

COLLECTION DEVELOPMENT POLICY

The Collection Development Policy of the Hershey Public Library (the Library) is guided by the Library's mission to be "the hub of our community, creating possibilities for everyone to enrich their lives." The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Hershey Public Library Board of Library Directors (the Library Board/the Board) adopts and affirms the American Library Association's Library Bill of Rights (Appendix A), Freedom to Read (Appendix B), Freedom to View (Appendix C), Labeling Systems (Appendix D), and Access to Library Resources and Services for Minors (Appendix E) policy statements in support of acquiring and managing collections.

Collection development includes the planning, selection, acquisition, cataloging, and weeding of the Library's collections in all formats. Library materials may include, but are not limited to the following: books, magazines, the internet, electronic databases, DVDs, audio books in CD and Playaway format, music CDs, downloadable materials, and large print materials. Weeding is the regular, on-going, and systematic evaluation process whereby library materials are withdrawn from the collection based on specific criteria such as outdated, worn, unused, damaged, and/or duplicated materials.

The goal of the Library is to select, organize, preserve, and make freely and easily available to all individuals in the community printed and other materials which will aid them in the pursuit of information, education, research, recreation, culture, and in the creative use of leisure time. The primary goal of collection development is to provide the best possible collection with the financial resources available. The decision to select any item for the collection is based on demand, anticipated need, and the effort to maintain a balanced collection. Inclusion in the collection does not constitute endorsement by the Library.

RECOMMENDATIONS FOR PURCHASE

The library patron is an important part of the selection process. An individual request from a patron for a title is usually honored if the request conforms to the guidelines outlined in this policy statement. Requests from patrons residing in Derry Township are given preference. Requests from patrons residing outside Derry Township will be considered as budget and need allows. Suggestion forms can be obtained at the circulation desk or online. If requested, individuals submitting the suggestions may be contacted by Library staff regarding the outcome of the decision, but the Library makes no guarantee of specific placement in the holds queue. Items that are not purchased for the Library collection may instead be available through the Interlibrary Loan process.

SELECTION CRITERIA

Library materials are selected based on informational, educational, cultural, and recreational value. These materials are selected in compliance with the mission and goals of the Library and within the limitations of the budget. The following general criteria are also used in selecting materials for addition to the collection:

- Importance and value to the collection and Library users
- Significance of the subject matter
- Current appeal and popular demand
- Local interest
- Cost and budgetary constraints
- Attention of professional critics or reviewers
- Literary merit
- Authority, accuracy, and artistic quality.
- Suitability of format for Library use; durability
- Contribution to the diversity and breadth of the collection

An item need not meet all of the criteria in order to be included in the collection and materials should be considered as a whole and not be excluded based solely on the author's identity, frankness or coarseness of language; nor should it be excluded solely because of the controversial nature of the item, or endorsement or disapproval of an item by an individual or organization.

RESPONSIBILITY FOR SELECTION

The ultimate responsibility for materials selection and the development of the library collection rests with the Library Director who operates within the framework of policies determined by the Library Board. The actual selection and weeding of materials is accomplished by the Cataloging and Collection Development Librarian and other professional library staff under the general supervision of the Director of Library Services. Staff contributes to the development of patron-oriented collections by balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information. The collection is reviewed on a regular basis to identify areas of community interest that may need to be strengthened.

Tools used in selection include, but are not limited to, professional journals, trade journals, subject bibliographies, publisher's catalogs and promotional materials, reviews from reputable sources, lists of recommended titles, and sales representatives for specific materials. Purchase suggestions from patrons are also an important source and are given consideration.

Selection of materials will be made without bias toward subject matter, ideology, point of view or frankness of language.

FORMATS OF MATERIALS

Materials may be available in a variety of formats. Factors governing the choice of format include anticipated use, storage requirements, ease of access, availability of funding to start and maintain a new format, demand for format in the community, and the format of earlier editions. When all other factors are equal, ease of access by the public should be the primary consideration. The process for determining new material formats will be ongoing. The Library also may choose to eliminate obsolete formats

when customer demand, affordability, and availability of product from vendors indicate the format is no longer needed or supported.

DOWNLOADABLE E-AUDIOBOOKS AND E-BOOKS

The Hershey Public Library provides access to downloadable audio materials that include fiction and non-fiction titles that follow the general guidelines and content criteria for books. Collection development responsibilities are shared through the Capital Area Library District Consortium. The Library will support acquisitions made through shared resources or consortium purchasing as a means of providing a greater breadth of library resources. Downloadable purchases will follow all acquisition guidelines as outlined by the Capital Area Library District Consortium.

SPECIAL COLLECTIONS

The Library is home to several unique collections including, but not limited to:

- The Pennsylvania Collection: A unique collection of reference books on Pennsylvania, Derry Township, and Hershey history.
- Palliative Care Collection: Features materials dealing with the care of the ill, death, and grieving.
- World Languages Collection: Resources include books in a variety of world languages, for example Spanish, Chinese, and Japanese etc.

Development of these collections is limited by budget and staff knowledge. Special collections are subject to the same criteria in this collection development policy and may be created or deselected as guided by the policy.

LOCAL AUTHORS

Authors who reside in Dauphin, Lancaster, Lebanon, Cumberland, or York Counties who wish to submit their book for inclusion on the local author shelf are considered for inclusion in the collection using guidelines in the Local Authors Shelf Policy.

GIFTS, MEMORIALS, AND DONATIONS

Donations of materials intended for the Library collection as well as money to purchase books are guided by the Gifts and Donations Policy. Tribute Books are selected by staff based on broad guidelines indicated by the donor in their submitted Tribute Book form.

WEEDING OR WITHDRAWAL OF MATERIALS

The withdrawal of materials, also called weeding of the collection, is an ongoing process directly related to collection development. The library bases its decision to deselect or remove an item on a number of factors, including but not limited to publication date, frequency of circulation, community interest, condition, accuracy, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but

no longer in demand and non-fiction books that are no longer useful or accurate are withdrawn from the collection. Library staff, under the general direction and supervision of the Director of Library Services, will be responsible for the weeding of the collection.

Withdrawn books are donated to the Friends of the Hershey Public Library for book sales. The proceeds from such sales are used for the benefit of the Library. Books that are not sold will be disposed of at the discretion of the Friends of the Hershey Public Library.

Deselection guidelines will be applied to all Library materials including donations, tribute books, and works by local authors. Weeded or deselected materials will not automatically be replaced. Missing and withdrawn materials are selectively considered for replacement.

ACCESS

The Library Board recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Board believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted. Selection of adult collection materials should not be inhibited by the possibility that minors may utilize the items. The Library collection will be organized and maintained to facilitate access. No materials will be labeled, restricted, sequestered, or altered because of any controversy about the author, subject matter, or intended potential audience. Items will not be sequestered, or access denied, except for the purpose of protecting resources from damage or theft.

ACCESS FOR CHILDREN AND YOUNG ADULTS

Responsibility for the use of library materials by children rests with their parents or legal guardians. The Library does not stand *in loco parentis*. While available to provide guidance on selections, Library staff members are not responsible for monitoring a child's use of and selection from Library collections.

INTERNET (PUBLIC ACCESS)

In conjunction with its mission statement, the Library provides access to a vast array of information available electronically. Electronic information, services, and networks provided directly or indirectly by the Library will be readily, equally, and equitably accessible to all Library users. The Library does not monitor and has no control over the information accessed and cannot be held responsible for the content, accuracy or quality of the information retrieved. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the Library's collection, as it offers unprecedented opportunities to expand the scope of information available to all users. The Internet Access Policy governs user's behavior on publicly available internet and Wi-Fi.

REQUESTS FOR RECONSIDERATION

The Library selects a wide variety of materials that satisfy the diverse interests of our community. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library's varied collection is available to all; however, it is not expected that all the collection will appeal to everyone.

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron. The Library Board recognizes the right of individuals to question materials in the library collection. Only individual residents of Derry Township may request reconsideration of materials.

Whenever a patron objects to the presence of any Library material, the complaint will be given consideration. The patron will be given a "Request for Reconsideration of Library Materials" form (Appendix F) to complete. This completed form will be given to the Library Director who will then meet with professional staff to evaluate the material in question and consider the merits of the completed request form. Only 100% completed Request for Reconsideration of Library Materials forms will be considered. A separate form must be completed for each individual request. No more than three requests may be active for an individual patron at any one time. Request for Reconsideration of Library Materials forms will be reviewed sequentially in the order the Library Director receives them.

The Library Director will form a review committee with professional library staff to consider whether the material meets the selection criteria outlined in this policy. Within 60 business days, the director will decide an action for the material in question with written reason for the decision conveyed to the patron. The letter will provide information to the patron regarding their options for next steps in the process including their options for submitting a written appeal to the Library Board.

If the patron is dissatisfied with the decision or the written reply, a written appeal may be submitted within 10 business days to the Library Board. The Library Board will decide at a public meeting whether to address the appeal through a written reply or at a regularly scheduled Board meeting. If the Library Board decides to use a written reply, the Secretary will draft a response for the Library Board to approve through a majority vote of the assembled quorum at their next Board meeting. If the Library Board plans to address the appeal at their Board meeting, the individual will be notified of when and where the meeting will be held. The Library Board will review any documentation it deems necessary to decide within ninety (90) days of receipt of the appeal. At the regularly scheduled Board meeting addressing the request, the Library Board, after receiving public testimony from the patron, and from the Library Director, will decide, based on a majority vote of the assembled quorum, whether or not Library policies have been followed. If library policies were followed, the decision will stand as made by the Library Director. If library policy was not followed, the Library Board will direct the Library Director to repeat the process and make another recommendation. The final responsibility for adding or withdrawing library materials rests with the Library Director.

The Library Board reserves the right to limit the length of public comments. Materials reviewed for reconsideration will not be eligible for reconsideration before 3 years have passed.

Materials subject to complaint shall not be removed from use and circulation pending final action. If a court having jurisdiction over the Library decides that any material in the collection is unprotected by the Constitution of the United States, such material will be removed immediately. Material under court consideration will remain available to patrons until a final ruling is made.

POLICY REVIEW AND REVISION STATEMENT

This Collection Development Policy will periodically be evaluated and revised as time and circumstances require.

Board Approved: 11/21/2017; Amended 1/16/2024.

Appendix A

American Library Association's 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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 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.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

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

Labeling Systems: An Interpretation of the Library Bill of Rights

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. 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, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

Labels may be a library-sanctioned means of organizing resources or providing guidance to users. They may be as simple as a colored dot or strip of tape indicating reference books or fiction or as elaborate as the Dewey Decimal or Library of Congress call number systems.

Labels as viewpoint-neutral directional aids are intended to facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion. Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice, discourage, or encourage users to access particular library resources or to restrict access to library resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, 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 resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Directional aids can also 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. Even well-intentioned labels may have this effect.

Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access.

Adopted on June 30, 2015, by ALA Council.

Appendix E

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *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, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs 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 providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials 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 through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ 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.² Libraries and their 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 or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. 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.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

² *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 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 also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ “[Privacy: An Interpretation of the Library Bill of Rights](#),” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ “[Libraries: An American Value](#),” adopted on February 3, 1999, by ALA Council.

⁵ “[Rating Systems: An Interpretation of the Library Bill of Rights](#),” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Appendix F



Request for Reconsideration of Library Materials

You must be a Derry Township resident to file a request.

Please complete the form in its entirety.

Resource on which you are commenting:

Book/eBook Movie Magazine Database Program

Audio Recording Digital Resource Newspaper Other

Title: _____

Author or Artist: _____

Publisher or Producer: _____

Please answer the following questions completely, feel free to attach extra sheets of paper if needed:

1. What brought this item to your attention?

2. Did you read, view, or listen to the entire work? If not, what sections did you review?

3. What are your objections to the material? (Please be specific; cite page, lines, etc.)

4. Please cite reviews of the item and where they were found.

5. What action are you requesting the library consider?

Request Initiated By: _____

Address: _____

City: _____ Zip: _____ Phone: _____

E-mail: _____

Do you have an active Hershey Public Library Card? _____

Have you read the Collection Development Policy, Library Bill of Rights, The Freedom to Read Statement and Freedom to View Statement attached to this form?

Are you a resident of Derry Township? _____

Signature: _____ Date: _____

The completed form should be mailed to **Director, Hershey Public Library, 701 Cocoa Ave, Hershey, PA 17033** or can be dropped off at the front desk of the library.

By providing this information, you will help us respond to your concerns.