

COLLECTION DEVELOPMENT POLICY

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM

One Margaret Mitchell Square

Atlanta, GA 30303

This Policy supersedes any and all previous Library policies governing Collection Development.

Approved by the Board of Trustees

November 28, 2007

TABLE OF CONTENTS

- I. MISSION OF THE LIBRARY AND PURPOSE OF THE COLLECTION DEVELOPMENT POLICY
- II. COMMITMENTS OF THE LIBRARY
- III. RESPONSIBILITY FOR SELECTION OF MATERIALS
- IV. SELECTION CRITERIA
- V. COLLECTIONS
 - A. For Children
 - 1. Beginning Readers
 - 2. Picture Books
 - 3. Juvenile Fiction
 - 4. Juvenile Nonfiction
 - 5. Juvenile Paperbacks
 - 6. Juvenile Media Collections
 - 7. Juvenile Toys and Games
 - B. For Teens
 - 1. Teen Fiction
 - 2. Teen Nonfiction
 - C. For Adults
 - 1. Fiction
 - 2. Nonfiction
 - 3. Reference Collection
- VI. FORMATS
 - A. Hardback Books
 - B. Paperback Books
 - 1. Trade Paperbacks
 - 2. Mass-Market Paperbacks
 - C. Spoken Word
 - D. Downloadable eBook and eAudiobook Collections
 - E. Music Recordings
 - F. Serials
 - G. Film Collection
 - H. New and Emerging Formats

VII. SPECIAL COLLECTIONS AND SERVICES

- A. Auburn Avenue Research Library on African-American Culture and History
- B. Central Library
 - 1. Instructional Learning Center Collection
 - 2. Visually/Physically Challenged
 - 3. Professional Collection
 - 4. Special Collections
 - 5. World Languages Collection
 - 6. Government Documents

VIII. INTERLIBRARY LOAN

IX. ONLINE RESOURCES

X. WEB LINKS

XI. COLLECTION MANAGEMENT

- A. Gifts
- B. Duplicates
- C. Replacements
- D. Preservation
- E. Collection Evaluation

XII. REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

APPENDICES

- Appendix A - Library Bill of Rights
- Appendix B - The Freedom to Read Statement
- Appendix C - Freedom to View Statement
- Appendix D - Diversity in Collection Development: An Interpretation of the Library Bill of Rights
- Appendix E - Labels and Rating Systems: An Interpretation of the Library Bill of Rights
- Appendix F - Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights
- Appendix G - Request for Reconsideration of Library Materials Form
- Appendix H - Request for Purchase Form
- Appendix I - Auburn Avenue Research Library Collection Development Policy and Acquisitions Guidelines

ACKNOWLEDGEMENTS

NOTE: Throughout this document, the term “library” refers to the 34 libraries of the Atlanta-Fulton Public Library System; “branch” refers to the 32 branches; and “agency” refers to the various budget areas.

I. MISSION OF THE LIBRARY AND PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

The mission of the Atlanta-Fulton Public Library System is to provide public access to the knowledge network to improve, enhance, and empower lives in our community, region and world.

In support of this mission, all materials are selected to enable the library to fulfill its roles to:

Create Young Readers: Emergent Literacy

Get Fast Facts: Ready Reference

Satisfy Curiosity: Lifelong Learning

Satisfy Scholarly Endeavor: Research Center

Stimulate Imagination: Reading, Viewing, and Listening for Pleasure

Succeed in School: Homework Help

Through the Auburn Avenue Research Library, the library system also provides a research component focusing on African-American culture and history.

This Collection Development Policy serves as a guide for library staff involved in collection development and as a tool to inform the public about the principles of selection at the Atlanta-Fulton Public Library System.

II. COMMITMENTS OF THE LIBRARY

The library serves a metropolitan area whose residents have widely differing tastes and views of entertainment, politics, religion, economics, and philosophy. The library's selection of materials acknowledges this diversity as well as the difference in sophistication and the wide variations in general ability to deal with materials on a given subject. It is important for the library and the community to understand that neither majority nor minority opinion is a reliable guide for selecting library materials. The library has obligations to present as well as future users.

One of the many responsibilities of the public library is to help ensure that constitutionally protected freedoms of speech and press are enjoyed by all. Recognizing that the survival of a free society depends upon enlightened citizens, the library tries to provide information on all sides of public issues.

All materials not designated as reference may be borrowed by all holders of library cards. We encourage parents and caregivers to make decisions on their children's reading, viewing, and listening needs. Professional staff will advise children and parents on the reading or viewing level of materials, but will not try to restrict children's access to materials they are interested in examining.

The library also subscribes to the principles expressed in the following documents of the American Library Association:

- Library Bill of Rights
- The Freedom to Read Statement
- Freedom to View Statement
- Diversity in Collection Development
- Labels and Rating Systems
- Free Access to Libraries for Minors

Copies of these documents are appended to this policy.

III. RESPONSIBILITY FOR SELECTION OF MATERIALS

The responsibility for selecting materials, as for all library activities, rests with the Library Director who operates within the framework of policies developed by the Board of Trustees. The Director carries out this responsibility with the help of the Collection Management Officer, other professional library staff, and materials specialists.

The agency managers are responsible for selecting materials for their branches and departments. Managers may delegate selection activities to other librarians on their staff. Each agency will follow this policy but may have a procedure that defines the scope or guidelines of the collection. These guidelines, which are available to members of the public upon request, will reflect the roles chosen by that agency, the needs and interests of their users, the standards and principles described in this Collection Development Policy, and the library's Long-Range Plan for Development. The agency managers and their designated subject-area or format selectors are also responsible for the continuous review and evaluation of their collections, and for appropriately disposing of outdated and no longer needed items.

The Collection Management Committee consists of a representative group of librarians from throughout the library system and is chaired by the Collection Management Officer. This committee makes recommendations regarding collection policies and procedures.

The Committee also has responsibility associated with request of reconsideration of library resources. The process is outlined in section XI. Request for Reconsideration of Library Resources. Forms for requesting reconsideration of library resources are available at all library locations.

The Library Director has final authority for the decision to purchase or not to purchase a particular item and for the decision to retain, relocate, or withdraw an item from the collection.

IV. SELECTION CRITERIA

To meet the needs of its users, the library provides a large collection of materials covering broad fields of knowledge, with regard for differences in its users' beliefs, educational levels, interests, reading abilities, and tastes. The library provides the great works which are part of our basic literary heritage and a generous proportion of the current production of reputable American and foreign publishers. The library's ultimate goal is the expansion of its present holdings into a collection with depth, capable of meeting the demands of the rapidly growing and culturally diverse metropolitan area.

Selection involves identifying and purchasing current and previously published titles of quality. A basic collection contains standard titles, both fiction and nonfiction, as recognized in lists and bibliographies such as *Fiction Catalog*, *Public Library Catalog*, *Children's Catalog*, *Junior High and Senior High School Catalogs*. Current selections can be based on reviews from professional and trade journals; subject bibliographies, publisher's catalogs and promotional materials; lists of recommended titles; staff examination, and patron and staff requests. Frequently-used professional review sources include: *Booklist*, *Bulletin of the Center for Children's Books*, *Choice*, *Horn Book*, *Library Journal*, *New York Times Book Review*, *Publishers Weekly*, *School Library Journal*, *Kirkus*, *VOYA*, and *The Atlanta Journal-Constitution* newspaper.

In addition, selection may also be done from publishers' and vendors' websites along with websites of other library systems and literature specialists sites. Titles by local authors or of local interest may be purchased prior to selectors' examination of published reviews.

Although no list of guidelines can be expected to be comprehensive, the following are guides for selector use when considering the purchase of a particular item:

1. Qualifications of the author, creator, producer and/or publisher
2. Content and treatment
 - a. Purpose
 - b. Coverage of subject
 - c. Accuracy and authority
 - d. Contribution to body of knowledge
 - e. Logic and effectiveness of presentation
 - f. Originality
 - g. Artistic or literary presentation
 - h. Insight into human and social condition
 - i. Representation of style, genre, or point of view
 - j. Importance as a document of the time
3. Relative value
 - a. Relation to existing collection and to other materials on subject
 - b. Attention in review journals and/or inclusion bibliographies
 - c. Demand

- d. Research value
 - e. Local Interest
 - f. Availability of material in other local libraries
 - g. Appropriateness to collection level established for chosen roles(s)
4. Suitability of format for heavy library use
5. Cost

Special Requests: The Library always welcomes requests for purchase. Library users and staff are encouraged to recommend items for purchase by completing, signing, and submitting to any library public service desk a “*Request for Purchase*” form (See Appendix H).

Vanity Press/Self Publishers: The Library System recognizes that it is often difficult for writers and audiovisual producers to find a mainstream publisher (or producer) to publish and/or distribute their works. Accordingly, self-published and/or unreviewed materials may be added to the collection if they meet the same criteria as that of items published by established publishers, including, but not restricted to, the appropriateness of the content, the qualification of the author, the quality of the research and writing, and/or opinions of experts in relevant fields.

V. COLLECTIONS

A. For Children

The overriding goal in selecting materials for children is to encourage the habits of life-long reading and library use. Libraries provide quality materials in a variety of formats to meet the informational, educational, cultural, and recreational needs of the children of the city of Atlanta and Fulton County from infancy through 7th grade.

Library staff trained and/or experienced in materials created for children, evaluate new materials for this age group along with copies of older titles of lasting value. The materials are selected not only on the basis of literary quality and merit, but also with regard to the stages of emotional and intellectual maturity of different-aged children. Selection is made from professional reviews and bibliographies coupled with the children’s librarian’s knowledge of authors, genres, trends, and the needs of the children in the agency’s service area.

Adult materials (e.g. criticism and readers advisory) in the area of children's literature are also included in the juvenile collections.

The materials found in the children's collections include:

1. Beginning Readers

Beginning readers ("easy-to-read" books, "easy readers," or "easies") are for children in the primary grades (k-3rd grade) who are just beginning to read. They have controlled vocabulary, large print, contain mostly illustrations, limited number of pages, and, in some cases, short chapters. These books are selected for originality of the text, artistic value of the illustrations, and appropriateness of the vocabulary for the intended audience.

Basal readers used to teach reading in a school setting are considered textbooks and usually are not purchased.

2. Picture Books

The picture book collections are among the most popular in the children's areas. These books are meant mainly to be read aloud to preschoolers and primary-grade children. Ideally, there should be illustrations on every page. The illustrations should also be so detailed that the story can be understood by studying the pictures alone. In all cases when selecting picture books, both text and visual elements are evaluated together. Important considerations in selection are literary quality of the text along with the artistic quality of the illustrations. Appropriateness of both text and illustration for the intended audience is also an important factor.

3. Juvenile Fiction

The juvenile fiction collections are comprised of titles meeting the recreational and educational needs of readers who are usually in the 4TH through the 7th grades. There may be some overlapping with the Teen fiction collection. Books included here are contemporary fiction from the areas of mystery, sports, science fiction, adventure, humor, historical fiction, fantasy, multicultural, and other topics of interest to children. Also included here are contemporary classic titles such as the American Library Association Medals winners along with traditional classic titles such as those by Louisa May Alcott, Mark Twain, Robert Louis Stevenson, etc.

These books cover a wide reading level with a vast variety of characters, settings, and writing styles ranging in difficulty from simple stories for children just beginning to read juvenile fiction to books for older readers which employ a larger vocabulary, more developed writing style, and more sophisticated characterization and themes.

4. Juvenile Nonfiction

The juvenile nonfiction sections consists of materials selected to meet the informational, educational, and recreational reading needs of preschool, primary, elementary, and middle school students. The subject matter, vocabulary, and organization of information should be accurate, consistent, unbiased, and appropriate for the intended audience. Nonfiction is selected to satisfy all reading abilities and interests and to present a variety of approaches to the same subject. Accurate text should be accompanied by clear illustrations. Explanations within the same book should be consistent in their level of sophistication. Factual presentation of information is preferred over fictional treatment.

Recognizing the responsibility of schools to provide access to required textbooks for their students, the library does not purchase required school-curriculum text books. The library does purchase some textbooks when needed to provide broad and introductory coverage in various subject areas unless cost is prohibitive. The same also applies for other commercially-produced educational materials.

5. Juvenile Paperbacks

Juvenile paperback books are both fiction and nonfiction titles for all reading levels. Selection follows the same guidelines listed above. Popular juvenile mass-market paperback series are included here, but the library may not be able to purchase every title in the many available paperback series, especially those with vast and ever-increasing numbers of titles.

6. Juvenile Media Collections

Film and Video: These collections include films recorded on videotape and on digital video disc (DVD) that serve the education and recreational needs of children, ranging from infants through middle school students. These collections includes both fiction and non-fiction titles. Factors for selection include: quality of story and filmmaking, age-appropriateness, and cost.

Spoken Word: These collections contain books recorded on audiocassettes and compact discs intended specifically for pre-schoolers through middle school students. The Spoken Word collections also include Read-along kits (books with accompanying audiocassette or compact disc). Emphasis is placed upon age-appropriate fiction and nonfiction titles of high-quality productions.

Recorded Music: These collections include popular music, educational songs and games recorded on audiocassette and compact discs, intended to serve infants through elementary school children. Once again, emphasis is placed upon age-appropriate and enjoyable material of high technical quality.

Electronic Resources: These collections contain web-based databases subscribed to by the library directly or indirectly through the state of Georgia's GALILEO website. These collections are for preschoolers through middle school students.

7. Juvenile Toys and Games

Educational toys and games may be purchased for use during programs for children and special audiences at the discretion of an agency's Children's Services Librarian. Non-educational games including video, computer, electronic or non-electronic formats are not considered for inclusion in the collection.

B. For Teens

Teen collections have been established at all the libraries (except for Auburn Avenue Research Library) for users who are aged 13-18. The collections include both fiction and nonfiction titles. The types of materials found in teen collections differ from materials in the library's juvenile collection because of the social, emotional and intellectual maturity required to read and appreciate them. Selectors have the responsibility to identify materials which meet the unique recreational, emotional, informational and educational needs of this age group.

1. Teen Fiction

Teen fiction is purchased with the following special considerations in mind:

- Does the title say something of value to teens?
- Is it well presented?
- Is the title likely to appeal to teens?

Materials written for juvenile or adult audiences can be selected for an agency's teen collection if they meet these criteria and if they are appropriate in style, format, and content for the teen audience. Such materials include multiple copies of classic adult works of literature or titles included in school reading lists.

Often included here are graphic novels. Graphic novels are defined as books written and illustrated in the style of a comic book. The library acquires graphic novels on the basis of the literary and artistic merit of the work, along with demand.

2. Teen Nonfiction

Nonfiction for the teen collections is primarily purchased to support students' completion of school assignments. Collection should include different viewpoints on controversial issues as well as criticism of literary works. Selectors may also purchase nonfiction in popular topics and themes of contemporary interest. As stated above, materials can be selected if they meet the library's selection criteria and if they are appropriate in style, format, and content for teen audiences.

It is recognized that there is a great range of maturity between the ages of 13 and 18, and that all materials selected might not be equally suitable in subject and vocabulary for all ages. Discretion will be used, but selection for older teens will not be confined to levels appropriate for the younger ones.

C. For Adults

The library recognizes the need for a wide range of materials suitable for adults with different beliefs, levels of education, experience, tastes, interests, and reading ability. Works of contemporary fiction and classic works of enduring interest are included in these collections.

Materials selected for adults should conform to the general criteria for selection in Part IV and the format guidelines in Part VI.

1. Fiction

Selectors will consider the following additional criteria when selecting adult fiction: current or anticipated demand; reputations of the author and publisher; relationship to the existing collections and to other titles dealing with the same subject; originality of plot and development of characters; writing style; inclusion in bibliographies; durable binding and paper; cost; whether or not the title has received favorable reviews; and whether or not the title is part of a series the library already owns.

2. Nonfiction

The library purchases materials of both permanent and current interest in nonfiction subjects based upon the merits of a work in relation to the needs and interest of the community. Selectors will evaluate each title for purchase in its entirety and not on the basis of a particular section.

The following general criteria are used when considering purchases of nonfiction for adults: authoritativeness of the writer and reputation of the publisher; accuracy of information; impartial opinion, or clearly stated bias; timeliness of data; depth of coverage; appropriateness and relevancy of subject to the library users; popular demand; historical value; organization and style; good quality illustrations; special features, bibliography, and index; durable binding and paper; and cost.

3. Reference Collection

The library system's non-circulating reference collections provide authoritative information about a variety of current and historical topics. These collections are published in a variety of formats: almanacs, encyclopedias, dictionaries, yearbooks, handbooks, indexes, directories, bibliographies, plot-

summaries/critiques, price guides, statistical compilations, geographical sources, and legal, medical guides, and electronic resources. To a limited extent, most reference collections include some items not produced in one of these formats. Some items included in a reference collection may be duplicated in a library's circulating collection.

A branch library's reference collection will contain a core of basic reference materials found in all branch libraries, supplemented by specific resources of interest to that particular agency's community.

The reference collection at the Central Library contains materials that cover the entire range of the Dewey Decimal Classification System. These materials vary in degree of difficulty from basic introductory level to a research level in selected Dewey areas. Users and staff have access to the Central Library's Reference Line (via telephone, fax or e-mail) to obtain additional reference assistance. The library catalog lists the comprehensive reference resources available in the Central Library.

VI. FORMATS

The Library recognizes that information can be communicated in many different ways. The following is a list of formats currently being collected along with guidelines for selectors. Not every agency collects in every format, and other media may be added as technologies develop or the need arises.

A. Hardback Books

Because of their long-term value and durability, hardback books are the preferred format for most printed library materials.

B. Paperback Books

Paperbacks purchased by the library come in two forms: Trade and Mass Market.

1. Trade Paperbacks

Comparable in size to hardcover editions but are typically priced lower, trade paperbacks are preferred in those cases where the hardcover edition is extremely expensive and the title would be either used infrequently or would be removed from the collection in a few years. Also, trade paperbacks are purchased when this is the only binding choice available for a particular title. Most trade paperbacks are included in the library's catalog.

2. Mass-Market Paperbacks

This format includes paperback books that are smaller in size than the typical hardcover or trade paperback book and less expensive.

Mass-market paperbacks are typically bound and integrated into the permanent collection when deemed necessary, usually when the title is available only in that format.

Mass-market paperback collections are usually high turnover collections aimed at supplying multiple copies of books in demand. The purposes of mass-market paperback collections are to provide recreational reading in popular areas of interest, and, to have more copies available of many cataloged books, bestsellers, classics, and works of perennially popular authors as well as having available titles which are only available in that format.

C. Spoken Word

The Spoken Word Audiocassette and CD collection consists of both fiction and nonfiction materials. The fiction area includes contemporary and classic fiction with an emphasis on contemporary works. Works of best-selling authors are represented primarily in unabridged versions. The nonfiction collection covers a range of subject areas including best sellers, instructional and self-improvement cassettes on topics such as computer use and exercise, and guides for the teaching of English as a second language.

D. Downloadable eBook and eAudiobook Collections

The library provides downloadable eBook and eAudiobook formats to enhance the library's existing nonfiction and fiction collections. This eBook format also offers additional availability to the subject areas they represent. Guidelines for selecting downloadable eBook and eAudiobook formats are the same as those in Section IV, SELECTION CRITERIA, as well as availability of items in the format; the cost per item; special equipment requirements; and licensing issues that might limit circulation of these materials.

E. Music Recordings

Recorded music is purchased in compact disc and phonograph record formats. The adult music collection consists of works by major classical and contemporary composers, as well as popular music. The compact disc collection for children consists of storytelling, folk, nursery songs, holiday music, foreign language, and read-along kits.

F. Serials

Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. This format includes periodicals, newspapers, and annuals or continuations retained in the reference collections. Travel books are also considered serials. Serials are produced in print,

microform, and computer-based. Each branch or central department makes the decisions about whether or not (and for how long) it will retain previous issues or editions of the serials it has purchased.

Periodicals (newsletters, magazines, journals, and newspapers) are the most current sources of information on new theories, discoveries, trends, and consumer information and they also satisfy recreational and research needs on an array of subjects. The periodicals collection represents the broad spectrum of knowledge and includes academic, trade, and popular titles issued and received in a variety of format. These materials form an important part of the library's research collection and are intended to complement the book collection. The library does not generally purchase professional journals other than those in library and information science.

Factors considered by selectors in purchasing periodicals include the title's contribution to the overall balance of library holdings, its relation to the rest of the periodicals collection, inclusion in print and computerized indexes, patron interest, its cost relative to use, and its reputation for quality and reliable presentation. Selection aids include standard periodical directories; reviews from professional and trade journals; promotional materials; staff examination of sample issue; publishers' websites, and the collections of other local library systems.

All agencies of the Atlanta-Fulton Public Library System subscribe to significant local newspapers. The Central Library, Auburn Avenue Research Library, and certain branches subscribe to newspapers from other U.S. and foreign cities and to subject, trade, and commercial newspapers.

Microfilm and microfiche formats provide durability and economy of storage for materials. Periodicals and serials are the most common materials found in microform, but monographs and special collections may also be purchased in this format. Due to space limitations, not all libraries are able to house microforms.

G. Film Collection

The Videocassette/DVD collection exists to serve the informational, educational, and recreational needs of the library community by enhancing the library's existing nonfiction and fiction collections. The library does not try to mimic or to duplicate the stock of local video rental stores. Videocassettes and DVDs are considered for collection inclusion based on critical reviews, prior viewing, patron request, and the reputation of the makers and distributors.

Standards of selection are content, authenticity, relevance, specificity, technical quality, utilization potential, cost, and contract specifications. Videocassette/DVD items are evaluated as a whole and not on the basis of particular scenes or segments. A work will not be automatically excluded from the collection because it presents an aspect of life honestly or because it exhibits frankness of expression. An item need not meet all of the selection criteria to be acceptable. In some instances, an item may

be purchased because of its artistic merit, because of scholarship, as a historic record, as critical to the information needs of the community, or because of substantial demand.

H. New and Emerging Formats

Careful consideration is given to the introduction of new formats to the Atlanta-Fulton Public Library System collections. Before purchasing items in a format not already collected, selectors must consider industry trends, local demand, surveys of other public library systems that have adopted the format, their agency's budget, the prevalence in the local community of equipment necessary to use the new format and the, impact of duplicating identical titles already available in the library system in other formats.

Guidelines for selecting new and emerging formats are the same as those in Section IV, SELECTION CRITERIA, as well as availability of items in the format; the cost per item; and the Library's ability to acquire, process, and circulate the items in the specific format.

The selection of materials in a new format may result in the library's (or a particular agency's) decision to phase out specific items or previously popular formats from the collection.

VII. SPECIAL COLLECTIONS AND SERVICES

A. Auburn Avenue Research Library on African-American Culture and History

The Auburn Avenue Research Library on African-American Culture and History, a Special Library of the Atlanta-Fulton Public Library System, provides primary and secondary resources for the study and research of the African and African-American experience in the United States and throughout the Diaspora. The library collects materials in a variety of formats: books, microforms, newspapers, periodicals, videocassettes, audiocassettes, compact discs, DVDs, vertical files, and electronic resources. The library's primary source materials include: archives and manuscripts, personal papers and organizational records, art and artifacts, ephemera, moving images and recorded sounds, oral histories, pamphlets, photographs and prints, rare books, and rare periodicals and newspapers. (See Appendix I, Auburn Avenue Research Library, Collection Development Policy and Acquisitions Guidelines.)

B. Central Library

1. Instructional Learning Center Collection

The Instructional Learning Collection provides support to the library's literacy and adult education effort. The collection is comprised of basic instructional materials that provide strong support for adults who are speakers of a foreign

language (ESL), are learning to read, or are seeking to earn the General Education Diploma (GED). Books in the collection are written on a first grade to tenth grade reading level and emphasis is placed on practical subjects. This collection of graded language exercise books, citizenship books, how-to books, test books, pre-GED and GED books is shelved separately from the general nonfiction collection. The Central Library houses the largest collection of instructional learning materials, while branch libraries offer smaller collections.

2. Visually/Physically Challenged

The Library serves as a gateway to the much expanded services for the visually/physically challenged which are offered through the Georgia Library for Accessible Services (GLASS). For individuals who may have visual, auditory, or other physical limitations, the Library has limited in-house resources. The Library maintains a collection of large-print books and spoken word audiocassettes and CDs which are available to all patrons regardless of physical limitations. In addition, some libraries provide access to equipment to enlarge print and electronic images and specialized software for the visually impaired.

3. Professional Collection

The Professional Collection, housed at the Central Library, is a collection of specialized materials pertaining to the management and development of libraries. This collection of reference materials is to aid staff in the development of services, programs and collections. It can also be used as a resource for staff who are conducting in-house training.

4. Special Collections

The Atlanta-Fulton Public Library System has established and nurtured a collection of local history and genealogy materials. Individual family histories are not normally purchased from individuals for the library system's Special Collections collection, but are accepted as gifts.

The purpose of the collection is to preserve and make available primary resources and other materials of historical value for research on Georgia, which includes but is not limited to Georgia authors, and local history materials of genealogical value. The collection includes additional unique materials such as Atlanta theater history materials, Gay/Lesbian/Bisexual/Transgender materials, and Atlanta AIDS history materials.

Users of the collection include students, scholars, staff, the general community, and many visitors from outside Atlanta and Georgia. Currently the collection contains materials on Southern history, literature and genealogy. In general, works by and about Georgians are included along with other materials of use to researchers of Georgia history. In addition to books, holdings include city, telephone and criss-cross directories, maps, periodicals, non-book materials, as

well as vertical and portrait files.

Of prominence is the Margaret Mitchell Collection consisting of first editions of *Gone With the Wind*, materials used by Margaret Mitchell in researching the novel, and personal effects and memorabilia of or related to Margaret Mitchell. This collection was donated to the Library with the stipulation that it would be preserved as a single unit. As stipulated by the will of John Marsh, Margaret Mitchell's husband, items within the collection cannot be dispersed throughout or removed from the collection and the Library cannot add any items or books to the collection.

Also found here are two collections concerned with Margaret Mitchell and *Gone With the Wind*: (a) the Knapp Collection, donated by a patron and (b) the A-FPLS collection of Mitchell/GWTW materials. These two collections should not be confused with the Margaret Mitchell Collection.

The Archives of Atlanta-Fulton Public Library System consists primarily of papers, pamphlets, and artifacts associated with the Atlanta-Fulton Public Library System and its predecessor institution, the Young Men's Library Association, the Carnegie Library, and the Atlanta Public Library. The purpose of the collection is to preserve and make available primary resources that document the historical progression of the Atlanta-Fulton Public Library System.

5. World Languages Collection

The World Languages Collection of the Central Library's Global Access Department is intended to serve the residents of Fulton County whose first language may not be English and those seeking to enhance their knowledge and fluency of foreign languages. The collection consists of foreign language materials in all formats for adults and is aimed at meeting the recreational and most of the informational needs of citizens. This collection augments those housed at various branches within the library system.

6. Government Documents

The Library system provides a variety of items published by federal, state and local governmental agencies. The Central Library is a selective depository of the United States Government publications, and is subject to the regulations governing depository libraries. Documents selected and received on deposit are supplemented by purchased items based on the criteria used for other materials.

The Library receives approximately 20% of the documents published by the federal government. The materials include census data, basic patent information, congressional bills, *Federal Register* and the *Code of Federal Regulations*.

Publications and documents of the City of Atlanta, Fulton County, the State of Georgia government agencies, and limited documents from select municipalities are sought by the Library for inclusion in the Local Document Collection. Types of local documents collected include annual budgets, selected agencies' annual reports, and comprehensive planning reports.

Branch libraries acquire a limited number of government publications as needed.

VIII. INTERLIBRARY LOAN

Interlibrary Loan is an international cooperative resource sharing program that allows the Atlanta-Fulton Public Library System to borrow books and materials that are not owned from other library systems. Because interlibrary loan is a cooperative agreement, A-FPLS has to agree to certain conditions for interlibrary loan and must follow copyright laws in borrowing and lending the materials.

Books, audiovisual materials and photocopies of journal articles are borrowed at the request of patrons. All loans are subject to the discretion of the lending library, which will set the lending period according to its policies. Costs associated with borrowing materials from other libraries may be incurred and are passed on to the patron. Interlibrary loan materials can be picked up at the Central Library or any branch library, except the Auburn Avenue Research Library.

IX. ONLINE RESOURCES

The online resources collection complements the print reference collection. Factors in selection include reference value, availability of print equivalent, subscription cost, availability of remote access, patron demand, as well as applying the criteria for New and Emerging Formats. Priority for purchases will be given to resources which provide a unique service, provide added value to their print equivalents, (e.g., indexes which search several years or combine a variety of search factors), and products which are the equivalent of large paper collections. Unless budget factors or decreased demand dictate otherwise, the library will attempt to maximize continuity from year to year when considering which online resource contracts will be renewed.

The Library strives to work with consortia whenever possible in the selection of commercially produced online resources.

X. WEB LINKS

Professional staff will identify and recommend interesting and useful Internet destinations and resources to include as hyperlinks on the library system's website. Recommended hyperlinks must support the library's mission and service roles. Links to information resources are based on staff's judgment of the best resources available and do not imply the library system's endorsement of content or sources accessed through subsequent links.

XI. COLLECTION MANAGEMENT

A. Gifts

The library is pleased to accept gifts of materials or money for the purchase of materials with the understanding that the selection criteria described in this policy will determine whether or not an item is added to the collection. Monetary gifts are accepted for the purchase of materials in a subject or format but not a particular title. Gifts that are accepted by the library become the property of the library to be used or disposed of in accordance with established policies. (Please refer to the Gift Policy of the Atlanta-Fulton Public Library System).

Donated items that do not meet the general selection criteria will be donated to a Friends of the Library group, to library-designated non-profit agencies, or to Fulton County as surplus property. Staff will not appraise or estimate the value of donated items.

B. Duplicates

Duplicate copies of certain titles are appropriate in cases of consistently heavy demand. Duplication should not occur to such a degree, however, that it adversely affects the breadth or scope of the agency's collection. The library meets the demands for many popular titles through the use of paperbacks and the Holds System.

C. Replacements

Selectors consider the following factors when replacing lost, stolen, damaged, dated, or discarded materials:

- number of duplicate copies available
- adequate coverage of the field in the collection
- recent or expected demand
- content superseded by new or revised edition
- historical value of the item
- significance and availability of the item in question

D. Preservation

Preservation of all materials and those of long-term value is crucial to the future of the Atlanta-Fulton Public Library System. Materials are selected with preservation needs in mind. When possible, books of lasting value are purchased on alkaline paper and in quality bindings. In some cases, purchase of high-quality microforms is the best insurance that materials will have a long and useful life. Repair and rebinding is done judiciously and weighed against the possibility and costs of replacement.

E. Collection Evaluation

Continuous review of the collections is as important as selection itself. Skillful withdrawal of some items is necessary to keep the library's collections vital and up-to-date. Items may be withdrawn because of poor physical condition; low use; unneeded multiple copies of the same title; unneeded multiple titles on the same subject; or the contents are superseded by a new or revised edition.

Care is taken to ensure that no title of enduring value is withdrawn. Before an item is withdrawn, a selector should first check to see if it is listed in standard library sources such as the *Fiction, Public Library, Children's, Junior and Senior High Catalogs; Index to Fairy Tales; Index to Children's Poetry; Index to Collective Biographies for Young Readers; A to Zoo; Best Books for Children;* other indexes to literary criticism, and standard subject-specific bibliographies.

The last copy of an out-of-print title owned by the library system is retained unless its physical condition has unacceptably deteriorated. Branch selectors discovering the last copy of an out-of-print item that is out of scope with the branch's current collection goals should forward the item to the manager of the Central Library's General Collections Department with a "last copy" note affixed.

If a selector discovers the last copy of an out-of-print item relating to the scope of the Auburn Avenue Research Library's Collection, and that item is out of scope with the branch's current collection goals, the selector should forward the item to the Collection Development Librarian of the Auburn Avenue Research Library with a "last copy" note affixed. (See Appendix I, Auburn Avenue Research Library, Collection Development Policy and Acquisitions Guidelines.)

When questions arise about whether or not to withdraw or retain an item, selectors at the particular agency should decide if the material should be sent to another library location or directly to the Friends of the Library. Selectors may consult the Collection Management Officer, the library system's Materials Specialists, an agency manager, a subject specialist, and the document entitled "Atlanta-Fulton Public Library System Weeding Guidelines" when necessary.

Withdrawn materials from an agency's collection may be offered to selectors at other library agencies, sent to a Friends of the Library group, to library designated non-profit agencies, or to Fulton County as surplus property.

XII. REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

The Atlanta-Fulton Public Library System welcomes expressions of opinions about its collections by users. The additions and withdrawal of items in its collections will be governed by this Policy and principles outlined in the American Library Association documents attached to this policy. Users seeking the reconsideration of library materials will be asked to put their request in writing by completing and signing a form entitled "*Request for Reconsideration of Library Materials*" (Appendix G).

When a written request is received, the Collection Management Committee will meet to discuss the request and make a written recommendation to the Director who may engage staff in further discussion of the work and the issues. The Director will make a decision on the Committee's recommendation and inform the Chairperson of the Committee. The Chairperson of the Committee then writes a letter to the user informing him or her of the Library's decision.

APPENDIX A

Library Bill of Rights

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

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

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

APPENDIX B

The Freedom to Read Statement

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

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

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

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

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

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

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

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

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

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

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

APPENDIX C

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

APPENDIX D
Diversity in Collection Development:
An Interpretation of the Library Bill of Rights

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other potentially controversial topics.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the *Library Bill of Rights*: “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.” A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron’s right to read, view, or listen to materials and resources protected by the **First Amendment**, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982; amended January 10, 1990, by the ALA Council.

APPENDIX E

Labels and Rating Systems: *An Interpretation of the Library Bill of Rights*

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.

Labels

Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage or prohibit users or certain groups of users from accessing the material. Such labels may be used to remove materials from open shelves to restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Rating Systems

A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the Library Bill of Rights. Adopting such systems into law may be unconstitutional. If such legislation is passed, the library should seek legal advice regarding the law's applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or destroying such ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see Expurgation of Library Materials: An Interpretation of the Library Bill of Rights).

Some find it easy and even proper, according to their ethics, to establish criteria for judging materials as objectionable. However, injustice and ignorance, rather than justice and enlightenment, result from such practices. The American Library Association opposes any efforts that result in closing any path to knowledge.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005.

APPENDIX F

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 abridged 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 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 parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." 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.

¹See Erznoznik v. City of Jacksonville, 422 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. 624 (1943)."

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

APPENDIX G
Atlanta-Fulton Public Library System
Request for Reconsideration of Library Materials

Please Print or Type

Name _____
Street _____ City _____
State _____ Zip _____ Phone _____ Date _____

Title of work _____

Location in Library: Adult section _____ Juvenile section _____

Author/Producer _____

Date of Publication _____

Format: Book _____ Magazine _____ Videotape _____ Audiotape _____

DVD _____ CD _____ Other _____

Did you read/view the entire work? _____ What parts? _____

To assist the Library in its reconsideration of this work, please cite any reviews by literary critics or media reviewers:

What do you think is the theme of this work? _____

What do you think is the value/purpose of this work? _____

If you have a concern regarding the age-appropriateness of the work, would you suggest another area of the library's collection? _____

What do you find objectionable about the work? _____

Please cite specific pages, passages, images, etc. _____

Are there other works that might be substituted for this title? _____

Comments: (Please continue on reverse.) _____

Signature _____

Please return completed form(s) to: Collection Management Department, Atlanta-Fulton Public Library System, One Margaret Mitchell Square, Atlanta, GA 30303 ATTN: Collection Management Officer. The Collection Management Committee will review the work and will reply to your comments. Thank you for your interest. (Rev. 11-07)

APPENDIX H
Atlanta-Fulton Public Library System
Request for Purchase

Please Print or Type

Your Name _____ Library Card No. _____

Street Address _____

City/State/Zip _____ Phone No. _____

Title _____

Author _____

Publisher _____ Date of Publication _____

Format (circle one unless you have on preference):

Hardback Paperback Large Print Compact Disc DVD

If the item is purchased, would you like to be notified when it is available? Yes No

Branch _____ Today's Date _____

Return the form to any library location to be forwarded to the Collection Management Department.

APPENDIX I
Auburn Avenue Research Library
Collection Development Policy and Acquisitions Guidelines

- I. Mission and Purpose
- II. General Selection Policy
 - A. Scope and Content
 - B. Relational Value
 - C. Condition
 - D. Size
 - E. Areas of Collection Development
- III. Specific Selection Policies by Collection
 - A. Reference Collection
 - 1. Purpose
 - 2. Specific Criteria
 - 3. Collection Scope
 - 4. Collection Strengths
 - B. Archives Collection
 - 1. Purpose
 - 2. Formats
 - 3. Collection Scope
- IV. Collection Priorities
 - A. Reference and Research Collection Development Priorities
 - B. Archives Collection Development Priorities
- V. Collection Strengths
- VI. A Guide to Levels of Collection Development
- VII. Gifts and Purchases
 - A. Donations
 - B. Purchases
- VIII. Collection Maintenance

I. MISSION AND PURPOSE

The mission of the Auburn Avenue Research Library is to enhance understanding of the African-American experience—including its legacy, dreams, contradictions and opportunities—in the United States and the world by providing library and related services essential for study and research by the general public, students and scholars on the culture and history of peoples of African descent.

The purpose of the Auburn Avenue Research Library is to provide, especially for the citizens of the Atlanta metropolitan area, the state of Georgia, and the southern region of the United States, a research library facility that will enable the Atlanta-Fulton Public Library System to fulfill the mission stated above.

The Research Library provides access to its collections to the scholarly community and the general public through two research divisions, each managing materials in specific formats. It also facilitates access to these holdings through mail and telephone reference services, inter-library and inter-institutional loans, participation in national computerized databases and publication of bibliographies and other finding aids.

All materials selected will support study and research related to the above mission.

II. GENERAL SELECTION POLICY

In making the decision to either accept a donation or to purchase a collection, the Research Library staff considers the following criteria:

A. SCOPE AND CONTENT

The scope and content of a collection defines the lifespan of when the collection was created; who or what entity created the collection; and, the types and formats of materials within the collection.

B. RELATIONAL VALUE

Collections are appraised based on their relational value to other collections that are currently owned by the Research Library. Does the proposed collection have relevance to other archival materials including: manuscripts, ephemera, photographs, audio/visual, etc.? Does the proposed collection enhance the existing collections by providing additional documents and items that lend to further understanding and access? Where and what region does the collection document? The latter question is extremely important in that the Research Library's primary collection focus is the Atlanta region, the state of Georgia, the Southeast, the United States, and then the world.

C. CONDITION

A collection's physical condition is appraised based on, but not limited to, whether or not the materials are in good condition, infested by active mold or insects, water logged, rodent damage, extreme deterioration from heat, humidity, cold, sunlight, or physical handling.

D. SIZE

The selection of a collection should not be limited to its size. However, consideration must be taken into account if the size of the collection requires the repository to expend resources (monetary, staff, storage, materials).

E. AREAS OF COLLECTION DEVELOPMENT

The primary collecting focus for the Auburn Avenue Research Library is on the political, cultural, social, and economic life of African-Americans in the Atlanta region. To strengthen this primary collecting area, the Research Library will concentrate on acquiring manuscripts of archival collections in the following subject areas: Africana immigrant cultures; social activists; politics and culture; literature; labor; performing arts; family papers focusing on Atlanta; Georgia rural life; and African-American politicians and political organizations within Atlanta and Georgia. There will be no chronological limitations, however, the focus will be on the twentieth and twenty-first centuries.

III. SPECIFIC SELECTION POLICIES BY COLLECTION

A. REFERENCE COLLECTION

1. Purpose

The Reference and Research Division has the responsibility to identify, acquire, preserve and provide access to published information by and about people of African descent throughout the world. In collaboration with the Archives Division, the Reference and Research Division engages in selection activities to develop relevant complementary collections to enhance research needs.

2. Specific Criteria

The Division acquires monographic and serial publications on paper and in electronic formats. Both popular and scholarly works are acquired, including dissertations, pamphlets, and art and exhibition catalogs. Serial publications include periodicals, newspapers, newsletters and conference proceedings. Flyers and other ephemera are held in the Division's vertical files. The Division also holds a portrait collection.

3. Collection Scope

The Division provides specialized resources and collections for the study and research of the African, African-American and Diasporic experience which covers disciplines within the arts, humanities, social sciences, and natural sciences.

English is the predominate language represented in the collection. Other European languages include French, Portuguese, German, Spanish, and Dutch. Works in indigenous African languages and African influenced languages are also collected. Translations of African-American literary classics in other Asian languages such as Japanese and Chinese, works in non-Roman scripts are acquired.

4. Collection Strengths

The Division holdings attempt to be comprehensive in the scholarly materials for Atlanta, Georgia, the Southeast, and the United States. The performing and visual arts are also well represented in Division holdings. The Division maintains a strong retrospective and current collection of African-American, Caribbean and African newspapers and other serials.

B. ARCHIVES COLLECTION

1. Purpose

The Archives Division collects, preserves and makes available for research purposes rare, unique and primary materials which document the history and culture of peoples of African descent in the Atlanta region and the southeastern United States and elsewhere as deemed appropriate.

The Archives Division also collects, documents, preserves and interprets art and artifacts by and about peoples of African heritage. Fine and applied art and material culture objects are collected from the nineteenth century to the present with emphasis on the visual arts of the twentieth century in the United States. Works collected include paintings, sculptures, works on paper, textiles, artifacts and ephemera.

2. Formats

The Division's holdings include original and microformatted personal papers; oral histories; records of organizations and institutions, literary and scholarly typescripts, scripts, rare books, sheet music, broadsides, programs and playbills, and other ephemera.

The Division holdings also include (through gifts and purchases), art and artifacts encompassing three broad areas: painting; works on paper (i.e. drawings, prints, illustrations, posters and reproductions); and, textiles.

In addition, the Division collects prints, transparencies and negatives ranging from mid-eighteenth century graphics to modern photographic prints. Daguerreotypes, ambrotypes, and albumen prints are among the nineteenth century photographic processes represented. Twentieth century photographic processes include gelatin silver, C-prints and cibachrome prints. Manual and process prints include wood engravings, lithographs, photogravures and photolithographs. Cartes-de-visite, stereographs, postcards and lobby cards are among the formats collected.

3. Collection Scope

The Division's manuscript holdings focus on the history, literature, politics, and culture of peoples of African descent in the Atlanta region and the southeastern United States primarily in the twentieth century, complemented by a substantial collection of manuscript collections on microfilm. Subject emphasis includes: the performing and visual arts; women in the United States; African-American religion; the social, cultural, political, and social history of Atlanta; twentieth century writers from the United States and the Caribbean; education in Atlanta and the United States; civil rights and political organizations; research files of scholars and intellectuals; and, papers and records of individuals and organizations documenting political and social movements in Atlanta and the United States. Materials are collected in all languages, although the bulk of the holdings are in English.

Rare books date from the mid-nineteenth century through the twenty-first centuries. Languages represented in the collection are primarily English and French. Subject coverage includes the following broad categories: slavery in the Americas; anti-slavery issues in the United States and the Caribbean; literature; history; biography; travel narratives in Africa and the Americas; and religion. In addition, the collection contains first, early and variant editions by black authors, first editions by regional and Harlem Renaissance authors, and prize winning titles by black authors.

Sheet music collections contain vocal and instrumental compositions encompassing the following genres: spirituals, secular folk songs, ragtime, blues, jazz, gospel, popular songs and show tunes, and European classical music by composers of African descent. Geographic coverage is primarily for the United States.

The broadsides and programs and playbills collections primarily document theatrical, cultural, social and political events in the United States from the late nineteenth century to the present.

Art and Artifacts

The collection includes art and artifacts by African-American artists from the late nineteenth century to the present. The majority of works in this category represent contemporary African-American artists and the Neighborhood Arts Center Movement of the 1970s in Atlanta. Depictions of African-American life, genre themes include urban and rural landscapes, portraiture and still-life. Subjects covered include social, cultural, and political images of African-Americans.

Works on Paper

Posters and reproductions comprise the largest group in the category of works on paper. The collection documents political, social, and cultural activities and events. Advertising art reflecting positive and stereotypical images of blacks is represented. Also included are nineteenth century lithographs and engravings depicting people of African descent in Africa and the diaspora. Original fine art prints and drawings by African-American and African diasporan artists address social and historical themes.

Textiles and Artifacts

Uniforms, commemorative cloth, appliqué and clothing comprise the textile holdings. The collection of artifacts includes a wide range of two and three dimensional objects, such as slave shackles, medallions, commemorative coins, currencies, stamps, buttons, political campaign material, calendars, church materials, fans, flags, family genealogical booklets, special clipping files, maps, playbills, sheet music, and funeral programs.

Photographs and Prints

The collection covers the broad range of the human experience among people of African descent. Its subjects date principally from the 18th century but are strongest in the 20th century. Lithographs, engravings, daguerreotypes and ambrotypes document the work of nineteenth and twentieth century African-American photographers as well as early photographic images of African-Americans by other photographers. Cartes-de-visite include portrayals of free and enslaved blacks in the United States. Stereographs offer a glimpse into the education, labor, family and social life of African-Americans 1860s to the turn-of-the twentieth century. Twentieth and twenty-first century photographs document historic figures, events, personalities, human rights activities and the presence of peoples of African descent in the Atlanta region, the southeast, and the United States.

IV. COLLECTION PRIORITIES

A. REFERENCE AND RESEARCH COLLECTION DEVELOPMENT PRIORITIES

Collection priorities are to improve serial holdings of relevant U.S. newspapers published outside the southeastern United States and to improve over-all holdings of publications from the Caribbean areas with particular emphasis on strengthening serial holdings. Attention will be given to both current and retrospective publications. Other priorities include the documentation of recent migrations of people of African descent, the various socio-political civil rights movements. Providing access to materials published in electronic formats will also be a priority.

B. ARCHIVES COLLECTION DEVELOPMENT PRIORITIES

Collection development activities will concentrate on acquiring manuscripts collections in the subject areas already identified in sections III and IV, with particular emphasis on the following subject and geographic areas: post-civil rights movements and organizations; gender studies; folklore; southern religious movements; healthcare; economic development; Atlanta African diasporic immigrant culture; artists' and photographers' papers that complement the art and photographic holdings in the division; social activism, literature; labor; performing arts; family papers focusing on Atlanta; Georgia rural life; and African-American politicians and political organizations within Atlanta and Georgia. There will be no chronological limitations, however, the focus will be on the twentieth and twenty-first centuries.

The Division will continue to collect rare books and pamphlets in the areas identified in sections III and IV, with an emphasis on works written by black authors.

Sheet music acquisitions will concentrate on developing holdings of gospel, jazz, work songs, and European classical music by black composers.

Collection priorities are to strengthen holdings by acquiring works such as: art of self-taught or folk artists whose works are inspired by personal and/or spiritual experiences. Contemporary works by rural African-American artists of African descent whose works express cultural identity will also be collected. Artworks by master African-American and African diasporan artists that reflect their mastery over time as well as the critical role they have played in the development of modern and post-modern art will also be acquired. As a standing objective, the Division seeks works by artists of African descent who live and work in the southeastern United States. Works on paper, i.e. posters and prints on subjects ranging from dance, theater and entertainment to social, civic, political and religious themes will be sought. To the extent possible, the work of artists using evolving electronic technologies in the 21st century will be added to the collection.

Collection development priorities will focus on acquiring work from studio and documentary photographers and photojournalists which documents the African-American experience. The Division will also focus on collecting portraits of leaders and activists, and images of significant events throughout the Southeast, particularly images that depict southern rural and urban life. Documentation of the black communities in the Georgia, historical and contemporary, will also be emphasized. The Division will collect work by photographers of African descent who are making significant contributions to the field of fine art photography, with an emphasis on African and African Diasporan themes. The Division will also collect new and future photographic expressions including state-of-the-art digital photography.

V. COLLECTION STRENGTHS

The manuscripts and archival collections are strongest for the twentieth century in the areas of the civil rights movements, cultural and political movements, as well as, Atlanta regional history and culture.

Subject and genre strength for the rare book collection includes slavery and anti-slavery in the United States, fiction, literature, travel narratives in the Americas and Africa, the history of blacks in the United States and Caribbean, biography, and poetry. In addition, the collection has a fine representative collection of works by authors of the Harlem Renaissance, nineteenth century black women authors, and monographs published during the early nineteenth century by and about black people.

The sheet music collection strengths lie in spirituals, jazz, classical between 1930s and 1950s period, and popular songs.

The photograph collection is strongest in Americana with the following subject strengtheners: Atlanta, modern civil rights movements, religion, organizational (fraternal, political and human rights) activities, businesses and religious activities. Rural southern life from the late 1930s to the early 1950s is represented. Holdings also include a significant collection of portraits of primarily twentieth century historic figures and personalities including civic and political leaders, musicians and entertainers, sports figures, writers, and artists and other luminaries.

VI. A GUIDE TO LEVELS OF COLLECTION DEVELOPMENT

Recommended Collection Levels:

COMPREHENSIVE

(All significant works on the subject are collected)

History and culture of African-Americans in Atlanta and the Southern U.S.

RESEARCH

(Major published materials pertaining to the subject area are collected)

History and culture of South and Latin Americans in the Diaspora and other parts of the U.S.

STUDY

(Basic monographs, complete collection of important writer, selected bibliographies)

Africa – including major individual nations

Levels will include all formats as appropriate. Categories for each level are as follows: Bibliographies; encyclopedias, organizations; news media and journalism; manuscripts and rare books; psychology; ethics; religion and philosophy; church history; sociology and anthropology; social groups; women's studies; gender studies; cultures, institutions and community; political science; civil and political rights; international migration and colonialism; slavery and emancipation; international relations; legislative process; economics; social services and social problems; criminology; associations and clubs; education; domestic and slave trade; folklore; language and linguistics; inventions; arts; photography; music; recreational and performing arts; rhetoric and collections; literature; poetry; geography and travel.

VII. GIFTS AND PURCHASES

A. DONATIONS

Donations of Research Library Reference and Research and Archives Division materials will be documented through a Deed of Gift or a Gift Form and will be acknowledged by the Library after the Deed of Gift or Gift Form have been signed and accepted.

B. PURCHASES

Material may be acquired for the Reference and Research and Archives Divisions by purchase with designated funds appropriated to each division.

VIII. COLLECTION MAINTENANCE

In some cases, material in the Reference and Research and Archives Divisions holdings may fall outside the Collection Development Policy. In such cases, it may be desirable to remove the said material from the divisions. If the material has already been accessioned, these must be formally deaccessioned. Transfer of deaccessioned material must follow the disposal instructions that were determined during the accessioning process. Where no transferal instructions have been specified by the donor, the Reference and Research and Archives Divisions managers have the authority to destroy, return, transfer or donate deaccessioned material as deemed appropriate.

ACKNOWLEDGEMENTS

Certain sections of this document were adapted from provisions found in the collection development policies of the Pikes Peak Library District, Pasadena Public Library, Morton Grove Public Library, Tempe Public Library, and Minneapolis Public Library. Other libraries may use this document to develop or revise their policies with the understanding that the Atlanta-Fulton Public Library System and the libraries above are credited.