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1.0 THE LIBRARY FUNCTION AND MISSION

1.1 Function

1.1.1 The Opelika Public Library has been established as a free public library and is maintained in accordance with the provisions of Title 11, Chapter 90 of the *Code of Alabama, 1975*, as amended.

1.1.2 The Library is administered by a five-member Board of Directors. Board members are appointed by the City Council of the City of Opelika.

1.2 Mission

The mission of the Opelika Public Library is to provide free programs, activities, information, and technological access to the citizens of Opelika. These services include, but are not limited to, educational searches, leisure reading, computer access, and various classes and programs meeting the needs of our diverse community.

1.3 Equality of Service to Users Statement

Library users shall be served equally according to need regardless of age, sex, sexual orientation, race, creed, or religion; educational background, or intellectual capacity; physical or mental disability; economic or occupational status.

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2.0 COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

2.1 Purpose of a Material Selection and Collection development Policy.

The purpose of this document is to further public understanding of the purpose and nature of the Library's collection and to provide guidance and direction to the Library staff for the development and maintenance of the Library's collection.

2.2 The Library Collection Objectives

2.2.1 Selection of materials for the Library's collection is based on knowledge of the community, the existing collection and its use, and the mission and goals of the Library. Selections are made to reach as many of the people within the Library's service area as possible, including individuals of every age, educational background, personal belief system, occupation, economic level, and ethnic background, and to reflect the diversity of interests and viewpoints found among the community.

2.2.2 In general, collections emphasize up-to-date information that reflects a balance of viewpoints; older materials are retained or replaced if they are considered standard works, are useful, or are in demand. General treatments that support informal study are preferred over those that are specified, scholarly, or intended for professional use. Textbooks are not generally selected. The Library is committed to adding materials in new formats as they become commonly used among the community.

2.2.3 Nonfiction Collection.

The nonfiction collection emphasizes timely, accurate and useful informational materials to support residents in their pursuit of job-related, personal, and community interests. As well, current and high-demand materials are heavily emphasized. Materials are available for all ages and reading levels and in a variety of formats. The nonfiction collection is also developed to assist students of all ages in meeting educational objectives established during the formal courses of study, particularly elementary and secondary school students. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with continued value and those of current accepted authority are part of the library collection. Textbooks are included when they are the only source available on a subject or when they give an overview of a subject, but are not added in support of a specific curriculum. As a new field emerges, the library attempts to respond with timely additions. While most nonfiction materials are selected for their utility, others are acquired for their capacity to enrich and entertain. When choice exists, selection is based on readability, clarity and appeal. Requests from library users are given high priority.

2.2.4 Fiction Collection

The Fiction Collection focuses on the contemporary literature. The fiction collection also includes classic and standard titles, diverse genres, and special interests. An effort is made to maintain a collection of pre-twentieth century fiction. There is no single standard for inclusion in the fiction collection. Each work is evaluated in comparison with other fiction works or authors of similar type. Because of the large volume of fiction published, it is possible to purchase only a representative selection with an emphasis on major authors and the most popular examples of a genre. Library user requests for material of this type influence the addition of more copies. An effort is made to insure access to variety of titles on school summer reading lists. Books included within the mystery genre are collected at the intermediate level. First novels receiving favorable reviews or publicity, experimental works, and translations of non-English authors are collected at the basic level.

2.3 Non-Book Collection

2.3.1 All non-book materials are collected at the basic level.

2.3.2 Sound Recordings: sound recordings are made available in CD formats that are in demand by users, reflect current technology, and conserve space.

2.3.3 Spoken recordings, e.g. recorded novels, foreign language tapes, plays, how-to's, etc., commonly referred to as books-on-tape or audiobooks are selected to parallel most areas of the general collection. Efforts are made to select a variety of topics and to appeal to a range of interests. Quality of recording and suitability of the subject for aural interpretation are among the selection criteria. Packaging may also affect selection decisions, particularly for multi-part sets. Necessary purchases are made; however, regardless of how material is packaged.

2.4 Periodicals and Newspapers: The same philosophy and standard of selection adhered to for other material also applies to periodicals and newspapers.

2.4.1 Newspapers: Newspapers are selected to meet reference and research needs of the library users, to provide current information and to satisfy casual interest in current events. The library seeks to provide adequate coverage locally, statewide, and nationally.

2.4.2 Periodicals: The selection of periodicals will be made using the same criteria as with other materials. Generally, the library seeks to provide periodicals of popular interest, to cover current events, and to satisfy the recreational, cultural, educational, informational, and intellectual needs of its users. Most periodicals selected should fit under the realm of "General Interest."

- 2.5 Reference Collection: Reference materials are collected in accordance with corresponding collection levels so designated for nonfiction.
- 2.5.1 Reference materials are for use in the library. They provide quick, concise and up-to-date information and index other material in the collection. Inclusion in the reference collection is determined by factors such as cost, complexity, format, authoritativeness, frequency of use, and indexing. Reference works include such standards as encyclopedias, dictionaries, handbooks, directories, bibliographies, etc. as well as more specialized materials which directly support the various information needs of the library users. When demand dictates and cost permits, additional copies are purchased for lending.
 - 2.5.2 Material in electronic format will be selected based on: demand for information contained on product; ease of the use, including instruction for users; costs; and space considerations.
- 2.6 Children's Collection: Materials in the children's collection are selected in response to the needs and interests of young people, recognizing their diverse tastes, backgrounds, abilities, and potentials.
- 2.6.1 In choosing materials for children, age is a determining selection principle. Materials are evaluated for reading level, and treatment of the subject for the age of the intended audience.
 - 2.6.2 When picture books for pre-school ages are considered, aesthetics (illustration, format) and developmental significance (language, vocabulary, and theme) are evaluated. Books for beginning readers are included. For transitional readers, those reading at grade levels two to four, motivational and appealing material is selected. For children through age twelve, the emphasis is on material for voluntary use and for personal satisfaction. Timeliness and accuracy are additional criteria for non-fiction materials. The collection supplements the school media centers. Textbooks are not purchased unless they contain better subject coverage than other books. Some duplication of adult materials is found when they are appropriate for children and young adults.
 - 2.6.3 Audio-visual materials (CD's, DVD's, etc.) are selected based on the same criteria as books.
 - 2.6.4 Magazines are selected for their recreational and informational content and often reflect popular trends.

- 2.6.5 Paperback books supplement the collection and are often duplicates of hardcover editors. This collection primarily contains fiction for middle readers through young adults. Visual is also a consideration in selection.
- 2.6.6 Multiple copies of Newberry and Caldecott award books may be purchased, depending on use.

2.7 Young Adult Collection

- 2.7.1 The library makes available materials in a variety of formats that are aimed at addressing the needs and concerns of young adult library users. In general, young adult service is geared to the Middle School, Junior High and High School age, overlapping somewhat with children's services at one end of the range and those adults at the other. There are, however, many potential users for this material and this factor is given consideration when developing this collection.
- 2.7.2 Needs of young adults differ in kind and intensity from those of adult users. These users often look to the library for materials and resources to meet academic demands. Young adult materials are selected from the same criteria used in the selection of adult materials but with the focus on the experience, maturity, and interests of young people.
- 2.7.3 The general reference, audio-visual, and periodical collections include material for young adults. The resources of the entire library are available to users in this age group.

2.8 Local Author Collection

To support, encourage, and foster access to local talent, Opelika Public Library will maintain a Local Author Collection. The object of the Local Author Collection is to continually improve library service to the public by providing free access to books by local and regional authors, enriching the community with books created by local and regional authors, and promoting individual achievements in authorship. This collection features donated books from local and regional authors.

Because these materials might be independently published or published by a small press, they are not typically reviewed in sources used by selectors for our library. Therefore, Opelika Public Library is not applying the same collection development policy for these materials. Furthermore, the Library is not accepting responsibility for the content of the materials appearing in this collection. The library does not accept unpublished materials, unbound typescripts, eBooks, or other digital content in this collection.

Items included in the Local Author Collection must meet the following guidelines:

- 2.8.1 At least one copy of the material must be donated to the library.
- 2.8.2 Donated materials become property of the library and subject to the library's collection management policy found in section 7.



- 2.8.3 Material content must be consistent with library standards.
- 2.8.4 Donated items which do not circulate regularly may be withdrawn from the collection as space dictates.
- 2.8.5 To donate materials for this collection, please complete the "Local Author Submission Form" and include it with the donated item(s).

2.9 Labeling of Library Materials

The Opelika Public Library does not attach labels to indicate suitability of materials, except for the following reasons.

2.9.1 To indicate the appropriate shelving location in the collection.

- (1) Fiction, Adult (F)
- (2) Fiction, Young Adult (YAF)
- (3) Fiction, Juvenile (JF)
- (4) Easy (E)
- (5) Large Print (LP)
- (6) Leveled Reader (LR)
- (7) Local Author (LA)
- (8) Christian Fiction (CF)
- (9) Biography (B)
- (10) Biography, Juvenile (JB)
- (11) Westerns (W)
- (12) Science Fiction (SF)
- (13) Audio Books (BCD)
- (14) Graphic Novels (GN)
- (15) Graphic Novels, Young Adult (YGN)

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3.0 SELECTION CRITERIA AND REVIEW SOURCES

3.1 Responsibility for Selection

The responsibility for materials selection rests in the hands of the library's governing body – the Opelika Public Library Board of Directors. The board delegates the selection of materials and development of the collection on a day – to- day basis to the Library Director and other staff members who have expertise in collection development and/or a subject area or media format.

3.2 Selection Policies

The Board of Directors of the Opelika Public Library has established that:

- 3.2.1 The Library shall establish collections of merit and significance. Each item shall be considered in terms of value to the collection and the audience for whom it is intended.
- 3.2.2 Materials to be evaluated shall include a variety of books for young people and adults, in hardcover and paperback editions; large print books; electronic books; periodicals; electronic periodicals; newspapers; compact discs, cassette recordings; digital video discs; Bluray discs; videocassettes; etc.
- 3.2.3 Materials will be evaluated according to objective standards. Flexibility and open-mindedness are required in this process. Consideration will be given to recognizing that knowledge is expanding, that social values are changing, that technology is advancing, that cultural differences exist, and that people have individual needs and concerns.
- 3.2.4 Some materials may be judged primarily in terms of artistic merit or scholarship. Other materials may be selected to satisfy recreational or entertainment needs.
- 3.2.5 All collections will be accessible to borrowers.
- 3.2.6 The Library acknowledges the right of any user to question the purchase of an item in the library collection. Procedures are established for the reconsideration of an item.

3.3 Recommendations from the Public

Requests or suggestions from the public concerning possible purchases for materials are given serious consideration. These request or suggestions are considered by the same criteria as any other materials purchased for the library.

3.4 Controversial Subjects/Items

- 3.4.1 The Library chooses representative material espousing all points of view, so that the free individual may examine many points of view and make his or her own decisions. The Library does not promulgate particular beliefs or views, nor is the selection of any given material equivalent to endorsement of the creator's views. The Library tries to provide materials representing all approaches to issues of a controversial nature.
- 3.4.2 Selection decisions are not made on the basis of any anticipated approval or disapproval, but on the merits of the work in relation to building the collection and serving the diverse needs and interests of the community.

3.5 General Selection Criteria

The following general criteria are used in selecting materials.

- 3.5.1 Current appeal and popular demand.
- 3.5.2 Relevance to community needs.
- 3.5.3 Professional reviews.
- 3.5.4 Suitability of subject, writing or artistic style, and reading level for the intended audience.
- 3.5.5 Authority, reputation and competence of the author, artist, publisher, producer, or filmmaker.
- 3.5.6 Relationship to the existing collection.
- 3.5.7 Representative of a minority point of view.
- 3.5.8 Value of material in relation to cost.
- 3.5.9 Availability from established library vendors.
- 3.5.10 Suitability of format and technical characteristics of the item, such as physical quality such as design, illustrations, and production.
- 3.5.11 Budgetary considerations.
- 3.5.12 Availability and accessibility of the same materials through interlibrary loan.
- 3.5.13 Physical limitations of building.
- 3.5.14 Professional judgment.

3.6 Duplicates

To meet user demand, the Library may purchase materials in quantity for mass use and limited retention. Multiple copies of items anticipated to be in high demand are purchased in the initial order.

3.7 Review Sources

Reviews in professionally recognized publications are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities, and the advice of experts in specific subject area are used

Booklist. Chicago: American Library Association, 1905 – present
(semi-monthly)

Horn Book Magazine. Boston, 1924 – present. (bi-monthly)

Library Journal. New York; Bowker, 1876 – present.
(semi-monthly)

New York Times Book Review, 1896 – present. (weekly)

Publishers weekly. New York; Bowker, 1872 – present. (weekly)

School Library Journal. New York; Bowker, 1847 – present.
(monthly)

3.8 Self-Published Materials

Self-published materials, with the exception of the Local Author Collection defined in Section 2.8, are generally not selected unless they meet the same criteria as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand.

3.9 Formats

The Library collects a number of print and non-print formats. Among the formats are books, magazines, newspapers audio and video recordings, and electronic resources. New formats will be considered for the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. The availability of items in the format, cost, maintenance needs, and the Library's ability to acquire, process, and circulate the items must be considered when adopting or discontinuing formats.

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4.0 GIFTS, MEMORIALS AND TAX DEDUCTIONS

4.1 Gifts

The Opelika Public Library is pleased to accept gifts and/or memorial gifts from patrons. Gifts are gratefully and willingly accepted as long as no restriction is placed upon their use. Acceptance of gifts (of books and other library materials) will be determined by the Library Director on the basis of their suitability to the Library's purposes and needs in accordance with the Library's materials selection policy. Use or disposal of all gift materials will be determined by the Library Director or designated agent. Most gifts that are not added to the collection will be given to the Friends of the Opelika Public Library for use at their discretion.

4.2 Tax Deduction

Under existing law, gifts to libraries may be deductible; the deductibility is governed by the provisions of the Internal Revenue Code of 1986 as amended. Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor. The Library will only provide a letter listing the number of items donated, if requested by the donor.

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5.0 OTHER SERVICES PROVIDED

- 5.1 Interlibrary Loan and Collaboration
The library supports interlibrary loan for library card holders in good standing as a basic service to supplement the local collection.
- 5.1.1 As items borrowed through interlibrary loan do not belong to Opelika Public Library, they are subject to the loan periods and policies of the lending library. Any lost or damaged items will be subject to the replacement fee set by the lending library.
- 5.2 Proctoring of Examinations
The library provides proctoring of electronic or paper-based examinations at no charge as a value-added service to the community.
- 5.2.1 Exams may be proctored during library hours by appointment only and shall not interfere with the performance of the regular duties of the Library staff.
- 5.3 Faxing
The library provides out-bound faxing at no charge as a value-added service to the community.
- 5.3.1 The library does not receive faxes.
- 5.3.2 Any copies that need to be made to support the fax procedure are subject to the copy fees in section 9.6
- 5.3.3 Transmission errors are common, and print quality is variable and not controllable by the Library.
- 5.3.4 The Library is not responsible for successful transmission of outgoing faxes, nor is the library responsible for any damage, loss of data, or consequential damage arising out of the use of this service.
- 5.4 Scanning and Printing
The library provides scanning to removable storage media (i.e. USB flash drive) at no charge as a value-added service to the community.
- 5.4.1 Patrons must provide their own removable storage media
- 5.4.2 Printing can be done from library computers, from a patron's removable storage media, or image files can be sent via email to specific email addresses.



5.4.3 In order to provide equitable service, the library offers the first \$5.00 of prints and copies at no charge. (20 black and white prints/copies or 10 color prints/copies). This is the first \$5.00 per person, per day and may not be combined.

5.5 Notary Service

The library provides notary service at no charge as a value-added service to the community and is subject to the availability of a certified public notary.

5.5.1 A valid, government-issued photo ID and unsigned documents to be notarized are required. The name printed on the ID must be an exact match for the signer's name and documents must be signed in the presence of the notary.

5.5.2 Documents to be notarized must be in English.

5.5.3 Notaries will not provide service if the customer, document, or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the library. In the event, the library notary may, at his or her sole discretion, decline to provide notary service.

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6.0 ACCESS TO MATERIALS

6.1 Precepts of Freedom

The Opelika Public Library Board of Directors and staff believe that the right to read and view is an important part of the intellectual freedom that is basic to democracy. Therefore, in its selection of Library materials, the Opelika Public Library subscribes to the American Library Association's *Freedom to Read Statement (Appendix A)* and *Freedom to View Statement (Appendix B)*, which are attached to, and part of, this policy.

The Opelika Public Library adheres to and wholly supports the Library *Bill of Rights (Appendix C)* and the *Free Access to Libraries for Minors Interpretation (Appendix D)* which are considered part of this selection policy.

The Library is a unique institution and is charged with being an unbiased repository of recorded expression. Any attempt by a group or individual to remove items from the collection, or to add items not meeting standards set by this policy, shall be treated with the utmost seriousness by the staff and the Library Board of Directors. The Opelika Public Library believes that censorship is an individual matter and that – while anyone is free to reject books or materials of which they disapprove – they cannot censor or restrict the freedom of others. The Library Board of Directors has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

6.2 Access

6.2.1 The Opelika Public Library assures free and open access to its holdings. All patrons are free to select or reject any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

6.2.2 The Library does not limit youth to using material from the Juvenile and Young Adult collections. Responsibility for a youth's use of the Library's materials must rest with the parent or guardian, not the Library.

6.2.3 Processing and shelving of materials does not reflect a value judgment. There will be no labeling of any item or of its catalog entries to indicate its point of view or bias. All materials will be shelved in their proper order on open shelves freely and easily accessible to the public, with the exception of a limited number of materials used for ready reference or programming.

6.3 Confidentiality of Library Records

6.3.1 The Board of Directors of the Opelika Public Library specifically recognizes its circulation records and other records identifying the name of the library users to be confidential in nature.

- 6.3.2 Further, the Board subscribes to the American Library Code of Ethics, which says in part that "We protect each library user's right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed acquired, or transmitted."
- 6.3.3 All library employees are advised that such records shall not be made available to any agency of the state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
- 6.3.4 Upon receipt of such process, order or subpoena, the library's officers will consult with their legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for the issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Based on recommendations of the American Library Association; adopted January 20, 1971; revised July 2, 1986, by the ALA Council

6.4 Process for Reconsideration of Library Materials

- 6.4.1 In case of a complaint about or challenge of material, a staff member, and/or the Director may discuss the material in question with the patron. The staff member will explain the general criteria of the Library's selection policy to the complainant. It will be made clear that the Library Board of Directors subscribes to the *Freedom to Read Statement* and *Freedom to View Statement* attached to this policy.
- 6.4.2 If the complainant wishes to continue the procedure for reconsideration of materials after discussion, the complainant will be requested to complete the *Request for Reconsideration of Library Materials Form (Appendix E)*. The complaint form must be filled out in its entirety. Upon receipt of the completed form, the Department Librarian and Library Director will review the complaint, and the Director will send a written response to the patron.
- 6.4.3 If the complainant is not satisfied with the decision, he or she may appeal to the Opelika Public Library Board of Directors within three weeks of the written decision. If the decision is appealed to the Library Board, the material in question will be forwarded to the Library Board for their consideration.

- 6.4.4 Upon receipt by the Library of the Request for Reconsideration form, the item (book, audio, video, etc.) will be placed on reserve in the Library for review by the public.
- 6.4.5 The Request for Reconsideration form will be given to the Chairman of the Library Board of Directors, who will convene a public meeting of the Board to consider the matter as soon as is practical.
- 6.4.6 In order to conduct a fair and orderly meeting, the Board Chairman will preside over the hearing, which will be conducted as follows:
- 6.4.6.1 Opposing viewpoints will be allotted an equal number of speakers.
 - 6.4.6.2 Those representing opposing viewpoints will speak alternatively for a specifically allotted time.
 - 6.4.6.3 An impartial timekeeper will monitor the length of the speeches.
 - 6.4.6.4 No one may speak a second time until each has spoken once.
 - 6.4.6.5 On entering the meeting, the speakers will sign a list indicating their intention to speak.
 - 6.4.6.6 Only those signed up to speak may do so.
 - 6.4.6.7 After all views have been heard, the Chairman will adjourn the meeting.
- 6.4.7 Following the aforementioned public process, the Board Chairman will convene a second meeting at which the Board will take all view points under consideration and reach a decision. This decision will be conveyed in writing to the Library Director and to the person initiating the request for reconsideration. In the event of such action, the Library Board's sole responsibility will be to determine whether the Library Director's decision was in compliance with this policy. The decision will be considered final.
- 6.4.8 During the process of the reconsideration, questioned materials will remain in the collection until an official decision is made.

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7.0 MAINTENANCE OF THE COLLECTION

7.1 Evaluation

The Library evaluates the materials in its collection on a regular basis to determine if they are meeting the needs of its patrons. Methods used may include: analysis of turnover rates by subject, availability and usage checks of titles, checks of holdings of titles from selected bibliographies, patron satisfaction questionnaires or other means.

7.2 Benefits of Weeding

According to the CREW (Continuous Review, Evaluation, and Weeding) method of evaluating and weeding collections in small and medium-sized public libraries, which was originally developed by the Texas State Library, librarians periodically weed and discard material in order:

- 7.2.1 To save space. Discarded materials no longer take the space needed for other acquisitions. Materials withdrawn from the collection no longer require library funds to provide for their physical maintenance (cleaning, binding, mending, etc.) or other hidden costs.
- 7.2.2 To save the time of users and the staff. Worn and outdated materials that crowd shelves impede the efficient search for information. Library housekeeping is also impeded by an overload of useless books.
- 7.2.3 To make the library more appealing by replacing books and rebounds in poor physical condition with attractive new books. Circulation can be increased by simply making the shelves look nicer, even if there are fewer books.
- 7.2.4 To enhance our collection's reputation for reliability and up-to-datedness and public trust.

7.3 Material Withdrawal Policy (Weeding)

Weeding is an integral part of the collection development cycle. The Board of Directors of the Opelika Public Library has adopted the CREW Method* of weeding as the general method of weeding for the Library. The Library shall use the manual: [CREW: A Weeding Manual for Modern Libraries](#) as revised and updated by Jeanette Larson as the official guide for weeding.

* *CREW: A Weeding Manual for Modern Libraries*. Revised and updated by Jeanette Larson, Austin, Texas: Texas State Library and Archives Commission, 2012.

7.4 Weeding Goals

The ultimate goal of the library is to weed 3% - 5% of the entire collection each year in order to meet the standards as set out in the Plan for Excellence for Alabama Public Libraries. (See Appendix G)

7.5 Weeding Formula

The CREW method recommends a formula for withdrawal of specific types of material based on a combination of copyright date (age of material), usage, and the following negative factors called MUSTIE factors:

- M Misleading or Inaccurate
- U Ugly, worn, beyond repair
- S Superseded by a newer edition or different work
- T Trivial or little merit
- I Irrelevant to community needs
- E Easily available elsewhere

7.6 Final Decision

The final weeding decision is left to the professional judgment of the Library Director or appointed designee.

7.7 Disposition of Withdrawn Materials

Withdrawn materials in acceptable condition will be given to the Friends of the Opelika Public Library..

7.8 Replacements

7.8.1 A replacement is an item purchased to replace a title that has been withdrawn because of loss, damage, or wear. Replacements are not made automatically but are decided based upon general selection criteria.

7.8.2 Damaged books of intrinsic value that are no longer in print or that have high replacement costs are rebound if the physical conditions permit.

Adopted 6/11/2007

Modified 4/11/2016

Updated 3/31/2022



8.0 BORROWING PRIVILEGES

8.1 Residents

The Opelika Public Library extends free borrowing privileges to anyone age three and up who lives, works, or attends school or college within the Opelika City limits. Patrons must provide proof of ID and proof of residency before a Library card is issued.

8.2 Non-Residents

Individuals not meeting the criteria listed in Section 8.1 may get a library card by paying a non-refundable fee of twenty dollars per person per year.

Adopted 6/11/2007

Modified 4/11/2016

Updated 3/31/2022

9.0 CIRCULATION POLICIES

9.1 Loan Lengths, and Renewal

- 9.1.1 All items may be checked out for fourteen (14) days and may be renewed up to three (3) times if not reserved by another patron.
- 9.1.2 Newspapers may not be checked out.
- 9.1.3 Current periodicals may not be checked out.
- 9.1.4 Nothing may be renewed if another patron has it on reserve.

9.2 Numbers of Items Loaned

- 9.2.1 Limit of 100 items checked out at any given time per card.

9.3 Reserves

The Library will place items in circulation on reserve as requested by a patron.

9.4 Lost or Damaged Materials

- 9.4.1 The full retail price will be charged for any lost or damaged item.
- 9.4.2 With prior approval from the Library Director or their designee, the item(s) may also be replaced by a new item of the exact same type as the lost or damaged item.
- 9.4.2 Additional materials may not be checked out until all charges for lost or damaged items have been cleared.

9.5 Responsibilities of Borrowers

- 9.5.1 It is the responsibility of all patrons to:
 - 1.) Return all materials borrowed on time to the Opelika Public Library.
 - 3.) Pay for or replace all lost or damaged materials.
 - 4.) Present library card or photo id for each check-out.
- 9.5.2 Borrowing privileges will be denied to:
 - 1.) Patrons with overdue materials.
 - 2.) All adult family members if any associated child member of the family has overdue, damaged, or lost materials.



9.6 Fines and Fees Schedule

Type of Fine or Fee	Amount
Overdue Items	No fee, card is blocked
Lost or Damaged Interlibrary Loaned Item	Charge set by the lending library
Non-Resident Borrower's Fee	\$20.00 per person per year
Black and White Copies or Prints	First 20 free, \$0.25 per sheet there after
Color Copies or Prints	First 10 free, \$0.50 per sheet thereafter
Lost or Damaged Items	Actual cost of item
Meeting Room Rental Fees	See section 16.0

The Library accepts cash, check, credit or debit cards.

Adopted 6/11/2007

Modified 4/11/2016

Updated 3/31/2022

10.0 LIBRARY BEHAVIOR

To better serve all library patrons, the Library Board of Directors has established certain standards of acceptable behavior to maintain an atmosphere which promotes the use and enjoyment of the resources and services of the library and which protects the safety of the general public, the library staff and the equipment and materials of the library.

- 10.1 Any activity which interferes with the rights of other patrons to use the library, which could result in the physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment or materials is considered disruptive and unacceptable. The library reserves the right to require anyone who violates these rules of conduct to leave the premises and to restrict library privileges for a specific period. Unlawful activities will be reported to the police and, when appropriate, violators will be subject to arrest.
- 10.2 Library patrons and staff have a right to assume that their time spent in the Library will be free from physical threat or psychological harassment. In order to maintain a welcoming and safe environment, the following behaviors are prohibited:
 - 10.2.1 Engaging in any behavior prohibited by local, state, or federal law
 - 10.2.2 Disruptive or unsafe behavior, including any conduct that interferes with the use or operations of the library by customers or staff, or that might impact the health and safety of others
 - 10.2.3 Threatening the safety of an individual or individuals, including but not limited to loud, abusive, threatening language and violent behavior
 - 10.2.4 Harassment of any kind, including staring at or following individuals around the library
 - 10.2.5 Leaving a child, under the age of 12, unattended or unsupervised
 - 10.2.6 Viewing obscene or pornographic images
 - 10.2.7 Public intoxication, possessing, or consuming alcohol or illegal drugs on library property
 - 10.2.8 Activities that may result in damage to library property
 - 10.2.9 Sleeping, except for young children under a parent or caregiver's supervision
 - 10.2.10 Using cigarettes, e-cigarettes, chewing tobacco, or other tobacco products in the library or on the library grounds
 - 10.2.11 Offensive body odor
 - 10.2.12 Unauthorized use or fraudulent creation of a library card
 - 10.2.13 Using restrooms for bathing, laundering, or extended personal hygiene care
 - 10.2.14 Consuming food or beverages in the Genealogy Room, Computer Lab, or Family Computer Lab
 - 10.2.15 Leaving personal items unattended
 - 10.2.16 Dressing improperly, including not wearing footwear or a shirt
 - 10.2.17 Soliciting funds, panhandling, gambling, distributing leaflets, posting notices, or selling any merchandise unless approved by the Library Director or the Director's designee
 - 10.2.18 Loitering on library property outside of library hours



10.2.19 Bringing animals inside the library facility, except for service animals

- 10.3 Enforcement of the Library behavior policy will be conducted in a fair and reasonable manner. Library staff and/or Opelika Police Officers will intervene to stop prohibited activities and behaviors. Individuals who fail to observe Library policies may be asked to leave the Library building and Library property, be banned from the Library for a period of time, be subject to permanent exclusion, be subject to arrest, or be subject to other lawful action. These policies apply to all patrons and/or persons on Library property.
- 10.4 Theft of library materials is prohibited and a serious offense and may result in permanent exclusion from the library and arrest.
- 10.5 Communication of threats, physical violence, or sexual offenses will result in permanent exclusion.
- 10.6 Trespassers will be arrested and prosecuted.

Adopted 6/11/2007
Modified 4/11/2016
Updated 3/31/2022

11.0 UNATTENDED CHILDREN POLICY

11.1 The staff of the Opelika Public Library does not act in *loco parentis*.

11.2 Parents, guardians and all caregivers are encouraged to share the library experience with their children and to supervise their selection of all types of materials. Parents who wish to place limits on access to certain library materials, services or facilities should discuss these limits with their children. This is not the library's responsibility. The Library Board emphasizes that a child's health, safety, and behavior while in the library are the responsibility of the parent or guardian. While the Library Board is sympathetic to those families who have difficulty finding appropriate child care, the library cannot assume day care responsibility for those children.

11.3 Children and young people are expected to behave in a manner appropriate to a public library setting. Children who are disruptive will be given one warning and will be required to leave the Library if the behavior does not improve. Inappropriate behavior includes running, yelling and all forms of roughhousing. Parents, guardians or assigned Chaperones are responsible for the behavior of their children while in the Library. Library staff will call the child's parent or guardian to notify him or her of disruptive behavior. Library staff members do not act in place of the parent.

11.4 Children under the age of 12 shall be supervised by a parent or responsible adult.

11.4.1 Children 12 and older may be left in the library without a parent or responsible adult present.

11.4.2 Children ages 8 – 11 may attend a scheduled supervised library function without parent or responsible adult ONLY. Parents should return to pick up the child as soon as the program is scheduled to be over.

11.5 Neither the Library nor its staff will assume responsibility for keeping the unattended child within the library building nor will they assume responsibility for the safety of a child once he/she leaves the library.

11.6 Under no condition will a library employee provide transportation for a child.

11.7 In case of an emergency involving an unattended child, the staff will call 9-1-1 for help and report to the authorities that the child's parent is not present.

11.8 When, in the judgment of the library staff, a child is being required by his/her parent or guardian to remain at the library on a regular basis in lieu of day care, the staff shall attempt to contact the parent or guardian for



correction. Should this situation not be corrected, or the parent or guardian cannot be contacted, the appropriate juvenile authorities shall be contacted.

11.9 Children who are not picked up at closing time will be given the opportunity to call a parent or guardian. To provide for the safety and security of the child, children who are not picked up within fifteen (15) minutes after closing will be left in the care of the Opelika Police Department. Under no circumstances will staff transport children in a vehicle or accompany them home.

Adopted 6/11/2007

Modified 4/11/2016

Affirmed 3/31/2022



12.0 VOLUNTEER POLICY

The Opelika Public Library does not accept volunteers except:

12.1 Through the established partnership with the Friends of the Opelika Public Library. All volunteer management will be coordinated through the Friends. No tasks may be done by volunteers that

12.1.1 Replace the work done by paid staff

12.1.2 Reveal confidential patron, Library, or City of Opelika information

12.2 Through the established Teen Advisory Board (TAB)

12.2.1 The TAB will be composed of interested teens aged 12+ and in grades 6-12.

12.2.2 TAB Members will meet once a month to develop ideas for teen programs, implement these ideas, and encourage teen involvement

12.2.3 The TAB Program is under the direction of the Library Director or their designee.

13.0 INTERNET ACCESS POLICY

13.1 It is the library's policy to make as many sources of information available to the public as possible. The Internet is a valuable source of information for the library users. The concept of Internet access for library patrons is a logical extension of the public library mission for easy and open access to information for all segments of the community through electronic as well as the printed medium.

13.2 Patrons will have immediate access, with normal applicable wait times. Access is logged by the computer system and will only be provided to law enforcement officials upon requests administered through the appropriate legal channels.

13.3 Computers cannot be used for illegal purposes such as identity theft, fraudulent documents, or any other purpose that is considered illegal.

13.3.1 Computers can be monitored by Library staff at any time. The computers are public and there is no right to privacy.

13.3.2 If a patron is suspected of engaging in illegal activities, Library staff will call the police immediately.

13.4 The Internet offers access to a wealth of material that is personally, professionally, and culturally enriching. It is, however, an unregulated medium with a highly diverse user population. The library cannot control nor monitor the vast amount of information accessible via the Internet. Since it is possible that individuals might access sites they personally find offensive or disturbing, users must accept warning if they contain adult contents therefore patrons are **PROHIBITED FROM ACCESSING ANY PORNOGRAPHIC OR SEXUALLY EXPLICIT SITES**. As with other library materials, any restrictions on a child's access are the responsibility of the parent/legal guardian, not the library staff. Parents of minor children are responsible for the child's use of the library's computers.

13.5 Sources on the Internet do not always provide accurate, complete, or current information. As with any material provided by the Library, the user must take responsibility in questioning the validity of the information found.

13.6 The Internet computer equipment and software must be used as installed. Users are not permitted to delete, add to, or modify the installed hardware or software.

13.7 Users may not use the Library's computers to make unauthorized entry into any other computer or network.

13.8 Intentional disruption of the operation of the computer systems



and networks is a violation and the user will be held responsible.

- 13.9 The library staff availability to assist users with basic computer Internet access is limited. Although the staff is able to suggest start up and searching procedures as well as answer some questions, they cannot provide in depth training on internet computer use. Users must possess basic computer skills.
- 13.10 COMPUTER ACCESS TIMES ARE 60 MINUTES PER SIGN UP. Should there be no other patrons waiting, that time may be extended.

Adopted November 13, 2006

Affirmed July 9, 2007

Modified December 14, 2012

Modified April 11, 2016

Updated March 31, 2022

14.0 STAFF SUPPORT TO PATRONS

The Opelika Public Library strives to provide insightful, friendly, and helpful service to our patrons, including reference, reader's advisory services, assistance in locating and checking out materials, and using the technology and materials available at the library. Our goal is to empower patrons through education and the support they need to learn new skills and make informed choices.

- 14.1 Library staff do not have medical, legal, tax, or other professional services training and are prohibited from offering advice in those or other areas best served by trained professionals. Library staff may only assist patrons in locating information about those services and providers, and may not recommend specific service providers.
- 14.2 Patrons should not share personal, private, or financial information with library staff, and library staff should maintain patron privacy by avoiding situations in which such information is viewable.
- 14.3 Library staff may assist patrons with accessing computer programs, offer instruction on using computer programs, and answer questions about program functions. Staff may not prepare finished materials for patrons such as filling out forms and applications, typing documents, or formatting graphical materials such as flyers, invitations, or business materials.
- 14.4 Library staff may assist patrons in scanning or copying materials at the printer/copier. If patrons have large amounts of copying, they should receive instruction in how to use the machine so that library staff is free to assist other patrons.

Adopted March 31, 2022



15.0 DISPLAYS AND EXHIBITS

15.1 The message board, display cases, and bulletin boards in the Vending Room 109 are available for public use and are the only spaces where posting by the public is allowed.

15.1.1 Library staff will remove material that is out of date, inappropriate, or obscene.

15.1.2 Posting does not constitute endorsement or advocacy by the Opelika Public Library or its staff, Board of Directors, or the City of Opelika.

Adopted July 9, 2007
Updated March 31, 2022



16.0 MEETING ROOMS PRICING SCHEDULE

The Opelika Public Library Meeting Spaces Policy reflects the diverse needs of the Opelika community and the priorities of the library's Strategic Plan to facilitate engagement, learning, and stewardship. The library believes that meeting spaces are part of the library's available public resources, resources that includes all its spaces, materials, services, and experiences. We work to respond to our community's needs and aspirations through these resources.

16.1 Individual Study Rooms (4 Available):

16.1.1 Available for 1-2 people

16.1.2 Free, no reservations, available on first come, first served basis

16.2 Group Study Rooms (2 Available)

16.2.1 Available for 2-10 people

16.2.2 Free for first come, first served use

16.2.3 Reservations available for \$10/hour, 4 hour maximum

16.2.4 Reservations not required but can be made via phone call, email, or in person visit.

16.3 Meeting Rooms A/B

16.3.1 Library, Friends of OPL, and Municipal use: Free and bookable up to 1 year in advance

16.3.2 Non-profit or Educational use (except political or religious organizations) where meeting is free and open to the public:

16.3.2.1 Free use 1 time per quarter (Nov – Jan, Feb – Apr, May – Jul, Aug – Oct)

16.3.2.2 Other use (including political and religious organizations) available at private meeting rate

16.3.3 Business/For-Profit/Private Meetings

16.3.3.1 During Library Business Hours: \$25/hour (2 hr. Minimum)

16.3.3.2 Outside Library Business Hours: \$50/hour (2 hr. Minimum)

16.3.4 Cleaning Fee if not left in satisfactory condition: \$100

16.3.5 Damages Fee: repair or replacement cost due to damages

16.4 Cooper Room

16.4.1 Library, Friends of OPL, and municipal use free and bookable up to 1 year in advance

16.4.2 Non-profit or Educational use (except political or religious organizations) where meeting is free and open to the public

16.4.2.1 Free use 1 time each calendar year

16.4.2.2 Other use (including political and religious organizations) available at private meeting rate

16.4.3 Business/For-profit/Private Meetings

16.4.3.1 During Library Business Hours: \$150 / 4 hours and \$250 / 8 hours

16.4.3.2 Outside Library Business Hours: \$300 / 4 hours and \$500 / 8 hours

16.4.4 Cleaning Fee if not left in satisfactory condition: \$250.00

16.4.5 Damages Fee: repair or replacement cost due to damages

16.5 Pavilion (All uses)

16.5.1 ½ Pavilion for 3-hour rental is \$25.00

16.5.1.1 Cleaning Fee if not left in satisfactory condition: \$125.

16.5.2 Whole Pavilion for 3-hour rental is \$50.00

16.5.2.1 Cleaning Fee if not left in satisfactory condition: \$250

Adopted November 13, 2006

Affirmed July 9, 2007

Modified April 11, 2016

Updated March 31, 2022

17.0 MEETING ROOMS USE POLICY

- 17.1 Booking for Library, Friends of the Library, and Municipal use is available up to 1 year in advance on a rolling basis.
- 17.2 All political and religious groups must reserve at the private use rate.
- 17.3 All other booking opens 3 months at a time on a rolling basis. For example, on 9/30, booking is available for October, November and December. On 10/1, booking opens for January, on 11/1 booking opens for February, etc.
- 17.4 Sunday bookings only available to the following entities for official events: Opelika Public Library, Friends of Opelika Public Library, and City of Opelika.
- 17.5 Bookings for any entity that is not affiliated with the Opelika Public Library, Friends of the Library, or the City of Opelika [i.e. individual person, group, entity, non-profit group, educational group, civic club, or entity not otherwise delineated here] are limited to 12 uses (open or private) per calendar year January – December.
- 17.6 A/V connections are available in the Group Study Rooms, Meeting Room A, Meeting Room B, and the Cooper Room. Persons wishing to use the A/V system must coordinate with the Digital Services Specialist or arrive 30 minutes before their scheduled meeting to verify successful connection and use.
- 17.7 Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- 17.8 Nothing may be taped, tacked, stapled, or mounted in any way to any meeting room wall.
- 17.9 During library hours, noise levels from meeting rooms must not disturb library patrons or staff.
- 17.10 Children must be supervised at all times.
- 17.11 Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed.
- 17.12 Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time.
- 17.13 Equipment, supplies, or personal effects cannot be stored or left in Library meeting rooms before or after use.

- 17.14 Any announcements or notices to publicize an activity should not be posted or distributed on library premises without prior approval from the librarian in charge.
- 17.15 Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed in the room. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
- 17.16 All trash resulting from the reservation must be removed by the organization and placed in the receptacle on the North side of the building
- 17.17 The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- 17.18 Permission to use Library meeting rooms may be withheld from groups that have failed to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.
- 17.19 Granting permission to use library facilities does not constitute endorsement by the Opelika Public Library, its staff, the Library Board, or the City of Opelika. No advertisement or announcement implying such endorsement will be permitted.
 - 17.19.1 Political groups that use the Library Space may not place campaign signs on library property outside of the space reserved.
 - 17.19.2 Political groups may not use the library image or name in advertisements, press releases or other media. If an interview is given on library grounds, media must be requested to include the following statement in their story:
Opelika Public Library does not support, endorse, or advocate the viewpoints or beliefs of any one candidate, political party, partisan organization, or group.

Adopted March 31, 2022
Updated October 24, 2022

APPENDIX A.

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 lead, 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 communications are 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 the 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 and 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.

6. *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.

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

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1992; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

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



Re-affirmed March 31, 2022



APPENDIX B

FREEDOM TO VIEW STATEMENT

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

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

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

Endorsed January 10, 1990, by the ALA Council

Re-affirmed March 31, 2022



APPENDIX C

LIBRARY BILL OF RIGHTS

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

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

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Re-affirmed March 31, 2022



Appendix D

Free Access to Libraries for Minors

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridges because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of the library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them (1). Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of the parents. As "Libraries: An American Value" states, "We affirm the responsibilities and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies



cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

- (1) See Erznoznik v. City of Jacksonville, 4211 U>S>205 (1975) – “ Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U>S> 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See Tinker v Des Moines School Dist., *supra* Cf. West Virginia Bd of Ed v Barnette. 319 U>S> 524 (1943).”

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

Re-affirmed March 31, 2022



Appendix E

Request for Reconsideration of Library Material

Author _____ Hardcover _____ Paperback _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

City _____ State _____ Zip _____

Complainant represents: _____ Self
_____ Organization (Name) _____
_____ Other group (Identify) _____

(If objection is to material other than a book, change wording of the following questions, so they apply.)

1. To what in the book do you object. (Please be specific and cite pages.)

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book? _____

4. Is there anything good about this book? _____

5. Did you read the entire book? _____ What parts? _____

6. Are you aware of the judgment of this book by literacy critics? _____

7. What do you believe is the theme of this book? _____

8. What would you like your Library to do about this book? _____

_____ Withdraw it

_____ Send it back to the staff selection officials for re-evaluation.

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature of
Complainant _____

Date _____



Appendix F

Plan for Excellence

The Alabama Library Plan for Excellence is a large document and can be viewed at Opelika Public Library.



Appendix G

Local Author Submission Form

You are required to fill out and sign this form for your book to be considered for the Collection. Parental or guardian consent is required if the author is under the age of 18.

Submit this form and a donated copy of your book to Opelika Public Library, or send to:

Opelika Public Library, Local Author Enrollment
1100 Glenn Street Opelika, AL 36801 / 334-705-5380

Title of book: _____

Author: _____

Publisher: _____

Publication Date: _____

ISBN: _____

Content: _____Fiction _____Non-fiction

Audience: _____ Adult _____ Children _____ Young Adult Genre: _____

Address: _____

Library card number: _____

Phone _____

E-mail: _____

If available, please attach professional reviews or critiques of your book.

For works of non-fiction, specify credentials or a description of your expertise in the subject area:

General Rules

- Local authors must reside within 100 miles of the Opelika-Auburn area and be a member of the Opelika Public Library or a be reciprocal borrower.
• Authors must submit their book with the completed Local Author Enrollment form to Opelika Public Library or send to the address above for review. See Submission Guidelines for review criteria. Review copy will not be returned.
• The author represents and warrants full ownership and/or legal rights to publish all material in this book.

I understand that submission of this form does not guarantee selection, and that I will be notified of the review decision. My signature indicates that I have read, understood, and agreed to abide by the General Rules of the Local Author Collection Agreement.

☐ I approve the use of any photos I may supply to the library for use in promoting my work.

Author Signature _____ Date _____

(If Author under 18) Parent/Guardian Signature _____

Date _____

OFFICE USE ONLY

Received Date _____ Staff Initials _____ Circle one: Approved / Denied



Appendix H:

Rules Of Conduct

We value our patrons and strive to treat them with courtesy and respect in our comfortable and welcoming spaces. Our library reflects our community and the people who use it. Please be considerate of the rights of others as you use this public facility. The Board of Library Trustees for Opelika Public Library has established Rules of Conduct so that library users and staff have a clean, pleasant, and safe environment. We need your cooperation to reach this goal. You may view this policy in greater detail in Section 10.0 of the policy manual.

Library patrons and staff have a right to assume that their time spent in the library will be free from physical threat or psychological harassment. To maintain a welcoming and safe environment, the following behaviors are prohibited:

1. Engaging in any behavior prohibited by local, state, or federal law
2. Disruptive or unsafe behavior, including any conduct that interferes with the use or operations of the library by customers or staff, or that might impact the health and safety of others
3. Threatening the safety of an individual or individuals, including but not limited to loud, abusive, threatening language and violent behavior
4. Harassment of any kind, including staring at or following individuals around the library
5. Leaving a child, under the age of 12, unattended or unsupervised
6. Viewing obscene or pornographic images
7. Public intoxication, possessing, or consuming alcohol or illegal drugs on library property
8. Activities that may result in damage to library property
9. Sleeping, except for young children under a parent or caregiver's supervision
10. Using cigarettes, e-cigarettes, chewing tobacco, or other tobacco products in the library or on the library grounds
11. Offensive body odor
12. Unauthorized use or fraudulent creation of a library card
13. Using restrooms for bathing, laundering, or extended personal hygiene care
14. Consuming food or beverages in the Genealogy Room, Computer Lab, or Family Computer Lab
15. Leaving personal items unattended
16. Dressing improperly, including not wearing footwear or a shirt
17. Soliciting funds, panhandling, gambling, distributing leaflets, posting notices, or selling any merchandise unless approved by the Library Director or the Director's designee
18. Loitering on library property outside of library hours
19. Bringing animals inside the library facility, except for service animals

Opelika Public Library reserves the right to deny use of its facilities and premises to persons who do not abide by the Rules of Conduct. Opelika Public Library staff may ask persons who are exhibiting inappropriate behavior to modify their behavior. Noncompliance may result in the individual being banned from the library premises, or in arrest and prosecution.