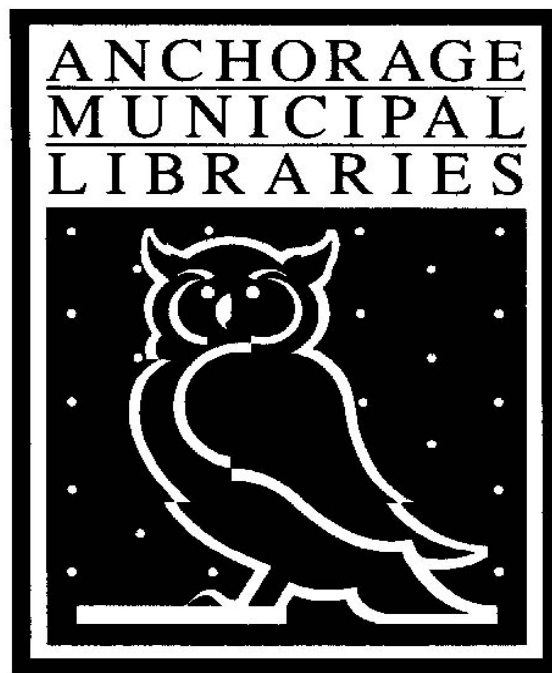


COLLECTION DEVELOPMENT POLICY



ANCHORAGE MUNICIPAL LIBRARIES

Approved by the Library Advisory Board: November 17, 2005

INTRODUCTION

The Collection Development Policy of the Anchorage Municipal Libraries guides the continuing development of the library system's resources. The policy has several functions:

1. It provides the public with a description of the nature and scope of the existing collection and the philosophies underlying collection decisions and the objectives for the continuing management of the collection.
2. It provides criteria for the selection of materials and for the evaluation and improvement of the collection by library staff.
3. It aids library managers in allocating funds for collection development and assists selectors in the responsible expenditure of funds for resources.
4. It informs other libraries of the collection development objectives of the Anchorage Municipal Libraries.

The collection development objectives established by this policy reflect the mission and goals of the Anchorage Municipal Libraries. Past and current use of the collection, professional judgment of the library staff, knowledge of the Anchorage community, and knowledge of available resources have all guided policy development. The policy is reviewed every five years by a collection development committee and any changes are brought before the Library Advisory Board.

The Collection Development Policy consists of a descriptive statement and sections detailing the general, format and special collections in the libraries. The descriptive statement describes the Anchorage Municipal Libraries and policies which apply to the entire collection. The general collections include the adult, youth and media collections. Special collections include the Loussac Children's Literature Collection, the Martin Luther King, Jr. Memorial Collection, and the Alaska Collection.

COLLECTION PURPOSE

The mission of the Anchorage Municipal Libraries is to bring the power of information, imagination and inspiration to the people of Anchorage. To fulfill this mission the library acquires, organizes and provides diverse information resources and services, collections relevant to the needs of the community, programs for young children that develop an appreciation for reading and learning, and opportunities for lifelong learning through self-education. Library services are delivered to the public through the Z. J. Loussac Public Library as the headquarters for the system and the Chugiak-Eagle River, Mountain View, Muldoon, Samson-Diamond, and Scott and Wesley Gerrish Branch Libraries. As the public library for the Municipality of Anchorage, the system offers direct public service to municipal residents. The Z. J. Loussac Library provides collection support and assistance to the branch libraries and municipal departments.

Bringing the Power of Information, Imagination, and Inspiration to Our Community: The Strategic Plan for the Anchorage Municipal Libraries 2003 – 2008 states that “Anchorage Municipal Libraries’ collection will be current and user-focused, reflective of the community interests, including but not limited to a general collection for adults and youth, a reference collection, electronic resources, world language materials, a progressive media collection, and an Alaskana collection.”

COMMUNITY DESCRIPTION

The library staff uses information about the community to shape the collection. The Anchorage Municipal Libraries directly serve the residents of the 1,955 square miles of the Municipality of Anchorage. The population of Anchorage is estimated at 277,000 or about 42% of Alaska’s population of 655,000. Approximately 32 percent of municipal residents live in Chugiak-Eagle River.

Although the population is maturing because Anchorage has so many baby boomers, it is still younger than the national average, hovering around 32.1 years of age compared to 36.2 years nationally. Baby boomers are the largest age group represented and they are the city’s most affluent and best-educated group. The over-65 age group is the smallest percentage of the population but is growing at five times the national average, even before the baby boomers hit retirement age.

Most of Anchorage’s people come from somewhere else. According to data compiled in 1998, only 28% of Anchorage residents were born in the state, unlike the nation as a whole, where two-thirds of the people lived in the state of their birth. Anchorage’s population is becoming more stable. However, in 2000, 25% of those who had been residents in 1995 were gone. White residents, middle-aged people, and families are the most likely to leave.

Anchorage is also becoming more racially and ethnically diverse. The minority population is steadily increasing, from 7.6% in 1960 to 27.2% in 1998, more than the national metropolitan average. Of that segment, the largest group is Native American, followed closely by African American, Asian/Pacific Islander, and Hispanic. However, in terms of population growth, the Hispanic population is growing at the fastest rate, followed by Asians and Pacific Islanders. Because minorities are concentrated in younger age groups, minority children are approaching the majority in Anchorage schools, up from 26% in 1990 to 44% in 2004.

In addition, approximately 9 percent of the Anchorage population is comprised of members of the military and their dependents. In 1997, there were 5,601 military retirees living in Anchorage.

These and other detailed statistics on population characteristics by community areas appear in *Anchorage Indicators 2002* prepared by the Municipality of Anchorage,

Community Planning & Development Department. Library staff use these statistics to help define present and future collection needs of Loussac and the branch libraries.

SELECTION RESPONSIBILITY

Ultimate authority for materials selection rests with the Municipal Librarian. The Collection Development Coordinator is responsible for recommending policy and implementing procedures for the development and management of the Anchorage Municipal Libraries collections. Collection management includes regular assessment of community needs; establishment of policy and development of budget to support those needs; the selection and acquisition of materials; maintenance activities to prolong the useful life of materials; activities to promote the use of the collection; and evaluation of the collection and its effectiveness.

The collection development team, under the direction of the Collection Development Coordinator, participates in needs assessment, policy development, budget allocation, maintenance activities, and collection evaluation, and serves as an advisory group for the Coordinator. The collection development team is composed of subject specialists in the areas of humanities, sciences, social sciences, media, children's materials, and Alaskan. Selection assignments are given to professional staff members based on subject knowledge or experience. Patrons are actively encouraged to suggest both specific items and information on specific subjects for addition to the collection. Purchase recommendation forms are available on the library's website and at all libraries.

SELECTION CRITERIA

A policy, however thorough, cannot replace the judgment of individual librarians, but only provides guidelines to assist them in choosing from the vast array of available materials. In selection the librarian uses professional judgment and expertise, based on understanding of user needs and knowledge of authors and publishers or producers. Each item must be considered in terms of its own excellence and the audience for whom it is intended. There is no single standard which can be applied in all acquisition decisions. Some materials may be judged primarily in terms of artistic merit, scholarship, or value as human documents; others are selected to satisfy the recreational or informational needs of the community. Materials are judged on total effect rather than specific illustrations, words, passages, or scenes which in themselves may be considered offensive by some.

Staff selects materials identified from a number of sources including professional and commercial reviews, book lists and bibliographies, catalogs and announcements, and public and staff recommendations. Library staff may consult with others more knowledgeable in a specific subject for advice on developing that area.

All acquisitions, whether considered for purchase or donated to the library, are evaluated through review in one or more of the standard library review media and against the criteria listed below. An item need not meet all the criteria to be selected.

- A. General Criteria for the Evaluation of Library Materials:
 - Appropriateness and effectiveness of medium to content
 - Attention of critics, reviewers, media, and public
 - Authority
 - Availability and price
 - Contemporary significance or permanent value
 - Contribution to the diversity of coverage on controversial subjects
 - Inclusion in the standard library indexes
 - Literary and artistic merit
 - Present and potential relevance to community needs
 - Prizes, awards, or honors received
 - Reflective of the cultural diversity of the community
 - Relationship to existing collection and other material on subject
 - Reputation and/or significance of the author, illustrator, editor, publisher or producer
 - Skills, competence, and purpose of author, producer, performer, etc.
 - Suitability of physical format for library use
 - Suitability of subject and style for intended audience

- B. Specific Criteria for the Evaluation of Works of Information and Opinion:
 - Authority of author
 - Clarity, accuracy, and logic of presentation
 - Comprehensiveness and depth of treatment
 - Contribution to subject balance of the entire collection
 - Objectivity and integrity
 - Representation of challenging works, including extreme and/or minority points of view

- C. Specific Criteria for the Evaluation of Works of Imagination:
 - Artistic expression, presentation, and experimentation
 - Effective characterization
 - Representation of important movement, genre, trend, or national culture
 - Sustained interest
 - Vitality and originality

SELF-PUBLISHED MATERIALS

In most cases, the library will not purchase self-published materials that are not reviewed in established review journals. Exceptions may be made for self-published materials of local interest that meet the selection criteria of the Alaska Collection.

INTELLECTUAL FREEDOM

The Library Advisory Board, Municipal Librarian and library staff recognize the responsibility of the library to provide materials representing the widely separate and diverse needs, interests, backgrounds, cultural heritages, and social values of the community we serve. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Selections will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the library's purpose and as it serves the needs and interests of the community as a whole.

The presence of an item in the library does not indicate an endorsement of its content by the library. Library materials will not be marked or identified to show approval or disapproval of the contents, and access will not be restricted beyond what is required to protect materials from theft or damage.

The standards stated in this policy will apply equally to the materials for children. The library believes that individuals may reject for themselves and their children – and only for their children – materials which they find unsuitable. Responsibility for the reading and viewing of minors rests with their parents or legal guardians. Parents who wish to limit or restrict the use of the library by their children should personally oversee their selections.

The principles expressed in the American Library Association's *Library Bill of Rights*; *Access to Electronic Information, Services, and Networks*; and *Challenged Materials* statements; the *Freedom to Read* and *Intellectual Freedom* statements of the American Library Association and the American Book Publishers' Council; the Educational Film Library's *Freedom to View* statement; and the Anchorage Municipal Libraries' *Policy on Public Use of the Internet and Other Computer Resources* are basic to this policy and are incorporated herein. (See Appendix A for the full text of these statements.)

RECONSIDERATION OF LIBRARY MATERIALS

Individuals or groups objecting to specific library materials in the collection may initiate a formal request for reconsideration by filling out a "Statement of Concern About Library Materials" form available at all libraries. The Collection Development Coordinator will acknowledge the receipt of the form within one week. A committee of five librarians including the Collection Development Coordinator, subject specialists, and the selector

for the appropriate subject area will review the material in question and reevaluate the item in terms of the selection criteria in the collection development policy, the library's mission statement, and the Principles in the *Library Bill of Rights* and other intellectual freedom statements in Appendix A. Reviews, commentaries, and bibliographies may also be consulted to assist in the examination of materials. The committee's recommendations are submitted to the Municipal Librarian for approval. A written reply indicating the library's position, any action taken or planned, and the appeal process will be sent to the person or organization making the complaint.

If the complainant wishes to appeal the committee's decision, the Municipal Librarian will bring the complaint and supporting documentation to the Library Advisory Board at its next regularly scheduled meeting. The Board may choose to accept the library staff's recommendation without further review or may choose to continue the review process. The Board will then review the materials and supporting documentation before making a recommendation to the Director of the Office of Economic and Community Development.

DONATIONS

Financial donations to benefit the collection as needed or to develop specific subject areas are encouraged and may be made directly to the library or through special programs of the Anchorage Library Foundation or the Anchorage Friends of the Library.

The Anchorage Municipal Libraries welcomes donations of single volumes to extensive collections from individuals, organizations, businesses, or other sources. Donations of books or media are accepted with the understanding that they will not necessarily be added to the collection. The material is judged by the same criteria as those applied to the purchase of new materials. The library reserves the right to dispose of donated material through referral to or exchange with another library, sale at a regular library book sale or Friends of the Library fundraising event, or discard, if condition warrants, unless the donor has made arrangements in advance for its return. Donated materials considered inappropriate for sale because of condition or content may be offered free to the general public on a first come, first served basis.

The Collection Development Coordinator is responsible for the acceptance of all donations to be added to the collection. Acceptance of a donated item for the collection by the library is signified by entering the item into the computerized catalog. At that time, donations become official property of the Municipality. Any condition or restriction on donated material must be stated in writing by the Collection Development Coordinator in advance of the library's receipt of the donation. Bookplates showing the name of the donor or a memorial inscription are provided by the library upon request.

Donations of magazines and subscriptions may be accepted by the library subject to the same selection criteria and retention policies as regular subscriptions. The library asks that gift subscriptions be for at least a two-year period.

Appraisal of value is the responsibility of the donor. A gift receipt form providing for a description of the material donated and date of the donation is provided when requested. For major donations the library will work with the donor in obtaining professional assistance for purposes of evaluation.

COLLECTION MAINTENANCE

DISCARDING

Materials collections are regularly and systematically reviewed by professional staff to keep the collection up-to-date and in good physical condition; assure that materials retained are being frequently used and contributing to an active, effective collection that meets current community needs; and provide space for new items on the shelves.

Library materials considered no longer of value are removed from the collection and may be offered to another library; disposed of through sale at a Friends of the Library book sale or other fundraising event; discarded, if condition warrants; or they may be offered to the general public on a first come, first served basis. Factors considered in the removal of materials are physical condition, obsolescence, number of copies in the system, current or potential use, research value, adequacy of coverage in the subject field, and availability of similar material. Branch librarians refer materials no longer of active use in their collection, but considered to have potential value, to the Collection Development Coordinator or subject bibliographer for consideration for addition to the Z. J. Loussac Library collection.

MENDING/BINDING

Materials of current value in the collection but in poor physical condition are rebound, replaced, or mended. Special preservation techniques are applied as appropriate to materials in the Alaska Collection.

MENDING

Items are selected for mending following the same Collection Development Policy criteria as for discard or addition to the collection. Before an item is mended, it is considered for discard. As a rule, items that are selected for mending must:

- Require a minimum of staff time to return to attractive, usable shape.
- Be capable of sustaining a minimum of another ten uses after repair.
- Be expected to be used at least three to five times a year for the next two years or have significant reference value.

The following are generally not mended and are replaced with new copies if they are essential to the collection and are still in print:

- Items that have missing or cut pages and are last copies
- Items with spiral bindings
- Items that have ink or other indelible markings
- Mass market paperback books with separated covers
- Items that are dirty, stained, gummed, or water-damaged

Items that would not normally be mended but that have active holds on them may be quickly and minimally mended to fill the holds.

BINDING

A small number of books that have significant value or that are expected to continue to be frequently used for the next five years are sent to a professional bindery. Books selected for binding are considered for discard and mending first. They most generally are not in print, have sufficient margins to allow them to open easily after binding, and if in print, can be bound for less than they can be replaced. Books with significant potential for some time to come are often good candidates for binding, or a new copy may be purchased if still available.

COOPERATIVE COLLECTION DEVELOPMENT / INTERLIBRARY LOAN

Anchorage Municipal Libraries recognizes that it cannot provide everything its patrons request within its own collection of resources. The rapidly expanding store of information requires coordinated planning and cooperative service among coalitions of libraries. Therefore, the library takes an active role in cooperative collection development plans and resource sharing networks in order to expand the resources available to residents of Anchorage, Southcentral Alaska, and the state. Interlibrary loan enables the library to provide material that supplements its current collections. Participation in such agreements enhances the library's ability to provide the materials required to meet the needs of its users as stated in its mission.

DESCRIPTION OF COLLECTIONS

COLLECTION OVERVIEW

The Z. J. Loussac Public Library houses the primary collection of materials which offers more depth and breadth of coverage, more historical and technical materials and more reference and research materials than any branch collection regardless of subject. The Loussac Library collection includes multiple copies of materials to support the branch libraries.

Branch library collections are limited in size and are current, popular and highly responsive to the character of the specific area served. All branches offer general book, periodical, and media collections for adults and children, as well as basic reference materials in response to the needs of the particular community served. Subject emphases in the branch libraries remain flexible and are adapted as community interests change.

General and special collections are described in detail in the following sections of this policy. The library includes three special collections: the Alaska Collection, the Loussac Children's Literature Collection, and the Martin Luther King, Jr. Memorial Collection. Strengths of note within the general collection include genealogical research materials; documents of the state and municipal governments; fiction and nonfiction current best sellers; cookbooks; consumer health; literature; growing Spanish and Russian language collections, as well as small collections in other world languages; materials on reading and working with young children; and reference materials to support the small business community and investment research for individuals.

Multiple copies of materials are actively acquired to meet reasonable demand. Development of the collection is not specifically linked to the curriculum of any educational institution, but the library does recognize a responsibility to respond to requests for supplemental materials from students at all levels.

GENERAL COLLECTIONS

ADULT COLLECTIONS

FICTION COLLECTION

Contemporary American novels, contemporary novels of major world authors in English and English translation, classic works, and collections of stories by a single author are included in fiction collections at all libraries. Science fiction, mysteries, romance, and westerns all receive separate collection designations and are emphasized independently in response to community interest. Branch collections are primarily current and popular with a high rate of turnover. Loussac Library also includes more serious, experimental and foreign works and retains materials of historic interest.

LEASED BOOK PLAN

The leased book plan is intended to make available best sellers and currently popular fiction and non-fiction as quickly as possible. Titles chosen in general conform to selection criteria used for purchased materials. Titles in the leased collection are usually purchased for Loussac's permanent collection. Multiple copies are returned when their usefulness is ended.

REFERENCE COLLECTION

Non-circulating collections of materials which provide quick access to factual information are maintained at all the libraries. Included in the reference collection are items such as dictionaries, encyclopedias, indexes, bibliographies, directories, almanacs, atlases, manuals, and laws. Items not inherently of reference nature, such as test study guides and selected travel guides, are included in the reference collection in order to assure availability of the material at all times. Reference materials are acquired in the appropriate format.

WORLD LANGUAGE COLLECTION

The library recognizes its responsibility to provide an equitable level of service to all members of the community regardless of ethnic, cultural, or linguistic background. The library strives to provide an effective, balanced, and substantial collection for each ethnic, cultural or linguistic group in the community. The size of language collection is related primarily to the size of the group in the community. Demand and availability of materials are important factors to be considered in establishing a level of collection development. The low volume of publishing in some languages or difficulty obtaining what is published and appropriate cataloging makes it impossible to provide the same amount of material in all languages. The language collections also serve members of the public who are learning a new language or simply wish to read in a language other than English.

In order to maximize efficiency and reduce costs and still provide adequate materials, the largest world language collections are held at Loussac Library. Branch libraries collect materials as needed to serve a specific user population in their communities.

The Z. J. Loussac Library world language collection contains classic literature, contemporary popular reading, translated English bestsellers, and basic life skills information in languages other than English. Languages represented in the current collection are Arabic, Chinese, Filipino, French, German, Greek, Italian, Japanese, Khmer, Norwegian, Polish, Russian, Serbo-Croatian, Spanish, Thai and Vietnamese. The Spanish collection is currently being developed to serve one of the largest ethnic populations in Anchorage. The Russian language collection is substantial and will continue to grow. Collections in Japanese, Korean, Hmong, Tagalog, and Samoan will be developed as funds are available.

World language materials are collected in a variety of formats, including print books and periodicals, VHS and DVD. Language instruction tapes and CDs are provided so library patrons have the opportunity to learn other languages. English-learning materials oriented toward learners of specific language backgrounds are collected when available.

NEW READER COLLECTION

The New Reader Collection contains core materials of books, tape cassettes, videos, CD-ROMs, tutoring manuals, and student workbooks. The collection includes materials for the new adult reader and the new English speaker. There are also reference materials for the teachers and tutors of these students.

The purpose of this collection is to encourage reading and literacy, to be a resource for students in basic adult education programs and those studying to become U.S. citizens and learning English as a second language, and to provide support to other community agencies involved in literacy training.

GENEALOGY COLLECTION

The genealogy collection is a regional resource serving researchers in the field of genealogy and individuals interested in investigating their own family stories. Materials selected for the genealogy section include atlases, books, periodicals, microforms, newsletters, and electronic databases. Histories of specific, small geographic areas (i.e., Bucks County, Pennsylvania) and genealogies of individual families are not collected in print form. An exception is made for materials which deal with Alaska state and local history. Because of the context, arrangement and cost of many items in genealogy, most of the collection is restricted to the non-circulating collections of Genealogy Reference or the Alaska Collection. Branch libraries maintain only very basic “how-to” genealogy materials, most of which is part of the adult non-fiction collection.

The Anchorage Genealogy Society has had a long and fruitful partnership with Anchorage Municipal Libraries, contributing substantially to the growth of this collection by donating materials and funds for the purchase of materials. They have also contributed many hours of reference service, assisting people to use this collection in the complicated process of genealogical research.

ELECTRONIC RESOURCES

Electronic resources include: CD-ROM, DVDs, networked online databases, and access to the Internet.

The primary criteria used to determine the appropriateness of electronic resources will not differ substantially from that used for books or any other format as noted in the general selection criteria. In addition, the following should also be considered:

1. The resource is user friendly as determined by:
 - a. Easily accessible and understood menus, prompts, and search screens
 - b. Easily accessible and understood online tutorial and/or context or function-specific help.

- c. Novice and expert search levels.
 - d. Easy downloading and/or printing
- 2. A trial period to examine the use and value of the resource prior to a purchase decision.
- 3. Value-added enhancements over other formats, such as: availability to patrons from home; greater functionality or ease of use, including multiple search indexes; more extensive content; and more up-to-date content.
- 4. Duplication of print or other format. In general, duplication is discouraged but will be considered on a case-by-case basis. When discussing replacement of print with electronic, selectors should consider:
 - a. Whether the electronic version contains all information that is included in the print form, including graphs, pictures, formulas, charts, etc.
 - b. Currency of the electronic version. Electronic sources should be at least as current as their print counterparts, without embargoes on information.
 - c. Stability of the vendor, source, and content.
- 5. Vendor reliability in resource content, business practices, accessibility, and customer and technical support during normal working hours.
- 6. Technical specifications, including:
 - a. Access by IP address recognition, as opposed to using passwords.
 - b. Remote access for authenticated users.
 - c. No requirements for additional or special hardware or software, beyond that freely available and widely used.
- 7. Availability of usage data for whatever time period is desired. Statistics should be aggregated and should not track individual use.
- 8. Acceptable license terms can be negotiated, including fair use, number of simultaneous users, and cost. The Collection Development Coordinator will negotiate the best possible license with each vendor. Not all preferences may be met, and each resource may have differing terms.

MEDIA

SHEET MUSIC AND SCORES

The small collection of sheet music and scores includes folk, popular, classical, piano, and vocal selections from musicals, and pocket scores of major classical works.

SOUND RECORDINGS

Works of music are collected, including classical, popular, and folk music. The spoken word collection includes poetry readings, drama, recordings of historical events, recorded books, instructional aids, and sound effects. The same work may be purchased in more than one format. Selection of format is based on industry trends, availability, public demand, and durability. All of the branch libraries have

a selection of sound recordings in the areas listed above with the primary collection housed at Loussac Library.

VIDEO

The video collections on VHS and DVD are designed for public circulation and library programming. Material is selected for all age groups. Selection of format is based on industry trends, availability, and public demand. The media librarian selects videos on the basis of subject needs of the collection, professional reviews, technical quality, and patron requests.

The video collection includes:

- A broad spectrum of videos that represent the best in each movie genre and reflect the cultural and ethnic makeup of the community.
- Movies based on classic and contemporary literature.
- Award-winning films and those nominated for awards, including foreign films that may have a broad appeal.
- Critically acclaimed movies including those that may not have gotten a wide release.
- PBS shows, such as Masterpiece Theatre and Mystery series.
- Critically acclaimed TV series.
- Movies with historical or cultural significance.
- Cult classics
- Great performances
- Representative works (the best of) major directors' and actors'/actresses' work.
- Children's films
- Documentaries
- Movies set in or about Alaska

MEDIA REFERENCE

A reference collection of media-related periodicals, biographical works, bibliographies, catalogs, reviews, and dictionaries is available for public use and to assist the Media librarian in selection.

PERIODICALS

Newspapers are acquired to provide up-to-date information on current events and to meet recreational reading needs. The collection for Loussac Library includes all local and Alaska newspapers, newspapers from selected major cities of the United States, newspapers from selected major foreign cities, financial and business publications, and newspapers of special or popular interest. Back files for most Alaskan newspapers, major national newspapers, selected foreign newspapers, and financial and business publications are maintained in microform. Branch collections include local newspapers

and a limited number of major national newspapers. Back files of newspapers are not kept at the branch libraries.

The magazine and journal collection at Loussac Library contains material of popular interest for general reading as well as specialized subject support. All Alaska magazine titles are included.

Back files of magazines are retained primarily in microform or in electronic format. Microform back files are kept in cases where the magazine is not included in full text in the library's electronic periodical database or where illustrations and graphics are essential to the content of the magazine. All Alaskan magazines are retained as hard copy. A very limited selection of publications is maintained in bound volumes when no microform is available or when the reference value would be reduced in microform: examples are National Geographic, Alaska Magazine, Life, and Architectural Digest.

Branch magazine collections include popular titles in response to user interest. Alaskan publications of broad public interest are available in branch library collections. A few magazine titles are bound and retained for reference use in the branches.

DOCUMENTS

MUNICIPALITY OF ANCHORAGE DOCUMENTS

The Z. J. Loussac Library collects documents published by the Municipality of Anchorage. One copy of every document acquired is retained in the permanent non-circulating collection. Loussac Library is the official depository for minutes of municipal boards and commissions. Documents of general interest and popular appeal are included in branch collections.

STATE OF ALASKA DOCUMENTS

The Z. J. Loussac Library is a partial depository for State of Alaska documents. The library receives one or two copies of every state document which the issuing agency provides for distribution depending on availability. One copy circulates and the other is retained as a permanent non-circulating copy. Loussac Library may distribute one of its two copies to the Alaska Resources Library and Information Service (ARLIS). A limited selection of state documents with reference value is held in branch collections.

PATENTS

As a designated Patent Depository Library, Loussac Library offers U. S. Patents from 1964 on microfilm, CD, and DVD and online searching of patent literature through the CASSIS online system. Loussac Library is the only patent depository in the state of Alaska.

MAPS AND ATLASES

Current maps of political units within Alaska are included in the Z. J. Loussac collection. Selective maps of the other states are also included. Asian and European political maps are acquired to supplement information found in atlases.

New United States Geological Survey topographic maps of Alaska are acquired for the Loussac Library only, as are maps covering the natural and cultural resources of the state. Current plat maps for the Chugiak-Eagle River and Girdwood areas are maintained at the Chugiak-Eagle River and Scott and Wesley Gerrish Branches respectively.

The Z. J. Loussac Library offers street maps of most major cities of the world, including capitals, regardless of size. The map collections at all libraries include current road maps of the state of Alaska and street maps of Alaskan communities; current road maps of other states and bordering Canadian provinces; and street maps of major U.S. cities.

All published maps related to Alaska are retained in the Alaska Collection for historical purposes.

LARGE TYPE

Fiction and popular non-fiction titles are collected in large type for circulation. Titles frequently duplicate materials in the general collection. The major concentration of large type materials is in Loussac Library with Chugiak-Eagle River, Muldoon, and Samson-Diamond branches maintaining small collections of large type fiction and Gerrish and Mt. View maintaining a small sampling of large type materials.

PAPERBACKS

Uncataloged collections of donated paperbacks are maintained at all libraries to provide supplemental copies of high interest material and extended collections of genre material. The scope and size of these collections are dictated by patron interest at each library.

YOUTH COLLECTIONS

JUVENILE COLLECTION

The Juvenile collection consists of fiction and non-fiction books, non-circulating reference materials, periodicals, and media. Juvenile fiction includes contemporary materials and classics of children's literature for a target audience, ages seven to twelve. Fiction books by popular authors and award winners are purchased in duplicate. A wide

range of non-fiction books is selected for a preschool through high school audience. Some duplication of non-fiction titles is necessary to support patron needs, in response to public demand. A majority of recently published juvenile and everybody (picture) book titles about Alaska are purchased for the collection. Books written in a variety of languages are purchased to support ethnic populations in the community and language immersion programs in the schools. Non-circulating reference items cover a wide range of topics and include encyclopedias, almanacs, dictionaries, atlases, indexes and electronic products. A limited number of titles in high demand subject areas are included in the non-circulating collection to assure availability. Periodicals are for in-house library use and reflect the wide range of interests and ages of patrons using the juvenile collection. Media includes compact discs, books on tape and CD, DVDs, tape and book sets, and CD-ROMs.

EVERYBODY (PICTURE) BOOK COLLECTION

The Picture book collection contains picture books and beginning readers for all ages. The primary audience is children, ages birth through seven, but the collection may also include titles aimed at an older audience, including adult. A board book collection is available for the youngest children. Some duplication of titles is necessary to meet demand.

YOUNG ADULT COLLECTION

The purpose of the Young Adult collection is to provide transition reading material for the young adult, ages 12 to 18, and to promote reading and lifelong learning. The Young Adult collection includes fiction and non-fiction titles of current interest directed to an audience of ages twelve to eighteen years. The YA non-fiction focuses on teen and life-skill issues of particular interest to young adults. The collection also includes periodicals, books on tape, and multiple copies of high interest paperbacks. The Young Adult collection at Loussac Library is the most comprehensive collection of YA materials in the system including duplicate copies of award-winning titles.

SPECIAL COLLECTIONS

Anchorage Municipal Libraries has three special collections: the Alaska Collection, the Martin Luther King, Jr. Memorial Collection on Social Change in the 20th Century, and the Loussac Children's Literature Collection. Materials for the special collections support a more comprehensive level appropriate for research whereas materials for the general collections support individual study and general interest reading.

ALASKA COLLECTION

The Alaska Collection at Z. J. Loussac Library is an extensive collection of materials concerned with Alaska and adjacent northern regions. Its geographic coverage includes

Alaska, Yukon Territory, arctic Canada, the Russian Far East, northern British Columbia and a limited collection of material on the North Pole. Materials about native cultures in these areas, as well as on the coast of British Columbia south to Washington State, are actively acquired. The collection includes books, maps, periodicals, newspapers, pamphlets, government documents, VHS and DVDs. Some of these materials are collected in microform. The Alaska Collection aims to include most commercially published works on Alaska written for adults in the English language. Materials in Alaskan Native languages are also included in the collection.

The purpose of the Alaska Collection is to encourage the appreciation and enjoyment of Alaska's history, culture, development, institutions, and natural resources, as well as to support reference and research. Materials are acquired in cooperation with the libraries statewide. Much of the Alaska Collection circulates. One copy of every title in the collection is kept permanently on open shelves for reference and research in the library. However, there are materials whose age, character, or rarity make special handling or security measures necessary. All policies and procedures balance public access with the preservation of materials.

The evolution of cartographic knowledge of Alaska is represented in the collection of maps and government documents. Historic maps of Alaska are acquired to support the reference and research purposes of the Alaska Collection. Southcentral Alaska is emphasized. Current Alaskan maps are found in the general map collections at Loussac Library and branch libraries.

Publications of Alaskan local governments and institutions are collected with emphasis on Anchorage and Southcentral Alaska. Publications of the State of Alaska are received under the depository program of the Alaska State Library.

NORTHERN COLLECTION

Circulating collection of general interest adult and juvenile Alaskan materials are maintained in all libraries and are designated Northern Collections. Multiple copies of high demand items are purchased for Loussac and the branch libraries.

ARCHIVES

An archives and manuscripts collection was begun in 1986. It is currently unfunded and no acquisitions currently take place. It is minimally maintained.

MARTIN LUTHER KING, JR. MEMORIAL COLLECTION ON SOCIAL CHANGE IN THE 20TH CENTURY

The Martin Luther King, Jr. Memorial Collection encompasses materials which describe and illuminate significant social change through people, events, and movements which brought it about. Emphasis is placed on the pursuit of social justice through non-

violence. The aim of this collection is to increase understanding of the forces which have shaped our past and present and thereby provide a foundation for positive social change, which was the dream of Dr. Martin Luther King, Jr.

LOUSSAC CHILDREN'S LITERATURE COLLECTION

The Loussac Children's Literature Collection was first funded in 1979 with a grant from the Loussac/Rasmuson Foundation. This special collection is housed at the Z.J. Loussac Library. The collection is intended for adults who work with children and for students of children's literature. Works include bibliographies and studies of children's literature; histories, indexes, and biographies of authors and illustrators of children's literature; books for educators and parents on children's reading instruction; guides to crafts and activities for children; manuals on library services for youth; and award winning books written for children. Library funds maintain a small collection of periodicals related to the materials found in this collection.

Appendix

Library Bill of Rights (ALA)

The Freedom to Read (ALA)

Intellectual Freedom (ALA)

Freedom to View (ALA)

Access to Electronic Information, Services, and Networks (ALA)

Internet Safety Policy (AML)

ALA: American Library Association

AML: Anchorage Municipal Libraries

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; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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

Subsequently endorsed by:

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

Intellectual Freedom

What Is Intellectual Freedom?

Intellectual freedom is our right to seek, receive, hold, and disseminate information from all points of view, without restriction, including those ideas that might be highly controversial or offensive to others. This free expression of ideas, as embodied in the First Amendment (1791), is a basic human right. This right was reaffirmed in 1948 by the United Nations in its "Universal Declaration of Human Rights," Article 19, which states, "Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers." Put simply, all people have the right to read what they want to read, hear what they want to hear, watch what they want to watch, and think what they want to think. As Americans, this right is guaranteed by the First Amendment and upheld by our legal system.

As noted in *Privacy: An Interpretation of the Library Bill of Rights*, the right to privacy is essential to exercising the right to intellectual freedom. Privacy is essential because, without privacy, without confidentiality, people may be too intimidated to access or to ask for information they need or want. For example, a teenager may be too embarrassed to ask for information on homosexuality, eating disorders, or even information about a friend's or relative's medical condition; an adult may be too self-conscious to check out a book on AIDS, sex, or other topics.

Why Is Intellectual Freedom Important?

Intellectual freedom is the basis for our democratic system. We expect our people to be self-governors. But to do so responsibly, our citizenry must be well-informed. Libraries provide the ideas and information, in a variety of formats, to allow people to inform themselves. The right to vote is not enough—we also must be able to take part in forming public opinion by engaging in open and vigorous debate on controversial matters. As James Madison wrote: "A popular government, without popular information, or the means of acquiring it, is but a prologue to a farce or a tragedy; or perhaps both. Knowledge will forever govern ignorance; and a people who mean to be their own governors must arm themselves with the power which knowledge gives."

The courts have determined that children and young adults, as well as adults, unquestionably possess First Amendment rights, including the right to receive information in the library. A lack of access to information can be harmful to minors. Fortunately, education helps to protect them. As the National Research Council has pointed out metaphorically, "Swimming pools can be dangerous for children. To protect them, one can install locks, put up fences, and deploy pool alarms. All these measures are helpful, but by far the most important thing that one can do for one's children is to teach them to swim" ("Youth, Pornography, and the Internet").

How Libraries and Librarians Promote and Protect Intellectual Freedom

As information professionals, librarians are in a unique position to promote and protect intellectual freedom for all people by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology. Librarians have traditionally taken upon themselves the responsibility to provide, through their institutions, all points of view on all questions and issues of our times, and to make them available to anyone who wants them. This responsibility lies at the heart of the *Library Bill of Rights*, which serves as the library profession's interpretation of the First Amendment.

Librarians also must be prepared to defend intellectual freedom by opposing censorship in all its forms—when a book is removed from a library shelf, when a challenge is brought before a local school board, or when a filter is installed on a library computer to restrict Internet access. When censorship is attempted, not only is our Constitutional right to seek and receive information endangered, but the very essence of our democratic society is jeopardized.

Perhaps no freedom is more threatened than our freedom to read. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to even purge libraries.

Hundreds of challenges to library and other materials are reported each year, and many more go unreported. There were nearly 460 challenges reported to OIF in 2003. (Since 1990, there have been over 8000 reported challenges.) It is estimated that these account for no more than 20 to 25 percent of the total number of challenges throughout the United States. More than complaints, these challenges are requests to have materials removed from library shelves and curricula, most frequently in our nation's schools.

The advent of technology and the increased demand for information makes the right to intellectual freedom even more critical. To ensure intellectual freedom, libraries should use technology to enhance, not deny, access to information. Regardless of the medium, users should not be restricted or denied access for expressing or receiving constitutionally protected speech. These rights extend to minors as well as adults (see these Interpretations of the ALA Library Bill of Rights: Free Access to Libraries for Minors; Access to Resources and Services in the School Library Media Program; Access for Children and Young People to Videotapes and Other Nonprint Formats). Information retrieved or utilized electronically or by other means is constitutionally protected unless determined otherwise by a court of law with appropriate jurisdiction.

Indeed, libraries are an American value. In communities across our country, they provide a free people with the resources they need to read, learn, and connect to the full spectrum of ideas and information essential to our democracy.

The greatness of our nation's libraries lies in their commitment to intellectual freedom. Libraries have always been a forum for ideas, even those that may be unorthodox, unpopular, or offensive. Libraries embody the belief that information must not be the exclusive province of a privileged few, but that it be widely and freely available to all, regardless of a person's age, race, background, or views. By providing the opportunity for an open, free, and unrestricted dialogue on all issues of concern, libraries preserve those freedoms guaranteed by the First Amendment.

But intellectual freedom can only flourish—and democracy survive—if the right of everyone to choose for themselves what they wish to read, hear, and view at libraries is guaranteed. Without this freedom, our nation's citizens would be severely limited in their ability to explore issues and questions necessary to their education, enlightenment and self-governance.

Libraries have always stood for more access, not less. That's why they continually strive to provide a full range of information in all forms—print and electronic. Not only are libraries offering what has been considered traditional resources, such as books, magazines, and reference materials, but most offer videos, CD-ROMs, and computers. In fact, Internet access in public libraries is as common as books. Almost all public library outlets offer public access to the Internet and have Internet use policies.

The freedom of expression guaranteed by the First Amendment is uniquely fulfilled by the library. Newspapers provide information, but it is naturally abridged and tends to reflect the prejudices of an editor or publisher. Schools educate but according to a program to fit the many and imposed by educators and administrators.

It is in the library—and in the library alone—that self-directed learning to the limits of one's own abilities and to the limit of what is known, can take place. Libraries allow us to be well informed so we can make the decisions our Constitution says are ours to make. It is the library where intellectual freedom finds its staunchest advocate.

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

Access to Electronic Information, Services, and Networks

An Interpretation of the LIBRARY BILL OF RIGHTS

Introduction

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.¹ Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Libraries empower users by providing access to the broadest range of information. Electronic resources, including information available via the Internet, allow libraries to fulfill this responsibility better than ever before.

Issues arising from digital generation, distribution, and retrieval of information need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people lack access or capability to use electronic information effectively.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library system and network policies, procedures, or regulations relating to electronic information and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities.

Users' access should not be restricted or denied for expressing or receiving constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved or utilized electronically is constitutionally protected unless determined otherwise by a court of law with appropriate jurisdiction. These rights extend to minors as well as adults (Free Access to Libraries for Minors; Access to Resources and Services in the School Library Media Program; Access for Children and Young Adults to Nonprint Materials).²

Libraries should use technology to enhance, not deny, access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with Privacy: An Interpretation of the Library Bill of Rights.

Equity of Access

The Internet provides expanding opportunities for everyone to participate in the information society, but too many individuals face serious barriers to access. Libraries play a critical role in bridging information access gaps for these individuals. Libraries also ensure that the public can find content of interest and learn the necessary skills to use information successfully.

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive their major support from public funds (50.3 Free Access to Information; 53.1.14 Economic Barriers to Information Access; 60.1.1 Minority Concerns Policy Objectives; 61.1 Library Services for the Poor Policy Objectives). All libraries should develop policies concerning access to electronic information that are consistent with ALA's policy statements, including Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights, Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities, and Resolution on Access to the Use of Libraries and Information by Individuals with Physical or Mental Impairment.

Information Resources and Access

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Libraries have an obligation to provide access to government information available in electronic format.

Libraries and librarians should not deny or limit access to electronic information because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to electronic information solely on the grounds that it is perceived to lack value.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.³

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries (Diversity in Collection Development).

¹Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information 95 Law Library Journal 2 (2003).

²Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

³"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association (PDF), 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996, by the ALA Council; amended January 19, 2005.

Internet Safety Policy

Purpose

Anchorage Municipal Libraries offers free access to the Internet and other computer resources in order to fulfill its mission of bringing the power of information, imagination, and inspiration to the people of our community.

Statement of Responsibility

Library staff will not monitor a user's Internet use, except for length of use in order to ensure equal opportunity of access for everyone. The user, or parent of a minor, is responsible for his or her Internet session at all times.

The Library reserves the right to terminate an Internet session that disrupts library services or that involves user behavior that violates the Library's policies.

As with all Library resources, the Library affirms the right and responsibility of parents/guardians, not Library staff, to determine and monitor their minor children's use of the Internet. Parents are responsible for their minor children's use of the Library's resources and facilities. Parents who believe that their children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use.

Access

Anchorage Municipal Libraries upholds and affirms the right of each individual to have access to constitutionally protected materials. The Library also affirms the right and responsibility of parents to determine and monitor their own children's use of all library materials and resources. The Library provides information to assist parents in developing guidelines for their children's Internet use.

Disclaimers

Anchorage Municipal Libraries, the Municipality of Anchorage and its Internet service provider do not control the information on the Internet and are not responsible for its content. Availability of Internet resources does not imply endorsement of them.

Anchorage Municipal Libraries does not warrant the accuracy, correctness or suitability of any information or data furnished through the Internet to the user. In no event shall Anchorage Municipal Libraries be liable to the user in any way whatsoever for any claims, notwithstanding the form of such claims, arising or resulting from or related to use of the Library's Internet connection.

The Library, having installed and enforced the operation of filtering software in compliance with the Children's Internet Protection Act, will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

Legal and Ethical Use

All existing Municipality of Anchorage, State of Alaska, and U. S. laws, and Municipal and Library policies apply to users of library computer resources. Violation or attempted violation of any laws, regulations or policies or library system security may result in loss of library privileges and possible civil or criminal penalties.

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

Uses that violate the law or encourage others to violate the law. Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage other to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials are protected unless there is explicit permission on the materials to use them.

Uses that cause harm to others or damage to their property. Engaging in defamation; uploading a worm, virus, "Trojan horse," "time bomb," or other harmful from of programming or vandalism; participating in "hacking" activities or any from of unauthorized access to other computers, networks or information systems.

Uses that jeopardize the security of access of the computer network or other networks on the Internet. Disclosing or sharing the user's password with others, impersonating another user or modifying computer equipment or software.

Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct communications.

Uses that violate the confidentiality of information. The Alaska Confidentiality of Library Records Law (AS 09.25.140) prohibits unauthorized disclosure of personal information regarding library users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law.

Technology protection measures

The Library either by itself or in combination with its Internet access provider will install filtering software or other technologies on all library computers with Internet access, and will enforce the operation of same during any use of those computers to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Filters often block access to sites that users would consider both inoffensive and useful.

The Library shall offer to every adult the opportunity to unblock any site that is blocked except that no adult shall be permitted access to visual depictions of obscene material or child pornography.

Response to violations

The user's access to the Library's computer network and Internet is a privilege, not a right. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers.

Recommended for approval by Deirdre D. Ford, Library Advisory Board Chair, Date 1/21/04

Approved by Art Weeks, Municipal Librarian, Date 1/21/04