: architecture, art mediums, music, performing arts	2	2	3	3	To support city vision, increase in theory and variety of art types covered with focus on folk arts and local artists/ styles.
800-899	Literature	1	1	2	2	Most titles included in Fiction. Poetry collection needs updating.
900-999	Geography and History including: travel, genealogy, history of places, U.S. history	3	3	4	3	Travel guides decreasing in popularity, U.S. history selection strong, and world history needs assessment to determine gaps.
(B) Biography	Biographies including: autobiographies, memoirs	3	3	3	3	Continually strong circulation. Needs frequent maintenance and updating.
(GN) Graphic Novels	Graphic novels including: across genres and styles with select manga titles.	2	3	3	1	More published every year, need to keep up with range of titles requested.

(R) Reference	Reference materials including: local resource guides, government documents, yearly encyclopedia, dictionaries	1	1	1	0	Needs frequent replacement and weeding.
(P) Periodicals	Periodicals including: magazines, newspapers	1	0	1	0	Online access becoming dominant format. Physical copies reserved for use within library.
(SP) Spanish	Spanish language materials including: all areas across collection in Spanish and bilingual Spanish	2	3	3	3	Assessment of current selection then expansion planned. Particularly in Adult Nonfiction, Children's early reader, and YA.

(E) Children's	Children's collection including: picture books, board books, beginner readers	4	3	4	4	Strong children's collection in scope and quality. Frequent maintenance necessary for high circulation items.
(ER) Talking Books	Children's book-in-a-bag that includes a CD audiobook or play-away device.	2	1	1	0	Still circulating regularly but formats are becoming dated.
(JUV) Juvenile Fiction	Juvenile Fiction including: series, beginner chapter books, mystery, sci-fi	3	2	3	3	Needs frequent weeding and assessment to keep up with new titles.
(JUV#) Juvenile Nonfiction	All areas of Juvenile NonFiction 000-999 and Biography	3	3	3	2	Important areas to monitor to assure adequate coverage to support formal education. Biography particularly popular for assignments, need high quality & wide-ranging reading levels.
(TW) Tween	Tween materials designated for a middle grade audience and reading level. Mostly fiction with select non-fiction included.	2	3	4	3	Newly designated category in collection, needs expansion as publishing increases.
(YA) Young Adult	Young Adult materials including: fiction across genres and manga	3	3	3	3	Continually expanding area with high-demand. Complete series gaps need to be assessed.

The Winter Park Library maintains its collections in various formats to best meet the diverse needs of its community. This includes collecting materials in traditional formats, such as printed books, and newer formats, such as eBooks. Emerging formats are evaluated and considered for adding to the collection if they: provide greater access, enhance or differentiate from existing formats, and can be maintained by staff. Older formats that prove to have significantly decreased use and can be found in another format will be deemphasized and weeded according to the principles established in this policy. Printed materials continue to be the dominant format but eBooks and eAudiobooks are seeing another rise in use. WPL listens to community interests and library patrons' by their use of formats with circulation reports, user feedback and requests, and keeping up-to-date on developing innovative formats.

Current formats in the collection:

- **Printed Materials**- books, newspapers, magazines, government publications, community resource information, and other archival or historical documents
- **Audio/ Visual Materials**- DVDs for entertainment and/or education, audiobooks on CD, audiobooks on play-away device
- **Electronic Materials** (or online materials)- eBooks, online audiobooks, streaming of music, movies, and other videos : available on vendor platforms of Libby and Hoopla
- **Online databases** and research or genealogy resources- aggregate sources for research and education that are maintained by partners such as Gale or Ancestry.com (not all-inclusive, see <https://www.winterparklibrary.org/research-tools> for more)

- **Large Print and other accessible materials**- Selected materials throughout the collection are made available in Large Print format and other formats to provide greater access to patrons of all abilities.
- **Spanish language, bilingual, and other language materials**: Selected materials across age, genre, and material content are collected in Spanish with a small range of bilingual materials in Spanish and English. Both Spanish and other languages are being actively added to the collection out of growing interest and population growth.

In addition to the main library collection, there are a few unique Special Collections that the Winter Park Library also acquires, maintains, and preserves.

SPECIAL COLLECTIONS

Beyond Books Collection

The newest collection added, the Beyond Books collection, aims to offer borrowable materials that expand the scope of what a traditional library offers. With the move to the new library location in 2021, the capacity to store and provide access to new materials increased exponentially and the Beyond Books collection was created. This broad collection covers items used for play or exploration and for supporting patron projects.

Currently the collection includes:

- **Technology tools-** HP laptops, MacBook laptop, mobile Wi-Fi hotspots, and Dash Robots that teach coding
- **Educational play-** Toy Library with 14 toys to support learning and development, Launchpad tablets with content for kids, YouthKits with art project and supplies, and ukuleles with tuners
- **Outdoor activity support-** Adult bicycles with helmets, WalkKits with educational podcasts and discussion questions, and a Seed Library with new varieties of fruits and vegetables each season

The Beyond Books collection has been very popular and will continue to grow both by adding more items to the current areas collected – such as more toys and mobile Wi-Fi hotspots – and by adding completely new items, especially those that are suggested by patrons.

Winter Park Library Archives and Special Collections

The library is responsible for preserving the history of the city of Winter Park and has actively engaged in collecting, storing, and maintaining important documents, artifacts, and cultural history for the over-century-long existence of WPL. The Winter Park History and Archive Collection is the overarching name for multiple smaller collections including the library's efforts, donated collections of an individual's archive, and business and government records and publications.

"The purpose of the Winter Park History and Archives Collection is to acquire, preserve, and make available information about or by the City of Winter Park and its residents" (Winter Park Library, n.d.d). The collection includes materials documenting the peoples, businesses, organizations and clubs, and historic locations of Winter Park. Additionally, an extensive collection of newspapers from Winter Park is held in this special collection. The library adds to these collections in an ongoing basis by seeking new avenues for archiving the past and by actively collecting materials to archive history as it is occurring.

MAINTAINING THE COLLECTION

The Winter Park Library's collection is evaluated on a regular basis as part of an ongoing effort to offer an up-to-date, versatile collection that is conducive to the needs of our community.

The following criteria helps our decision-making process when deciding on the removal of materials:

- Present physical condition
- Availability of newer, high-quality, or more accessible material options
- Relevance
- Availability of material at other library locations
- Needs of the community
- Circulation statistics
- Duplication
- Available shelf space
- Format

The Winter Park library may remove materials from the collection that prove to be out of date, in poor condition, or otherwise mutilated. Trained library staff will decide whether to fix, rebind, replace entirely, or dispose of each item based upon its past and future use by patrons.

Material Replacements

Replacements will be handled on a case-by-case basis. Lost, damaged, or worn materials are not automatically replaced with newer ones. The current breadth of the collection, the current demand for the material, the number of copies in existence, and the availability of the item within standard selection tools will assist in the decisions for replacement. A patron who loses or damages library materials may be charged if the library decides the item needs to be replaced. If necessary, the patron will be charged for the cost of replacing the item(s) and any additional fines accrued. In the case of juveniles, parents or guardians must assume the responsibility of the item and any associated fees.

MATERIALS RECONSIDERATION

WPL's Commitment to Intellectual Freedom

The Winter Park Library dutifully complies to the principles and guidelines within the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and the Intellectual Freedom principles of the American Library Association. The library makes every attempt to depict multiple viewpoints and does not endorse any one in particular; the addition of an item to the collection in no way represents an endorsement. To that end, no item is arbitrarily excluded based on language, controversy, another's endorsement or disapproval.

Please refer to Appendix A and Appendix B to read the Library Bill of Rights and the Freedom to Read Statement in full.

Materials Reconsideration Policy and Procedure

The library will select materials based on the criteria put forth in this Collection Development Policy. Library staff will thoughtfully review each submission, consulting the policies in this document. Any response will then be delivered in writing.

Winter Park residents have the right to voice their concerns about library materials and we aim to take their objections very seriously. Patrons wishing to ask for the removal or reclassification of a particular resource in our collection are encouraged to express their concerns to the library manager.

If the patron is not satisfied with the response given, individuals may petition for reconsideration of materials by filling out and submitting a *Request for Review of Material form*. Please see Appendix C to view the form.

The request will be reviewed by all pertinent staff, keeping in mind the Winter Park Library's mission statement and collection development policy. Materials that are in

question will not be judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

After a thorough evaluation, the Library Director, or the Collection Development Manager as his or her representative, will respond within 30 days of receiving the formal request.

Members of the Winter Park library may also request materials be added to our collection by filling out a *suggest-a-title* form provided on our website, or an in-person form available at our new location. Each request will be reviewed and assessed according to policy, budget, and availability, and a reply will be sent to those who have provided a method of follow-up contact.

Policy and Procedure for Gifts to WPL

The Winter Park Library appreciatively accepts monetary gifts and material donations in gently used condition. All donations will be reviewed to determine how they will benefit the library. Material gifts are accepted with the knowledge that they will be evaluated with the same guidelines as when purchasing new materials.

The following criteria outline the Winter Park Library's policies for accepting materials.

- All material donations become the sole property of the Winter Park Library.
- The Gift Procedures Policy will be accessible via our website for review; staff will also relay these policies to potential donors at the time of donation acceptance.
- Donations may or may not become part of the Library's collection; library staff will evaluate gifted items for possible inclusion or for potential sale.
- The Winter Park Library will not accept anything on which the donor places a stipulation.
- Donations accepted by the Winter Park Library are evaluated in the same way as purchased materials.
- Donations are accepted with the knowledge that if the Library has no use for it, it may at any time dispose of the donated item in any way it sees fit.
- Due to the large quantities of donations we must process, the Library cannot acknowledge, track, or return any of the items it receives.
- Memorial monetary donations for collection development will be utilized to purchase materials following the same criteria as previously outlined; when

possible, specific works or subject areas requested by the donor will be purchased.

- The library cannot accept donated magazine subscriptions or textbooks of any kind.
- The library is not legally permitted to appraise the value of a non-cash gift. Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions. If a gift exceeds \$500, the donor must submit a list giving author, title, place, publisher and date of all items, then they must complete the IRS Form 8283, Noncash Charitable Contributions. When the value exceeds \$5,000, the donor must obtain an independent appraisal; the donor, appraiser and the Library must all sign IRS Form 8283. The donor pays for the cost of said appraisal, an expense that may be tax deductible. Because the library is considered an interested party in the transaction, the IRS will not approve an appraisal made by the library.
- A tax receipt will be issued to all donors who request that one be given.

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APPENDIX

Appendix A

Library Bill of Rights by the American Library Association

Available to view online at: www.ala.org/advocacy/intfreedom/librarybill

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information. *-First adopted by ALA in 1939, latest amendment as of 2019*

Appendix B

Freedom to Read Statement by the American Library Association

Available to view online at: www.ala.org/advocacy/intfreedom/freedomreadstatement

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.

-First adopted by ALA in 1953, latest amendment as of 2004.

Appendix C

Request for Review of Material Form

Available to view online at: www.winterparklibrary.org/

The trustees of Winter Park Library have established a materials selection policy and a procedure for gathering input about particular items. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Winter Park Library
1052 W. Morse Blvd.
Winter Park, FL 32789

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent self? ____ Or an organization? ____ Name of Organization

1. Resource on which you are commenting:
____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording
____ Digital Resource ____ Newspaper ____ Other

Title _____
Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Adapted from ALA's Sample Reconsideration Form (ALA 2017)