



Agenda  
Bondurant Community Library - Library Board of Trustees  
104 2<sup>nd</sup> Street NE  
Bondurant, Iowa 50035  
Bondurant Community Library – Group Study B  
6 pm  
Wednesday, April 5, 2023

With Iowa cases of novel coronavirus, COVID-19, Library staff has been evaluating ways to meet State code requirements for hosting a public meeting while practicing social distancing measures recommended to curb the outbreak of COVID-19.0

\*Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise.

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/88305497544?pwd=cZrMU3dzd3WjRrZlJ1YmlvaDBPUT09>

To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)

Meeting ID: 883 0549 7544 Password: 472208

Roll Call

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Approval of Consent Agenda
  - a) Approval of Minutes from past meeting –March 2023
  - b) Financial Report
  - c) Approval of Warrant List/Authorize expenditures
  - d) Staff Report -- March
  - e) Director Report -- March
  - f) Statistics
- 4) Public Comments
- 5) Foundation Update
- 6) Friends of the Library Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
  - a) Trustee Training – Chapter 2 Trustee Handbook
  - b) Review/update Circulation Policy
  - c) Review/update Selection Collection Development Policy
  - d) Expenditure of Direct State Funds FY 23 \$5953.71
- 10) Board President Items –
- 11) Adjournment

Next meeting May 3, 2023

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or [jills@bondurant.lib.ia.us](mailto:jills@bondurant.lib.ia.us), no fewer than two business days prior to the meeting to enable the Bondurant Community Library to make reasonable arrangements to assure accessibility or language assistance for the meeting.



**Meeting Minutes**  
**Bondurant Community Library | Library Board of Trustees**  
**Wednesday, March 8, 2023**

1. **Roll Call:** *Members Present:* Josh Bryant, Jen Keeler, Mike Kramer, Sue Ugulini and Craig Campbell. Library Director Sanders was also present.
2. **Call to order:** Meeting called to order at 6:00 PM by President Bryant.
3. **Guests present:** Matt Sillanpaa, Bondurant City Council Member.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Kramer striking 9b from the agenda. Motion carried.
5. **Approval of Consent Agenda:** Motion to approve the consent agenda as corrected by Ugulini, seconded by Campbell. Motion carried.
  - a. Approval of minutes from past meeting – February 2023
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report
  - e. Director’s Report – February 2023
  - f. Statistics Review – February 2023-presented at meeting
6. **Public Comments:** None.
7. **Foundation Update:** Mini-Golf fundraiser event at the Library was a success. Already great ideas for next year’s event. Amazon Smiles program is being discontinued. Amazon is in the process of donating \$2000.00 to this year’s Summer Reading Program. More fundraising ideas are being explored.
8. **Friends of BPL Update:** Book Sale is scheduled for May 13 at the Library. Volunteers are needed.
9. **City Council Liaison Report:** City Council Liaison Sillanpaa reported that the city is receiving proposals for landscaping in the downtown area, public hearings on re-zonings; budget hearing will be held most likely at the next council meeting.
10. **Old Business:**
  - a. None.
11. **New Business:**
  - a. **Trustee Training – Chapter 1 Trustee Handbook.** Director Sanders led the Library Board with discussion on Chapter 1. This section reviewed Library Ordinance of the city, roles of Library Board, Library Director and the City. Discussion was held on the various aspects of this chapter of the handbook. No action needed.
  - b. **Budget Submittal Amendment.** – Removed from agenda in item 4.

c. **Review/Adopt – Emergency Management Policy** - Motion to approve by Ugolini, seconded by Keeler as amended. Motion carried.

d. **Salary Adoption –**

**Assistant Library Director –** Motion to approve Campbell, seconded by Ugolini. Motion Carried.

**Adult Services Librarian.** Motion to approve by Campbell, seconded by Keeler. Motion approved.

**Transfer of Funds Approval –** Discussion was held with concerns from City Administrator Oliver on the rate for Assistant Director and that this action was mid-budget year, exceeds the range in the Compensation Policy set forth, and adopted by the Library Board in July 2022. After discussion consensus by the Board remained that Library positions remain equal salary levels with other like positions within the city. Presented salary adoption and previously approved Assistant Library Director Job Description, with salary ranges, maintains those levels. Motion to backfill the additional salary increase for the balance of FY23 to the city from the Library’s Legacy Savings account in the amount \$5,980 to the general fund and a \$2,093 to the Employee Benefits Fund for a total of \$8,073.00, as indicated in correspondence from Administrator Oliver. Motion by Campbell and seconded by Kramer. Motion Carried.

**12. President Items:** None.

**13. Adjournment:** Motion to adjourn by Campbell, seconded by Keeler. Motion carried. Meeting adjourned at 6:50 PM

**Next Meeting:** Wednesday, April 5, 2023

Respectfully submitted,

Acting Secretary, Jill Sanders, Library Director



# Budget Report

## Account Summary

For Fiscal: 2022-2023 Period Ending: 03/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>							
<b>Revenue</b>							
<a href="#">001-410-1-4500</a>	FINES & FEES	3,700.00	3,700.00	497.19	3,541.32	-158.68	4.29 %
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO AUD	36,000.00	36,000.00	0.00	32,967.00	-3,033.00	8.43 %
<a href="#">001-410-2-4710</a>	REIMBURSEMENT-LIBRARY GRANTS	0.00	0.00	9.50	9.50	9.50	0.00 %
	<b>Revenue Total:</b>	<b>39,700.00</b>	<b>39,700.00</b>	<b>506.69</b>	<b>36,517.82</b>	<b>-3,182.18</b>	<b>8.02%</b>
<b>Expense</b>							
<a href="#">001-410-6010</a>	SALARIES	179,361.73	179,361.73	35,202.23	231,211.14	-51,849.41	-28.91 %
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	103,108.36	103,108.36	7,973.63	44,666.28	58,442.08	56.68 %
<a href="#">001-410-6210</a>	ASSOCIATION DUES	1,500.00	1,500.00	270.00	924.00	576.00	38.40 %
<a href="#">001-410-6230</a>	TRAINING	600.00	600.00	0.00	150.00	450.00	75.00 %
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	3,500.00	3,500.00	51.01	3,365.05	134.95	3.86 %
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	865.00	3,185.35	11,814.65	78.76 %
<a href="#">001-410-6340</a>	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">001-410-6350</a>	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">001-410-6371</a>	ELECTRIC / GAS	24,000.00	24,000.00	2,623.00	17,457.00	6,543.00	27.26 %
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	3,862.88	32,077.27	4,922.73	13.30 %
<a href="#">001-410-6411</a>	LEGAL EXPENSE	1,500.00	1,500.00	105.00	262.50	1,237.50	82.50 %
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	8,000.00	802.04	5,159.56	2,840.44	35.51 %
<a href="#">001-410-6499</a>	CONTRACT SERVICES	32,500.00	32,500.00	3,374.15	22,720.47	9,779.53	30.09 %
<a href="#">001-410-6502</a>	PRINTED MATERIALS	40,000.00	40,000.00	5,027.94	32,249.36	7,750.64	19.38 %
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	20,000.00	20,000.00	5,406.98	17,863.92	2,136.08	10.68 %
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,000.00	2,000.00	232.49	2,400.36	-400.36	-20.02 %
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,000.00	6,000.00	150.27	2,744.56	3,255.44	54.26 %
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	1,000.00	1,152.27	1,732.33	-732.33	-73.23 %
<a href="#">001-410-6508</a>	POSTAGE-SHIPING	1,000.00	1,000.00	119.54	1,122.28	-122.28	-12.23 %
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,000.00	30.00	388.69	611.31	61.13 %
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	8,000.00	8,000.00	530.89	5,724.86	2,275.14	28.44 %
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	12,428.56	-3,428.56	-38.10 %
	<b>Expense Total:</b>	<b>495,270.09</b>	<b>495,270.09</b>	<b>67,779.32</b>	<b>437,833.54</b>	<b>57,436.55</b>	<b>11.60%</b>
	<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>	<b>-455,570.09</b>	<b>-455,570.09</b>	<b>-67,272.63</b>	<b>-401,315.72</b>	<b>54,254.37</b>	<b>11.91%</b>
<b>Fund: 167 - LIBRARY GRANT</b>							
<b>Revenue</b>							
<a href="#">167-410-2-4440</a>	LIBRARY STATE AID	4,500.00	4,500.00	0.00	5,953.71	1,453.71	132.30 %
<a href="#">167-410-2-4705</a>	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	2,716.05	24,048.20	22,548.20	1,603.21 %
<a href="#">167-410-4-4300</a>	INTEREST - LIBRARY T&A	0.00	0.00	0.00	135.81	135.81	0.00 %
	<b>Revenue Total:</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>2,716.05</b>	<b>30,137.72</b>	<b>24,137.72</b>	<b>402.30%</b>
<b>Expense</b>							
<a href="#">167-410-6506</a>	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	251.16	6,473.06	-6,473.06	0.00 %
	<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>251.16</b>	<b>6,473.06</b>	<b>-6,473.06</b>	<b>0.00%</b>
	<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>2,464.89</b>	<b>23,664.66</b>	<b>17,664.66</b>	<b>-294.41%</b>
<b>Fund: 172 - TREE FUND</b>							
<b>Revenue</b>							
<a href="#">172-430-1-4550</a>	TREE SALE REVENUES	15,000.00	15,000.00	0.00	13,743.00	-1,257.00	8.38 %
	<b>Revenue Total:</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>13,743.00</b>	<b>-1,257.00</b>	<b>8.38%</b>
<b>Expense</b>							
<a href="#">172-430-6504</a>	TREE EXPENSES	35,000.00	35,000.00	0.00	70,695.48	-35,695.48	-101.99 %
	<b>Expense Total:</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>0.00</b>	<b>70,695.48</b>	<b>-35,695.48</b>	<b>-101.99%</b>
	<b>Fund: 172 - TREE FUND Surplus (Deficit):</b>	<b>-20,000.00</b>	<b>-20,000.00</b>	<b>0.00</b>	<b>-56,952.48</b>	<b>-36,952.48</b>	<b>-184.76%</b>

**Budget Report**

**For Fiscal: 2022-2023 Period Ending: 03/31/2023**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 351 - LIBRARY CAPITAL</b>						
<b>Expense</b>						
<a href="#">351-410-6799</a>						
OTHER CAPITAL OUTLAY	0.00	0.00	0.00	8,039.70	-8,039.70	0.00 %
<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,039.70</b>	<b>-8,039.70</b>	<b>0.00%</b>
<b>Fund: 351 - LIBRARY CAPITAL Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,039.70</b>	<b>-8,039.70</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>-469,570.09</b>	<b>-469,570.09</b>	<b>-64,807.74</b>	<b>-442,643.24</b>	<b>26,926.85</b>	<b>5.73%</b>



# City of Bondurant

PMA Financial Network  
 2135 CityGate Lane  
 7th Floor  
 Naperville, IL 60563  
 Phone: 630-657-6400  
 Fax: 630-718-8701

## Monthly Activity Summary

2/1/2023 - 2/28/2023

Class	Account	Beginning Balance	Contributions	Interest	Other Withdrawals	Month End Balance
Diversified	39200 - 101 General	\$3,160,376.63	\$0.00	\$9,590.81	(\$300,000.00)	\$2,869,967.44
Diversified	39200 - 103 Sewer 610	\$2,255,903.18	\$0.00	\$7,400.98	\$0.00	\$2,263,304.16
Diversified	39200 - 104 Water 600	\$699,667.03	\$0.00	\$1,592.43	(\$320,000.00)	\$381,259.46
Diversified	39200 - 107 Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 108 Cemetery T/A savings	\$25,623.54	\$560.00	\$85.50	\$0.00	\$26,269.04
Diversified	39200 - 109 Parks fund 335	\$60.78	\$0.00	\$0.06	(\$60.78)	\$0.06
Diversified	39200 - 110 Library T/A savings	\$7,121.94	\$0.00	\$23.36	\$0.00	\$7,145.30
Diversified	39200 - 111 Utility Deposits	\$345,737.90	\$0.00	\$1,134.26	\$0.00	\$346,872.16
Diversified	39200 - 112 333 Creek Improvements	\$184,077.28	\$0.00	\$578.85	(\$9,658.40)	\$174,997.73
Diversified	39200 - 113 Gay Lee Wilson Trail to Altoona	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 114 Underpass HWY65	\$0.67	\$0.00	\$0.00	(\$0.67)	\$0.00
Diversified	39200 - 115 TIF Park Land Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 116 Hwy 65 Sewer Extention	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 117 NW Trunk Sewer	\$37,022.15	\$0.00	\$121.48	\$0.00	\$37,143.63
Diversified	39200 - 118 338 Main Street Stormwater	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 119 1st & Main Econ Dev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 120 Omega 353	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 121 TIF Str. Exts & Bridge Relocate	\$152,484.40	\$107,032.80	\$777.70	\$0.00	\$260,294.90
Diversified	39200 - 122 Downstream Stormwater Capacity	\$285,456.28	\$0.00	\$936.50	\$0.00	\$286,392.78
Diversified	39200 - 123 City Hall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 124 Debt Service 200	\$194,987.67	\$0.00	\$549.46	(\$34,836.24)	\$160,700.89

Diversified	39200 - 125 Road Use 110	\$425,494.57	\$0.00	\$1,395.89	\$0.00	\$426,890.46
Diversified	39200 - 126 Commuter Loop 327	\$141,743.31	\$0.00	\$465.06	\$0.00	\$142,208.37
Diversified	39200 - 127 336 Paine St Connection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 128 LOSST 121	\$960,313.04	\$366,525.73	\$4,100.36	\$0.00	\$1,330,939.13
Diversified	39200 - 129 Library Expansion 351	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	39200 - 130 Storm Water Reserve 2020E	\$146,232.44	\$0.00	\$479.75	\$0.00	\$146,712.19
Diversified	39200 - 131 City Campus 306	\$6,041,860.30	\$0.00	\$19,756.81	(\$25,000.00)	\$6,036,617.11
Diversified	39200 - 132 Certified Site Improvements 356	\$5,030,262.66	\$0.00	\$16,463.92	(\$15,000.00)	\$5,031,726.58
Diversified	39200 - 201 Sewer Bond 2020C Reserve	\$112,226.24	\$0.00	\$368.13	\$0.00	\$112,594.37
Diversified	39200 - 202 Project Blue Jay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>\$20,206,652.01</b>	<b>\$474,118.53</b>	<b>\$65,821.31</b>	<b>(\$704,556.09)</b>	<b>\$20,042,035.76</b>





**VisionBank**

502 8th Street SW Altoona, Iowa 50009 | 1201 Grant Street South Bondurant, Iowa 50035 | 12901 University Avenue Clive, Iowa 50325 | 215 Center Avenue South Mitchellville, Iowa 50169

(515) 967-5141  
www.banklegacy.com  
STATEMENT OF ACCOUNT



CITY OF BONDURANT  
LIBRARY FUND  
PO BOX 37  
BONDURANT IA 50035



Statement Date: **02/28/2023**

Account No.: **7016441** Page: **1**

**PUBLIC FUNDS MONEY MARKET SUMMARY**

Type : **REG** Status : **Active**

Category	Number	Amount
Balance Forward From 01/31/23		1,458.90
Debits		0.00
Interest Added This Statement		0.56+
Ending Balance On 02/28/23		1,459.46
Annual Percentage Yield Earned	0.50%	
Interest Paid This Year	1.20	
Interest Paid Last Year	1.25	
Average Balance (Ledger)	1,458.90+	

**STATEMENT PERIOD ACTIVITY**

Date	Check/Description	Amount	Balance
02/28/23	INTEREST PAID	0.56+	1,459.46

**OVERDRAFT FEE SUMMARY**

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**This Statement Cycle Reflects 28 Days**

**The Interest Earned And The Annual Percentage Yield Earned  
Are Based On The Period 02/01/2023 Through 02/28/2023**

**Bondurant Community Library**  
**Library Board of Trustees**  
**April 5, 2023**  
**Warrant List**

Company	Description	Budget Code	Invoice	Amount
Amazon	Printed materials	001-410-6502	statement	\$48.07
Baker & Taylor	Books	001-410-6502	2037306924	\$185.76
		001-410-6502	2037329949	\$494.67
		001-410-6502	2037352441	\$118.13
Central Iowa Mechanical	HVAC	001-410-6310	19854	\$354.17
Demco	Bags for Summer Reading	167-410-6506	7255931	\$39.99
		001-410-6504	7261943	\$212.26
Friends of the Grimes Public Library	Adventure Pass Software	001-410-6599	n/a	\$225.00
Iowa Library Association	Membership- Chantel Phipps-Bucklin	001-410-6210		\$25.00
Iowa Library Association	Membership - Megan Schincke	001-410-6210		\$75.00
Konica Minolta	Phone service	001-410-6373	220006721	\$295.57
Konica Minolta	Copier	001-410-6499	5024188480	\$299.02
MicroMarketing	Large print book	001-410-6502	915647	\$24.80
	large print book	001-410-6502	916727	\$24.79
MidAmerican	utilities	001-410-6371	536901610	\$2,623.00
Petty Cash	Postage	001-410-6508	Receipts	\$113.82
Playaway Products	Wonder books- replacement	001-410-6502	419598	\$47.49
Playaway Products	Wonder Books	001-410-6502	423269	\$57.44
Stratus	Cleaning service	001-410-6499	5930756	\$851.56
SWANK Movie Licensing USA	Public performance movie licensing	001-410-6599	1957902	\$510.00
Systems Technology Group	READSquared software for SRP	167-410-6506	13785	\$495.00
Unique	Collection service	001-410-6499	6110437	\$46.60
US Cellular	Hot spot data	001-410-6373	0569146761 /0563130535	\$840.24
Verizon	Hot spot data	001-410-6373	9929308820	\$2,475.18
Visa	Planner	001-410-6506	Statement	\$22.47
	Michell ILA Class	001-410-6240	Statement	\$30.00
	programming supplies	001-410-6599	statement	\$130.80
	Computer support software	001-410-6419	Statement	\$8.56
	Books. Movies	001-410-6502	statement	\$442.58
	Credit books	001-410-6502	Statement	-\$11.26

Total Operating Expenses

\$10,570.72

Trust and Agency Expenses

\$534.99

**Bondurant Community Library  
Library Board of Trustees  
April 5, 2023  
Warrant List**

Total

\$11,105.71

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Bondurant Community Library Board President  
SIGNATURE

Date

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Bondurant Community Library Board Secretary  
SIGNATURE

Date

## STAFF REPORT MARCH 2023



Michell:

- Adult Librarian Meeting

Megan S.:

- Middle Grade Magic Spring/Summer book preview day long event
- ARSL TRAIN Teen Programming Round Tables Pt 1 & 2
- YSS Open discussion webinar

Megan M.:

- 

Christina:

- Foundations of Public Libraries: Principles of a Noble Profession
- Foundations of Public Libraries: Library as Place
- Foundations of Public Libraries: Principles of Intellectual Freedom
- Introduction to Public Services: Telling the Library Story
- We're All Tech Librarians: Technology In Your Library
- Library Law: Overview of Library Law
- Library Law: Open Meetings, Open Records
- Library Law: Serving Families
- Collection Management: Maintaining Your Collection
- Library Law: Common Q&A
- Budget & Finance: Free Libraries Aren't Free
- Collection Management: Ready to Weed
- Policy Development: Procedures & Guidelines

Events in February:

- 18 Story Times at the Library
- 5 Sessions of Baby Story & Play
- Family Story Time
- 9 Sessions of Geri-Fit
- Stitch and Chat
- Book discussion for Adults
- Adult Craft Night
- Third Thursday at Hoover's
- Coloring Night at Reclaimed Rails
- Books on Tap book discussion at Reclaimed Rails

- Foy School of Irish Dance performance
- Book Club for grades 3-5
- Book Club for grades 6-8
- Family BINGO
- After-School STEAM
- After-School Craft
- After School Movie
- Teen Advisory Group
- Spring Break Escape Room
- Pot O'Gold Scavenger Hunt
- Build a Leprechaun Trap
- Spring Break BINGO
- Spring Break Movie



## Librarian items March 2023

- Director Sanders attended City Council on March 20 and Assistant Director attended the March 6 Council Meeting, as Director Sanders was on vacation.
- Library staff meeting was held on March 7. Assistant Fire Chief/EMS Coordinator Morris held staff training on Stop the Bleed. Further CPR training is being scheduled for April.
- Assistant Director Michell attended the Annual Bondurant Chamber Meeting and accepted the Organization of the Year award on behalf of the Library. Thanks to Josh and Jen for also being present and representing the Library. This was our third organization of the year award from the Chamber and a big honor.
- Director Sanders attended Foundation and Friends meetings on March 15.
- Library Board Orientation for new Board member Flynn was held on April 15.
- City Council approved Budget for FY24 and it has been submitted to the State.
- March 21 Director Sanders attended the Portrait of a Graduate meeting at the High School. Two more meetings in April and May will finalize this collaborative project with the school.
- Director Sanders attended a regional Library Directors meeting (MAR) in Des Moines. Budgets, current legislation were among the topics discussed.
- March 29 Director Sanders met with the Men's Club for a presentation of their \$2000.00 donation to the Library's Summer Reading program.



## Chapter 2: A Culture of Learning

Among the many standards that lead to quality library service, arguably the most important ones are those that foster consistent staff and board education. As you gain experience on the board, you will continue to learn about library philosophy, service statistics, trends, policies, and much more. By supporting ongoing training needed for staff and by participating in their own trustee training, library boards can take the lead in creating a culture of learning.

There are two significant education-related **Public Library Standards** required at a minimum level:

- ❖ **Standard #20 [Tier 1]:** *The library has a permanent, paid director who is Certified (Editor's note: changing soon to Endorsed) at a required level. New directors have two years after starting as director to become Certified (Editor's note: changing soon to Endorsed).*
- ❖ **Standard #8 [Tier 1]:** *All members of the library board of trustees participate in a variety of board development training each year. The recommended average is five hours per year per trustee.*

For newly hired directors, Standard #20 requires directors to enroll in the State Library **Endorsement Academy** through the **IA Learns** system. For board members, standard #8 allows for a variety of ways to accomplish trustee training, including but not limited to:

- ❖ Attending live webinars and discussing as a group
- ❖ Watching recorded programs/webinars and discussing as a group
- ❖ Demonstrations of tech tools and products at regularly scheduled board meetings
- ❖ Educational presentations at regularly scheduled board meetings (i.e. presentations by the director or staff, by local community experts, or by State Library staff)

One method of tracking board training outside of classes taken via **IA Learns** is to make note in the board meeting minutes from month to month. In addition, individual trustees can have an account in **IA Learns** which will provide transcripts of all classes sponsored by the State Library.

Added to the above, there are other education standards that boards should support. For example, **Standard #23 [Tier 1]:** *The library allows the director to participate in continuing education opportunities during their work time* and **Standard #28 [non-tiered]:** *The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time.* Boards need to be mindful that, when staff education is a job expectation, then it follows that authorizing staff to attend classes, conferences, webinars, etc must be allowed to take place on library time.

In addition to participating in ongoing education for themselves, boards also create a culture of learning in other significant ways that involve policy, planning, and budgeting decisions. For example, boards are well-advised to:

- ❖ Encourage all staff members, as well as individual trustees, to set up an account in the State Library **IA Learns** system.
- ❖ Include line items in the budget for staff and board education expenses.
- ❖ Address education expense reimbursement as a matter of policy, including reimbursing for class registration or conference fees, mileage, meals, lodging, even professional memberships if the budget allows.
- ❖ Include goals for staff and board education in the library's strategic plan.
- ❖ Communicate the "education expectation" in staff hiring practices and in trustee recruitment practices and in orientation.

There are many education providers that offer high-quality staff and trustee training, among them WebJuntion, ALA, PLA, Infopeople, and countless more. But we like to think of the State Library in the number one spot! We encourage you to set up an account for yourselves in the **IA Learns** system. Doing so enables you to browse the catalog and register for classes. Yet another way to create a culture of learning!

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***"Leadership & learning are  
indispensable to each other..."***

John F. Kennedy



# BONDURANT COMMUNITY LIBRARY

## CIRCULATION POLICY



### Purpose of the Circulation Policy

The purpose of the Circulation Policy is to establish who may obtain a library card at the Bondurant Community Library. A valid library card provides library users with circulation services which may include borrowing materials and equipment, placing holds, or requesting interlibrary loan service, and allows in-house and remote electronic access to information resources. The Circulation Policy establishes circulation periods, materials on reserve, good standing and audio visual loan circulation requirements.

### Registration – Library Cards

Any resident of Bondurant and unincorporated rural Polk County, with current photo identification, may be eligible for a library card from the Bondurant Community Library. If patron identification does not contain a current address proof of residence may be provided in conjunction with a valid ID. The Library can also mail a postcard to the applicant. When the postcard has been received and returned to the Library the library card application can be completed. A PO Box is not a sufficient address.

Persons living within the service area of an Iowa Library, approved for reciprocal borrowing through the Open Access Program (check at the Circulation Desk for confirmation) may be eligible for a library card from the Bondurant Community Library.

#### *Applicants Younger Than 10*

Children who fit the residence requirements and are at least 5 years old are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under the age of 10. Responsibility for a child's selection and return of materials, and charges accrued on the child's card is held by the parent or guardian of the child. Cards for children under the age of 10 will not be issued to parents/guardians if the child is not present.

### *Applicants Age 10-18*

Older children (age 10 and up) not accompanied by a parent can provide identification, such as a school or state ID. **Identification can be determined if the child attends Bondurant-Farrar school system and can log into their school account and navigate to the info page.** If school or state ID identification does not contain a current address the library can mail a postcard to the applicant. When the postcard has been received and returned to the library the library card application can then be completed. A photo ID with proof of street address from a parent or guardian who is present at the time the card is issued is sufficient if the child's documentation is unavailable.

### Temporary Account

Any person without an ID or permanent residence is eligible to obtain a temporary library card with limited access to resources. Applicants must have a valid email address or phone number to contact.

Temporary cardholders may check out up to three (3) items at a time, not including equipment or WiFi hotspots. Cardholders will still have access to online and in house resources.

Temporary library cards are issued for three (3) months; there is no fee for renewal. There is no fee to change from a temporary account to a regular account.

### Digital Library Cards

Digital Library Cards may be issued to any resident of Bondurant and unincorporated rural Polk County wishing to access only on-line resources. This may be completed by staff upon request via email, phone or in person.

The cardholder will be responsible to obey all the rules and regulations of the library, to promptly pay all fees charged against them for injury or loss of materials and to give timely notice of address change. Cardholders may allow family members to check out with their card and will be noted on the patron's card.

## Replacement Library Cards

Replacement cards may be obtained free of charge.

If a card is lost or stolen, the borrower must notify the library. Upon such notification, no materials will be loaned on that card and a new card will be issued. Identification will be required when the replacement card is picked up if the library staff does not know the patron.

Children who are accompanied to the library for regular visits by someone other than a parent or a guardian may obtain a library card with the signature of that adult. In each case the adult other than a parent or guardian must be willing to be responsible for the materials checked out on the child's card.

No library materials will be loaned without a valid library card in good standing.

## Circulation Periods

Books and other circulating materials may be checked out for a period of two weeks, ~~with the exception of DVD's. They may be checked out for seven days.~~

Most library materials may be renewed either at the library, by telephone or on-line. Items may be renewed unless the item in question is on reserve for another patron or is more than two months overdue.

The size of our collections and demand for specific materials for special class projects, seasonal items, etc. may require a limitation on the number of items checked out by any one person. The loaning of these materials will be left to the discretion of the library staff.

## Materials on Reserve

Patrons may request that an item be held for them. The patron will be notified when the item is available. If the item is not claimed within six library days after notification, it will be given to the next patron on the reserve list or returned to circulation.

## Overdue Materials

Patrons not returning materials within fifteen days of the due date will be sent a notice by mail, e-mail or phone call. This will be followed by a letter outlining

charges for materials and legal implications for materials not returned in sixty days from the date due.

### Notification

Telephone calls and notices are sent every fifteen (15) days to cardholders with overdue library materials.

Notice for replacement cost of the item(s) will be sent at sixty (60) days.

Long overdue accounts may be submitted to a collection agency and/or to a local law enforcement agency for further action. (See Code of Iowa, Chapter 714.5.

Theft of Library Materials and Equipment).

Hotspot checkouts are for two weeks. Late returns of hotspots will be notified the day following the due date by phone. Service on overdue hotspots is to be suspended on the second day overdue. Written final notice with replacement costs will be sent after seven (7) days overdue.

### Good Standing

For a patron to hold a library card in good standing, the patron will have no more than five dollars in fees and no overdue materials.

### Audio Visual Loan

~~A limit of five DVDs may be borrowed at one time.~~ All media may be put in the outside drop box when the library is closed.

Borrowers may not charge any fees in connection with the use of any audiovisual materials. DVDs are copyrighted materials and illegal duplication is prohibited by federal law.

The Motion Picture Association of America (MPAA) ratings for DVD's are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection. The Bondurant Community Library cannot deny anyone the right to use resources it offers on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status.

Adopted

4/90

Reviewed

7/91, 9/92, 1/2008

Revised

1/03, 2/2015, 3/2018, 9/2018, 1/2019, 1/2022, 4/2023

# BONDURANT COMMUNITY LIBRARY

## SELECTION/COLLECTION DEVELOPMENT POLICY



### Table of Contents

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## **I. PURPOSE OF POLICY**

The purpose of this policy is:

1. To follow the stated mission of the Bondurant Community Library.
2. To guide librarians in the selection of materials.
3. To inform the public about the principles upon which selections are made.

## **II. COMMUNITY AND CLIENTELE DESCRIPTIONS**

The Bondurant Community Library strives to provide books and other library materials of value and interest for information and enlightenment for all the people of the community. The library attempts to maintain a collection of carefully selected representative book and non-book materials that are both of current interest and permanent value. Since the community the Library serves is both rural and urban, it will strive to meet the demands from both areas. It attempts to serve children, young adults, adults, and elderly.

## **III. DEFINITION OF MATERIALS "SELECTION"**

"Selection" refers to the decision that must be made to add material to the collection or to retain material already in the collection.

## **IV. RESPONSIBILITY FOR SELECTION**

The responsibility for selection lies with the Director and professional staff. The City Code of Bondurant bestows the responsibility for purchase to the Library Board of Trustees. The By-Laws of the Library Board of Trustees grant the authority to purchase materials to the Library Director. The general public and staff members may recommend items for consideration. Ultimate responsibility for selection rests with the Director, who operates within the framework of policies determined by the Library Board of Trustees.

## **V. PURPOSE OF THE COLLECTION**

To maintain a well-balanced and broad collection of current materials in various formats and levels of comprehension which will support the working, cultural,

educational and leisure time needs of citizens in our service area regardless of their age, social and physical condition, or level of intellectual achievement.

## **VI. SELECTION CRITERIA AND PROCEDURES**

- A. The library subscribes to the general principles embodied in the Freedom to Read, Library Bill of Rights, Freedom to View Statement, and American Library Association's Intellectual Freedom Manual. The American Library Association prepares these statements.
- B. Because the library recognizes its responsibility to provide access to all aspects of the human record, the widest possible variety of subjects and views are included in the collection. Selection is based on the merit of a work in relation to the need and interest of the community. Critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand and current holdings must be considered. Freedom of choice is an essential prerequisite of democratic library service. The Library's immunity from attack of censorship is reasonably assured by providing a written materials selection policy based on the Library Board's approval of the documents listed above.
- The library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire. The library follows accepted principles of intellectual freedom.
- C. The Library will not remove specific titles solely because individuals or groups may find them objectionable. All material shall be judged as a whole. No work shall be judged for exclusion by taking single passages out of context and basing condemnation of that book on such lifted passages. The Bondurant Community Library does not supply textbook and specialized materials for public school, community college and university curricula.



- D. Books and other materials for the Youth Department are selected from those, which are considered to be of value and interest to children from pre-reader through pre-adulthood. These materials are not necessarily shelved by age groupings. The library attempts to make all its resources available to users of all ages with emphasis on need, interest and ability rather than chronological age.
- E. In order to provide access to materials beyond the financial limitations and storage capacity of the Bondurant Community Library, the library participates in a variety of interlibrary cooperative arrangements, including membership in regional, state and nationwide interlibrary loan networks for both print and non-print materials.

## **VII. SELECTION OF SPECIFIC MATERIALS**

### **A. General Materials**

#### **NON-FICTION**

Non-fiction selected for the permanent collection is chosen carefully for its usefulness, accuracy, level of complexity for the intended audience, cost, and contribution to a well-balanced collection in all subject areas.

Materials for which there is heavy but temporary demand are selected with less emphasis on these requirements and are kept as part of the collection until demonstrated interest has diminished.

#### **FICTION**

The library attempts to provide a permanent collection of standard fiction by recognized authors. In addition, a wide-ranging selection of contemporary fiction is purchased, including, but not restricted to, mystery, western, historical, science fiction, avant-garde and light romance titles. The interest and requests of library users are generally followed. Multiple copies of

frequently used titles are provided, with preference for additional copies in paperback when possible.

### PAPERBACKS

A paperback book collection is maintained. While key titles are purchased to meet current interest and add variety, many donated paperbacks are also added to the collection.

To meet demands for specific titles already in the cataloged collection, additional copies of paperback reprints are purchased and cataloged.

### MAGAZINES AND NEWSPAPERS

A collection of magazines providing information and recreational reading is maintained. The Bondurant Community Library subscribes to on-line digital databases, to further enhance the magazine collection for informational needs.

The Des Moines Register Monday thru ~~Saturday~~ **Sunday** editions are maintained in the collection for a period of one month. The weekly local Altoona Herald is maintained in the library for a period of one-month **minimum**.

### LOCAL HISTORY

Materials in whatever format available, which contribute information about Bondurant and Polk County history, are purchased whenever possible, with less regard for quality of presentation than for those materials in the general collection.

The library will maintain a collection of Bondurant-Farrar School District yearbooks.

### VIDEO MATERIALS

The library maintains a circulating collection of DVDs. In selecting DVDs, emphasis is placed on popular films, family entertainment and children's materials.

## INFORMATION/REFERENCE COLLECTION

A major function of the library is to provide the public with accurate, up-to-date, readily accessible information on a wide variety of topics. Current reference tools in subject areas are purchased.

### LARGE PRINT

Books in large print format are purchased for those readers with visual handicaps. Recent best sellers and titles of proven popularity are added regularly.

### AUDIO AND CD MATERIALS

Audio and CD materials are selected from professional review sources and include fiction, non-fiction, and foreign language materials.

### VIDEO GAMES

The gaming systems Wii and Xbox are available for in-library use. Games are purchased with cost and availability consideration.

## **B. Young Adult Materials**

The Young Adult division provides materials for adolescent youth. Fiction and non-fiction titles are selected from review sources, which specialize in materials for young adults.

## **C. Children's Materials**

The Children's Department provides books and other materials for the very young children and up to approximately the sixth grade. Materials are selected to excite the pre-reader, to fill recreational needs, personal hobbies and interest, and to supplement school projects and assignments through the elementary years.

High quality of writing and illustration is a primary consideration. General demand is also a factor. Since children, as well as adults, have various levels of ability, knowledge and interest, bridging types of books and other materials are made available.

Materials in areas of social and personal awareness, and of cultural and sociological concern are chosen at all levels in both fiction and non-fiction, reflecting current as well as traditional values.

Classics, popular standard titles and authors are purchased.

Children's books are usually available in a variety of binding: pre-bound, publisher's library edition, trade edition, paper, hardbound paperback, and board books. Quality of binding, cost, and projected use are taken under consideration when choosing materials.

Audio materials with books are chosen to add to a child's experience and to increase enthusiasm toward library services.

#### **D. Electronic Resources**

The library selects electronic resources to complement and supplement traditional print materials. Rapid changes in both the extent and format of electronic resources require their continuous evaluation.

The library uses the same criteria for the selection of electronic resources as it uses for print media. Criteria include the scope of the resource, popular interest, currency, intellectual level, and relationship to the library's total collection.

The relationship of an electronic resource to any print counterpart will also be considered. Electronic resources will not necessarily replace print sources unless one.) They render a print source obsolete, and/or two.) Cost or user demands permit the use of an electronic resource only.

Preference is given to resources that are compatible with the hardware and software already owned by the library. Licensing requirements and networking capability are also considered.

The above criteria for electronic resources are vital in meeting the needs of library users.

### **VIII. COLLECTION MAINTENANCE/WEEDING**

Continued analysis of the collection, needs and interests of the community, request and reserve lists, availability of similar materials, cost, physical condition and the availability of specific titles, will be considered in determining the number of copies of each title the library should have, and when a volume should be replaced, repaired, or withdrawn.

The Library maintains an active program of weeding the collection. Material that is no longer used, or that is worn, damaged, outdated, or duplicate may be removed from circulation. Other factors taken into consideration are frequency of circulation, community interest, space, availability of other material on the subject and State Library standards for weeding for Accreditation purposes.

### **IX. REQUESTS FOR RECONSIDERATION**

Because the library follows accepted principles of intellectual freedom and recognizes its responsibility to provide access to all aspects of human record, a patron may object to specific books or other library materials. Specific titles will not be removed from the collection solely because individuals or groups may find them objectionable. The following procedure will be used to request an item for reconsideration:

- Patron may request the reconsideration form. (See attached).
- This form is returned to library staff.
- The material will be referred to the Reconsideration Committee, who will evaluate the material and report to the Library Board of Trustees.
- The Library Board will then make the decision as to whether the material should be removed from the library collection.
- The Reconsideration Committee serving the Bondurant-Farrar School District shall also serve the Bondurant Community Library in this capacity. This committee shall meet as the need arises.
- **Residents of Bondurant and surrounding rural Polk County, Iowa will only consider requests for reconsideration.**
- **If an item has been submitted for reconsideration and the decision was made to retain the item, reconsideration of that item cannot occur again for up to three years.**

- If an item has been submitted for reconsideration and the decision was made to remove the item from the collection, the item cannot be added back to the collection again for up to three years.
- If an item has been submitted for reconsideration and the decision was made to retain the item, it cannot be presented for reconsideration again for a different merit for up to three years.

Adopted by the Bondurant Community Library Board of Trustees

3/1990

Revised:

5/1990, 12/2002, 11/2005, 1/2009, 6/2012, 4/2015, 6/2019, 3/2021, 11/2021, 4  
2023

Addendum:

**BONDURANT COMMUNITY LIBRARY  
RECONSIDERATION OF LIBRARY MATERIALS**

No citizen in a democracy has a right to prevent another from reading a specific book by demanding the removal from the library's shelves. However, the library does welcome comments and criticisms of the collection. Anyone wishing to make a formal complaint may do so by filling out the form "Citizen's Request for Reconsideration of Library Material."

All parties concerned shall consider action taken by the Board of Trustees final.

**CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Author: \_\_\_\_\_

Hardcover: \_\_\_\_\_ Softcover: \_\_\_\_\_ Other: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_

Complainant Represents: Himself: \_\_\_\_\_

Organization (name): \_\_\_\_\_

1. Have you read the entire book? Yes (    ) No (    )

2. What is/are your objection(s) to the book? Please cite specific page numbers when referring to specific examples or type of content.

**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. 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 also 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 based on 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. However, 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. However, 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. However, 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 also 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.

## Library Bill of Rights

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

## **Freedom to View Statement**

The First Amendment to the Constitution of the United States protects the FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read. 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 insure the constitutional guarantees 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.

American Library Association Intellectual Freedom Manual can be found at the following: <http://www.ifmanual.org/>.