

**UNIVERSITY OF ALASKA SOUTHEAST  
KETCHIKAN CAMPUS LIBRARY**

**COLLECTION DEVELOPMENT POLICY**

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**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Introduction  
CROSS REFERENCE

SECTION NO . I-1  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

Collection development policies are designed for use as planning tools and to communicate the collection goals and selection philosophies of libraries. Such policies reflect the reality that no library, no matter how large or of what type, is able to consider building a comprehensive collection in all subject areas. This Collection Development Policy is intended to define, in standard terms, the general principles upon which the Library collection at the University of Alaska Southeast's Ketchikan campus is built. It presents guidelines to be followed to ensure a systematic approach to developing a balanced collection which will best support the instructional goals of the University as interpreted in the UAS Ketchikan Campus Library's Mission Statement. This Policy also reflects the importance of fostering cooperative collection development and resource sharing arrangements with other libraries which provide users with convenient access to a greater range and diversity of materials than one individual library could provide. The format of this Policy statement is compatible with state and national library practices and is structured to facilitate comparison with other libraries. The Library is committed to meeting the information needs of the campus and the community.

The librarians of the Ketchikan campus of the University of Alaska Southeast created this document during the Fall semester 1998, and reviewed and revised the document in 2004, 2009, and 2014. Because a university's educational programs grow and change, a library must be responsive to institutional dynamics. It is with this in mind that the following Policy is to be viewed as a document which is constantly evolving. Present plans call for continuous informal review of the Policy by interested members of the University community. It is our hope that various departments, groups and individuals will study it and make recommendations for its revision or improvement. An extensive review and reassessment of the collection will be conducted every three-five years.

**COLLECTION DEVELOPMENT POLICY  
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POLICY Description of Institution/Clientele  
CROSS REFERENCE

SECTION NO. I-2  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

In over fifty years as an institution of higher education, the Ketchikan campus of the University of Alaska Southeast has passed through several stages of development which have influenced the collection development activities of the Library. Originally founded as a community college intended to serve the vocational and technical needs of residents of Ketchikan and the surrounding communities, the Community College soon evolved into a two-year regional college and next into a fully recognized and accredited branch campus of the University of Alaska. Then, with the restructuring of the University system which occurred between 1986 and 1987, the current University of Alaska Southeast was formed by the merger of Islands Community College in Sitka, Ketchikan Community College and the University of Alaska.

Both the Juneau and Ketchikan campuses of the University of Alaska Southeast maintain library collections to primarily serve local users, but with increasing coordination of collections and services among the libraries. The collection of the UAS Ketchikan Campus Library shall be built to support the Ketchikan campus curriculum and e-learning courses.

The primary clientele of the UAS Ketchikan Campus Library are the students and faculty of the University of Alaska Southeast, Ketchikan campus. The student body is composed of mostly part-time students from the community, some full-time students, and many e-learning students who reside in Ketchikan, or elsewhere in Alaska and the United States. The Library seeks to provide a current collection of learning resources supporting and supplementing the curriculum at the undergraduate level. Ketchikan-based individuals, students and faculty in Juneau and Sitka, and e-learning students who live in diverse locations are all encouraged to make use of the Ketchikan Campus Library's collections. The Library's home page at <http://www.ketch.alaska.edu/library> is the portal to both the physical and electronic collections of the Library.

The collections of the University are also available for use by the citizens of the City and Borough of the Ketchikan area due to the Ketchikan Campus Library's participation in the First City Libraries (FCL) Consortium. A shared on-line public access catalog and circulation system allow for a common library card used by all FCL patrons. Community-wide access in conjunction with a daily delivery service among FCL libraries greatly expands the range and diversity of materials available for use by University students and faculty. Efforts are made to coordinate collection development activities among the Ketchikan Public Library, Ketchikan Gateway Borough School District libraries, and the UAS Ketchikan Campus Library for the benefit of all users. (See attached Appendix A, First City Libraries (FCL) Consortium Member Expectations). In addition, the Library actively participates in state, regional and national resource sharing programs, lending materials without charge, and borrowing materials not available locally for students and faculty.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Mission Statement - University	SECTION NO.	I-3
CROSS REFERENCE Mission Statement - Library	EFFECTIVE:	12/1/98
	REVISED:	3/28/14

The University of Alaska Board of Regents adopted the following mission statement for the University of Alaska Southeast in June 2011:

Student learning enhanced by faculty scholarship, undergraduate research and creative activities, community engagement, and the cultures and environment of Southeast Alaska.

UAS has adopted four Core Themes:

**Core Themes**

- **Student Success** – provide the academic support and student services that facilitate student access and completion of educational goals
- **Teaching and Learning** – provide a broad range of programs and services resulting in student engagement and empowerment for academic excellence
- **Community Engagement** – provide programs and services that connect with local, state, national, and international entities on programs, events, services, and research that respond to the economic, environmental, social, and cultural needs and resources of Southeast Alaska
- **Research and Creative Expression** – provide programs and services that support research, scholarship, and creative expression by faculty and students

**COLLECTION DEVELOPMENT POLICY  
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POLICY Mission Statement - Library	SECTION NO.	I-4
CROSS REFERENCE Mission Statement – University	EFFECTIVE:	2/9/99
	REVISED:	3/28/14

The policy for selection of library materials for the UAS Ketchikan Campus Library shall be in accordance with the goals and objectives of the institutional mission statement and guided by the following library mission statement:

**UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN CAMPUS LIBRARY MISSION STATEMENT**

The primary mission of the UAS Ketchikan Library is to provide UAS students and faculty, without regard to their geographic location, with a full range of library services and resources. The Library supports the instructional programs of the University and strives to meet the information and research needs of the Ketchikan community. The Library offers access to high quality resources, services and gateways to information.

**SUPPORT STATEMENT**

The Campus Library provides materials and services to the Ketchikan based university community, to affiliated campuses in Juneau and Sitka as appropriate, to UAS e-learning students wherever they may reside, and to the citizens of Ketchikan. The Library's mission is shaped by the University's commitment to an "open door" admission policy, its pledge to focus the curriculum around the core of general undergraduate liberal arts education, and its intention to offer vocational/technical, developmental studies, continuing education and selected graduate programs as determined by the needs of the residents of the University of Alaska Southeast's service area. These multiple but interrelated programs dictate a library collection that must serve a very diverse group of users. For this reason, materials will be added to the collection primarily to complement the classroom instruction of the faculty and to stimulate independent study and cultural awareness. At the same time, the Library recognizes the importance of research to many faculty members and the necessity to keep abreast with current developments in their respective fields. The Library will support these needs beyond its collection through an extensive interlibrary loan program and access to electronic resources.

The UAS Ketchikan Campus Library will make its collection accessible to its diverse student population by providing instruction and assistance from a qualified staff in a facility which provides for efficient use and comfortable access. Personalized reference service is also provided during the Library's hours of operation. Teaching students how to use the Library is seen not only as an opportunity to assist students in locating materials for their assignments, but also as an opportunity to help students develop independent learning skills which will serve them far into the future.

Recognizing the scarcity of library resources in Alaska, and in particular, Southeast Alaska, the Library seeks out and facilitates cooperative relationships wherever possible within the region and the state, while keeping in mind the primacy of the needs of its own University clientele, the students and faculty of UAS.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY General Selection Policy	SECTION NO.	I-5
CROSS REFERENCE Selection Responsibility	EFFECTIVE:	2/9/99
	REVISED:	3/28/14

Library materials will be acquired in accordance with the following priorities, ranked in descending order of importance:

- Materials capable of supporting certificate, and associate and bachelors degree level instruction in those areas in which courses are offered, and materials which support vocational programs and classes offered through the UAS Ketchikan Technical Center.

Currently, programs supported include general education requirements or core courses which will support degree seeking students. Certificate and Associate programs include: Associate of Arts, accounting, business administration, networking, health science and pre-nursing. Materials also must support vocational programs and classes, from entry level to continuing education, in response to community needs. These include health sciences, industrial skills, marine manufacturing, mining, marine engines, marine transportation, and welding. In addition, students are able to complete a bachelor's degree by distance delivery in liberal arts, social science, elementary education, social work, and business administration, the latter with an emphasis in accounting, entrepreneurship, human resource management or marketing.

General reference materials, including dictionaries, encyclopedias, and directories, are selectively acquired to support the reference needs of library users within a wide range of subject areas with the primary focus being curricular support. These materials are acquired in a variety of formats. The decision of format rests on the usefulness of the format to the content and its useability with existing technologies in the Library and user needs.

- Materials appropriate for faculty use in research directly related to classroom instruction.

Recognizing that teaching is enhanced by active scholarship, the Library will support research interests of faculty where they relate directly to classroom instruction. The Library will support more specialized faculty research interests through its extensive interlibrary loan program and database searching.

- Materials appropriate for regional use.

The UAS Ketchikan Campus Library is a partial Federal Depository. The materials are made available for use by the general public in cooperation with the Ketchikan Public Library and government agencies throughout the region.

**COLLECTION DEVELOPMENT POLICY  
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POLICY General Selection Policy  
CROSS REFERENCE Selection Responsibility

SECTION NO . I-5 (cont.)  
EFFECTIVE: 2/9/99  
REVISED: 8/31/04

Considerations applicable to library acquisitions include:

- The permanent or timely value of the material;
- The authoritativeness of the material and/or its author or edition;
- The usefulness of the material with respect to other materials already in the collection or easily available from other Ketchikan or Alaska collections;
- The cost of the material in comparison with other equally useful material;
- The format of the requested material compared with other available formats of the same information; and
- The UAS Ketchikan Campus Library's commitment to cooperative collection agreements.

**COLLECTION DEVELOPMENT POLICY  
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POLICY Intellectual Freedom/Censorship  
CROSS REFERENCE Appendices B through I

SECTION NO. I-6  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

The UAS Ketchikan Campus Library will make available materials which represent a broad range of thought to encourage the free exploration of ideas. The Library endorses the principles outlined in the "Library Bill of Rights," and adheres to the statements of the American Library Association regarding intellectual freedom, as outlined in the Intellectual Freedom Principles for Academic Libraries and Challenged Materials statements of the American Library Association. The Library also supports the following statements adopted by the American Library Association: "Freedom to Read", "Freedom to View", "Access to Digital Information, Services, and Networks: An Interpretation of the Library Bill of Rights" and "The Universal Right to Freedom of Expression". (See Appendices B, C, D, E, F, G, H and I for full-text documents.)

**COLLECTION DEVELOPMENT POLICY  
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POLICY Challenges to Selection  
CROSS REFERENCE General Selection Policy

SECTION NO. 1-7  
EFFECTIVE: 8/31/04  
REVISED: 8/21/09

In accordance with the American Library Association's Library Bill of Rights, the UAS Ketchikan Campus Library supports the reader's right to choose. In the event that a patron expresses a challenge to any item in the Ketchikan Campus Library's collections, an informal interview discussion between the patron and the Librarian should be arranged. The Librarian will listen carefully to the patron's objection(s) to the material and explain why and how the material was originally selected. A copy of the Library's policy regarding Request for Reconsideration of Library Materials should be provided to the patron and clearly explained to the patron by a Library staff member.

If the informal review by the Librarian is sufficient, and the patron doesn't wish to pursue the request further, a short synopsis of the complaint and the circumstances should be filed with the Library Director, and no further action need be taken.

If the patron is not satisfied with the informal review and wishes to pursue the complaint, the staff member should provide the "Request for Reconsideration of Library Materials" form to the patron and again explain the procedures for a formal review.

When, and only when, a formal complaint is received, the Librarian should notify the Campus Advisory Council, the Campus Director, and the Directors of the UAS Egan Library and the Ketchikan Public Library that a complaint has been received. In addition, the Librarian will notify the Office of Intellectual Freedom of the American Library Association and the Intellectual Freedom Committee of the Alaska Library Association to inform them of the complaint and to enlist their support.

The Librarian will respond in writing, citing all available review sources and explain why the material was selected, what audience it was selected for, and where this item fits in a well-rounded collection if the decision is to retain the material. The written response to the patron should be made within ten (10) working days of receiving the formal complaint. The Library Director should receive a copy of the complaint and the written response. The patron should receive a copy of the written response and information about the appeals process.

- (1) If the patron is not satisfied with the recommendation and explanation of the formal review, he or she may file a written appeal to the Library Director. The Director will respond in writing within ten (10) days.
- (2) If that response is unacceptable the patron may file a written appeal to the Campus Advisory Council to request further consideration at a public hearing.

*Disposition of material:*

The material in question will not be removed or restricted unless an official determination has been made to do so.

**COLLECTION DEVELOPMENT POLICY  
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POLICY Selection Responsibility  
CROSS REFERENCE General Selection Policy

SECTION NO. I-8  
EFFECTIVE: 2/9/99

The responsibility for selection of library materials is a joint responsibility of the faculty and the Library staff. The Campus Librarian coordinates the overall collection development and management program in cooperation with the Egan Library staff and the staff members of the First City Libraries consortium libraries.

Since it is the faculty who are most directly involved with the teaching programs of the University, it is important that they have a major role in selecting materials supporting these programs. Faculty is encouraged to participate in several ways: The Librarian works in a liaison role with the Faculty group and thereby encourage faculty to make recommendations for purchase. The Library disseminates *Choice* magazine reviews to interested faculty.

The Librarian strives to achieve balanced coverage in subject areas related to the curriculum. Requests for material purchases from students and other library users will be given serious consideration. Recommendations for purchase are carefully evaluated to insure that materials added to the Library's collection fall within the selection goals, guidelines and policies presented in this document. Recommendations which fall outside of the criteria may be referred to another Ketchikan library if the request would fit that library's collection profile.

While the development of the collection is a team effort involving faculty, students and staff, the ultimate responsibility for collection development directions and policy decisions, including the adequacy and quality of selection, rests with the Librarian.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Weeding  
CROSS REFERENCE General Selection Policy

SECTION NO. I-9  
EFFECTIVE: 2/9/99

Weeding is the systematic evaluation of the Campus Library's collection to identify and remove those items which are no longer appropriate to the collection. This process is an integral part of collection development and maintenance and, in general, the same criteria apply to weeding as are used in the selection of new materials.

Guidelines for weeding materials are as follows:

- Materials which contain outdated or inaccurate information, unless valuable historically.
- Superseded editions.
- Worn out or damaged items. (Titles withdrawn because of damage or general condition are considered for replacement if they still meet the selection criteria).
- Duplicate copies of seldom used materials.
- Titles which no longer fit the criteria for selection or inclusion in the collection.

Titles identified for withdrawal are checked against standard general bibliographies such as *Books for College Libraries* and other relevant subject bibliographies to identify classic works before a decision regarding withdrawal of a title is made. Also considered is the availability of newer and better works in the subject field.

Withdrawn titles may be recycled to other libraries in Alaska or elsewhere, or discarded.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Preservation/Binding  
CROSS REFERENCE Hardbound vs. Paperbound

SECTION NO. I-10  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

Materials which have permanent value, but are in poor physical condition, are evaluated for mending, binding, rebinding or replacement. Such maintenance is an essential component of the Campus Library's collection management program and ensures that significant titles which may not be available in any form will be preserved. However, because the Library relies on the collections of other Alaskan libraries which house major historical collections and supports their conservation efforts, there will be no attempt to provide other than basic "common sense" conservation or preservation maintenance.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Cooperative Activities  
CROSS REFERENCE

SECTION NO.: I-11  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

While the primary focus of the Ketchikan Campus Library's collection development program in the past has been to acquire materials to support the University's instructional activities, the dramatic growth in the sources and types of information places the cost of fulfilling all needs beyond the means of any one library. To meet the growing expectations of their users, libraries have increased their reliance on inter-institutional cooperation and have found that such association is mutually beneficial for the institutions involved and of direct advantage to the student. The Library actively supports cooperative efforts locally, regionally, statewide and nationally. Examples of cooperative collection development activities in which the Ketchikan Campus Library participates are outlined below:

**FIRST CITY LIBRARIES CONSORTIUM MEMBER EXPECTATIONS**

At a local level, the Ketchikan Campus Library is a full participant in the First City Libraries (FCL) Consortium, which supports a fully-automated library, as well as courier service. FCL members include the Ketchikan Public Library (the City of Ketchikan), the Ketchikan Gateway Borough School District, and the Ketchikan Campus Library. The three branches of the FCL Consortium engage in informal cooperative collection development.

**OCLC (Online Computer Library Center)**

Regionally, participation by the Campus Library in OCLC's Connexion cataloging program and as an interlibrary loan lender and borrower using the OCLC WorldShare Interlibrary Loan system has opened up access to the collections of thousands of libraries throughout the United States and beyond. By recognizing what resources may be available through other libraries, the Library can better serve its users by supplementing or substituting its own resources as need demands.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Outreach Services  
CROSS REFERENCE

SECTION NO. I-12  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

The Library strives to serve the informational resource needs of students in courses offered through the Distance Delivery program of the University and various e-learning delivery methods. The Library seeks to work closely with the Academic Support Specialist, UAS Ketchikan's e-learning delivery coordinator, individual faculty members and the librarians at other University campus sites in order to establish specific policies and procedures for meeting curricular needs.

The Campus Library supports the informational resource needs of students in e-learning courses by:

- (1) Offering library tutorials, Research Guides, and other online resources through its website;
- (2) Providing interlibrary loan services free of charge to its distance students. Interlibrary loan requests are accepted from any UAS student regardless of location. Students can submit requests electronically through the Campus Library's website;
- (3) Providing electronic resources with off-site access, including full-text databases. The Campus Library has access to over 85 databases purchased by the Egan Library for all UAS students. See Appendix J, Egan Library Database Subscriptions. The Egan Library's Journal Search tool provides browsing and subject access to almost 51,000 online journals. In addition, the Egan Library provides all UAS students, including distance students, with access to nearly 120,000 full-text electronic books through its website, accessible with a UAS username and password. The Campus Library endeavors to provide the same level of access to off-campus users as is available to on-campus users. In all cases, resource acquisition will follow the Library's collection development policies; and
- (4) Providing services supporting students. Library staff accepts requests for assistance with subject searches or research procedures by phone, fax, or email. The Librarian responds within 24 hours, if at all possible. Interlibrary loan service is available as noted above. The Campus Library website includes a page describing services for e-learning Students.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Serials  
CROSS REFERENCE Newspapers

SECTION NO. II-1  
EFFECTIVE 2/9/99  
REVISED: 8/31/04

Serial subscriptions (for periodicals, newspapers, indexes and abstracts, annuals and monographic series) are significant cost items in a library's operating budget. Once a new serial subscription is established, an on-going commitment is made until the subscription is canceled. For this reason, request for new serials are evaluated according to the following criteria in descending order of importance:

1. Relevance to the curriculum of the University. (Demonstrated University support of the class or program for at least three years is a normal requirement.)
2. Holdings in another Ketchikan library. (Duplication is rarely desirable, except for high use, widely indexed and lower cost serials.)
3. Favorable reviews and identification as a "core" serial in the discipline.
4. Projected use of the serial.
5. Bibliographic access through indexes and abstracting services.
6. Statewide holds of the serial (outside of Ketchikan).
7. Online full-text availability.

Serial subscriptions are reviewed at least every two years with the appropriate departmental faculty to ensure that the most important serials in a specific discipline are being received and used in conjunction with the instructional program of each department.

A limited number of general interest serials will be purchased by the Library, but most of the stated criteria apply to these titles as well.

The UAS Ketchikan Campus Library participates in coordinating serials subscriptions with the Ketchikan Public Library and shares the responsibility for acquiring and maintaining designated periodical titles (which are curriculum related) for the community. A union list of periodicals is compiled yearly and made available at the Ketchikan Public Library and the UAS Ketchikan Campus Library.

Donated funds for gift subscriptions will only be accepted which meet the criteria set forth in the policy statement.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Newspapers  
CROSS REFERENCE Serials

SECTION NO.	II-2
EFFECTIVE	2/9/99
REVISED	8/21/09

A limited number of newspapers reflecting local, state and national coverage will be purchased. Recent issues of newspapers are retained for three to four months. The Campus Library works cooperatively with the other First City Libraries library members to review the broadest possible selection of newspapers community-wide, while avoiding costly and unnecessary duplication.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Textbooks  
CROSS REFERENCE

SECTION NO. II-3  
EFFECTIVE: 2/9/99

Textbooks and other instructional reading materials are acquired on an occasional basis only if they are authoritative or provide needed coverage of a subject. Classic textbooks which are recognized as standard reference and review sources will be acquired selectively, particularly for technical, scientific and business fields. The term "instructional reading material" is used to include anthologies, digests, manuals, handbooks, programmed texts, readers and synopses. Because the Campus Library's collection seeks to supplement and augment the curriculum, books used as textbooks for courses will generally not be acquired for addition to the Library's holdings.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Hardbound vs Paperbound  
CROSS REFERENCE Preservation/Binding

SECTION NO. II-4  
EFFECTIVE: 2/9/99

If the cost of a paperback book is considerably less than that of a cloth bound edition, the paperback book will be purchased.

Paperback books may be evaluated for binding. Currently Library practice precludes automatic bonding of paperback books due to budgetary constraints.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Microforms  
CROSS REFERENCE

SECTION NO. II-5  
EFFECTIVE: 2/9/99  
REVISED 3/28/14

Due to the wide availability of full-text periodicals and newspapers, materials are no longer purchased in microform. However, the Library will continue to maintain its current microform collection related to Alaska.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Maps  
CROSS REFERENCE

SECTION NO. II-6  
EFFECTIVE: 2/9/99

The UAS Ketchikan Campus Library will only acquire maps to directly support the curriculum. Alaska topographical maps received through the Federal Depository Library Program are housed at the Ketchikan Public Library as per agreement.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Musical Scores  
CROSS REFERENCE

SECTION NO. II-7  
EFFECTIVE: 2/9/99

The UAS Ketchikan Campus Library will not attempt to acquire collections of musical scores. The Library will, however, assist individuals in locating other sources for borrowing or purchasing scores for personal use. The Consortium Library at University of Alaska in Anchorage maintains a collection of musical scores which may be borrowed by University students outside of Anchorage.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Children's Literature  
CROSS REFERENCE

SECTION NO. II-8  
EFFECTIVE: 2/9/99  
REVISED: 8/21/09

The UAS Ketchikan Campus Library does not collect children's literature, beyond a small lending collection for the use of children visiting the library with their parents. Cooperative agreements with First City Libraries library members will provide additional childrens' materials when needed.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Multiple Copies  
CROSS REFERENCE

SECTION NO. II-9  
EFFECTIVE: 2/9/99

As a rule, duplicate copies are not added to the collection. However, multiple demands and heavy, continuous use of individual titles will be the primary consideration for purchase of duplicate titles in exceptional cases.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Special Collections/Alaskana  
CROSS REFERENCE

SECTION NO. II-10  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

A small number of rare books are collected by the Campus Library, many of which are considered Alaskana. The only other special collections in the Campus Library are oversized books, reference, government documents, and nonprint.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Reference Collection  
CROSS REFERENCE

SECTION NO. II-11  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

The reference collection is a non-circulating collection of materials which, according to the American Library Association's definition, are "designed by arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively." The focus of the UAS Ketchikan Campus Library's reference collection development philosophy is on providing basic works in subject areas which are curriculum-related. However, the collection will also include reference materials in subject fields common to general information requests.

The following types of materials will be housed in the reference collection:

**ATLASES.** World or United States atlases are replaced, on a staggered basis, every five years. Specialized atlases are reviewed every five years. Titles which meet the weeding criteria are weeded. A search is conducted for newer editions of specialized atlases, and those are purchased as available.

**DICTIONARIES.** A variety of general, etymological, and specialized dictionaries for the English language are included in the collection and weeded every 2-3 years as new editions are obtained. Bilingual dictionaries for other major languages are also included.

**DIRECTORIES.** Directories are rarely purchased in print, as the Internet is the preferred source for most directory information. The few print directories that are purchased are weeded every 2-3 years as new editions are obtained.

**ENCYCLOPEDIAS.** One major and up to date English language encyclopedia is included in the Reference collection or is provided in an electronic format.

**INDEXES AND ABSTRACTS.** Print indexes have been largely replaced by online aggregator databases. See Appendix J, Egan Library Database Subscriptions, for a list of active databases. Existing volumes of printed indexes are retained when the years covered by the print are not covered by the electronic equivalent, and the subject matter is still relevant to the curriculum. Retained indexes are stored in the Reference section.

**LEGAL REFERENCE SOURCES.** A highly selective collection of very basic legal reference materials is included. No attempt is made to duplicate the extensive legal reference source holdings of the Ketchikan Law Library.

**STATISTICAL SOURCES.** A small selection of statistical sources is included in the Reference collection.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Reference Collection  
CROSS REFERENCE

SECTION NO. II-11 (cont.)  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

STYLE MANUALS. The Reference collection includes the latest editions of the major style manuals with particular attention paid to those preferred by particular academic departments.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Government Publications  
CROSS REFERENCE

SECTION NO. II-12  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

By virtue of its designation as a selective Federal Documents depository library the UAS Ketchikan Campus Library receives or has received selected categories of government publications generally free of charge. The Campus Library selects approximately 4.5 percent of the Federal publications available. The regional depository for Alaska is the Washington State Library in Olympia. Care is given to obtain materials of interest to people in Ketchikan and Southern Southeast Alaska and to reflect the programs and classes taught at UAS Ketchikan. Periodically, a review of item numbers previously selected is conducted and adjustments made to the selection list.

Depository items are maintained according to the same criteria as for other Ketchikan Campus Library materials, including binding and replacement, except that Federal publications are superseded according to the Government Printing Office's "List of Superseded Titles" and otherwise must be maintained for at least five years prior to withdrawal, as mandated by the Government Printing Office. The amount of tangible material disseminated through the depository program continues to decrease every year as online formats are substituted by the GPO. All government documents received through the Federal Depository Library Program are either available for checkout at the Campus Library or are linked online through the library catalog.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Gifts  
CROSS REFERENCE

SECTION NO. II-13  
EFFECTIVE: 2/9/99

The UAS Ketchikan Campus Library accepts gifts of useful materials provided they meet the same criteria as applied to materials purchased and provided there are no restrictions attached to their disposition or location. No inventory listing will be provided and because the Campus Library is defined as a "party of interest" by the courts and the IRS, the Library cannot be involved in the appraisal of gifts for purposes of tax deductions for donors.

Regarding gift serials subscriptions, the Campus Library is pleased to accept donations of funds which can be used to establish subscriptions for titles which meet the criteria set forth in the Policy Statement, but does not accept gift subscriptions.

**COLLECTION DEVELOPMENT POLICY  
UNIVERSITY OF ALASKA SOUTHEAST, KETCHIKAN**

POLICY Electronic Formats  
CROSS REFERENCE

SECTION NO. II-14  
EFFECTIVE: 2/9/99  
REVISED: 3/28/14

As stated earlier in this document, the students, faculty and staff of UAS Ketchikan are fortunate to receive access to more than 85 databases subscribed to by the Egan Library in Juneau, accessible by students from on or off campus (See Appendix J). In addition, the Campus Library will acquire additional materials in electronic format that meet its current general or subject collection policies. These materials are evaluated under the same guidelines as other formats, with additional consideration given to the technical aspects of the information delivery mechanism, the interface, the discovery and retrieval software, the access by students from off campus, and any additional overhead cost in equipment or personnel required to deliver the information.

Additional factors to consider include:

- Speed and reliability of access;
- Compatibility with existing hardware and software;
- Display, print, downloading, e-mail, and general data manipulation and transfer capabilities;
- The data formats used;
- Cost, usage, equipment availability, technical support, networkability, authentication methods;
- Licensing issues such as walk-in library users, access by remote users, identification, and copyright;
- Future access to the data if a subscription is cancelled;
- Library commitment to the database: a determination as to whether it will be archived, licensed, linked to or utilized in some combination of these options;
- Coverage, content, full-text availability, appropriateness, and impact on public service;
- The necessary amount of staff time necessary to provide access, training, and assistance;
- The improvement or enhancement that the resource will give to existing print materials; and
- The long-term viability of resources for preservation purposes.

## Appendix A. First City Libraries (FCL) Consortium Member Expectations

The mission of the First City Libraries is to provide quick, reliable on-line access to the cataloged holdings, circulation data, cataloging data, the Internet, and other information sources of this community library consortium. This system is a cooperative effort between the City of Ketchikan, the Ketchikan Gateway Borough School District, and the University of Alaska Southeast, Ketchikan Campus Library. It links all of Ketchikan's libraries, thereby allowing all citizens access to materials held in Consortium libraries.

FCL has a shared patron database and a shared catalog. This means any cardholder can check items out from any library and return them to the same or another library and the items will be properly accounted for and routed to their home. This also means a cardholder cannot have overdue items at one library and still be borrowing items from another library without being held accountable.

For the Consortium to function properly, all members must agree and abide by shared expectations:

### **I. Staff Expectations**

Each consortium member shall be responsible for providing staff and staff training, including

- a. professional librarian(s) to oversee collection evaluation, development, inventory, and cataloging, as well as staff training
- b. support staff to provide processing of new items and circulation of collection
- c. paid time for staff training (introductory and ongoing) for both professional and support staff
- d. paid time for staff training ( introductory and ongoing) for both professional and support staff , including paid time for all staff to attend FCL policy updates twice a year

### **II. Collection Expectations**

Each consortium member shall be responsible for the maintenance and development of its collection, including

- a. purchase of new items and replacement of lost, outdated, or damaged items following Northwest Association of Schools and Colleges Accreditation guidelines appropriate to that library.
- b. consideration of the entire FCL collection in evaluation and purchase decisions
- c. prompt, accurate, and complete updating of the catalog to reflect the current holdings of that library
- d. inventory of the library holdings at least every two years

### **III. Circulation Expectations**

Each FCL library shall be responsible for providing

- a. personnel trained in using the FCL circulation system and familiar with the cooperative circulation policies of FCL
- b. consistent effort to recover overdue and lost items, and to collect fines for all agencies of FCL
- c. timely movement of items through the courier system

Each FCL library shall retain the right to determine

- a. how its items will circulate, being mindful of the goals of a cooperative library system

### **IV. Patron Expectations**

Each FCL library shall be responsible for serving the patrons of FCL by

- a. promptly adding and deleting patron records registered through that library
- b. regularly updating patron records

### **V. Technology Expectations**

Each FCL library shall be responsible for providing

- a. the labor, hardware, peripherals, and software necessary to communicate with the FCL network.

## Appendix B: Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

# Appendix C: Intellectual Freedom Principles for Academic Libraries and Challenged Materials

## An Interpretation of the *Library Bill Of Rights*

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the *Library Bill of Rights* form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the *Library Bill of Rights*, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.
8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

Approved by ACRL Board of Directors: June 29, 1999; Adopted July 12, 2000, by the ALA Council.

## Appendix D: Challenged Materials Statement

An Interpretation of the *Library Bill Of Rights*

*Libraries: An American Value* states, “We protect the rights of individuals to express their opinions about library resources and services.” The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged materials. Selection of online resources, including Web sites, should also be governed by this collection development policy and be subject to the same procedures for review of challenged materials. This policy reflects the *Library Bill of Rights* and is approved by the appropriate governing authority.

Challenged materials should remain in the collection during the review process. The *Library Bill of Rights* states in Article I that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Supreme Court has held that the Constitution requires a procedure designed to examine critically all challenged expression before it can be suppressed.<sup>1</sup> A hearing is a part of this procedure. Materials that meet the criteria for selection and inclusion within the collection should not be removed.

Therefore, any attempt, be it legal or extra-legal,\* to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990;  
January 28, 2009, by the ALA Council.

\* “Extra-legal” refers to actions that are not regulated or sanctioned by law. These can include attempts to remove or suppress materials by library staff and library board members that circumvent the library’s collection development policy, or actions taken by elected officials or library board members outside the established legal process for making legislative or board decisions. “Legal process” includes challenges to library materials initiated and conducted pursuant to the library’s collection development policy, actions taken by legislative bodies or library boards during official sessions or meetings, or litigation undertaken in courts of law with jurisdiction over the library and the library’s governing body.

<sup>1</sup> *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963)

## Appendix E: 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

## Appendix F: 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 G: Access to Digital 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.<sup>1</sup> Libraries and librarians protect and promote these rights regardless of the format or technology employed to create and disseminate information.

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

Libraries empower users by offering opportunities both for accessing the broadest range of information created by others and for creating and sharing information. Digital resources enhance the ability of libraries to fulfill this responsibility.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information in the context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are upheld. Although digital information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it, many people lack access or capability to use or create digital information effectively.

In making decisions about how to offer access to digital information, services, and networks, each library should consider intellectual freedom principles in the context of 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 digital 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, receiving, creating, or participating in 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, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent 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”; and “Minors and Internet Interactivity”).<sup>2</sup>

Libraries should use technology to enhance, not deny, digital access. 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,” and “Importance of Education to Intellectual Freedom: An Interpretation of the Library Bill of Rights.”

### **Equity of Access**

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access.

Digital 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 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 digital information that are consistent with ALA’s policies and guidelines, 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 “Services to Persons with Disabilities: An Interpretation of the Library Bill of Rights.”

### **Information Resources and Access**

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 digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Libraries and librarians should not deny or limit access to digital information because of its allegedly controversial content or because of a librarian’s personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to digital information solely on the grounds that it is perceived to lack value. Parents and legal guardians who are concerned about their children’s use of digital resources should provide guidance to their own children. Some information accessed digitally may not meet a library’s selection or collection development policy. It is, therefore, left to each user to determine what is appropriate.

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.<sup>3</sup>

Digital 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 digital resources as much as they do to the more traditional sources of information in libraries (“Diversity in Collection Development”).

<sup>1</sup>Martin 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).

<sup>2</sup>Tinker 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)

<sup>3</sup>“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, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: “Questions and Answers on Access to Digital Information, Services and Networks: An Interpretation of the Library Bill of Rights.”

Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.

## Appendix H: The Universal Right to Free Expression:

### An Interpretation of the Library Bill of Rights

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information.

The American Library Association endorses this principle, which is also set forth in the [Universal Declaration of Human Rights](#), adopted by the United Nations General Assembly. The Preamble of this document states that “. . . recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace in the world. . .” and “. . . the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people. . . .”

Article 18 of this document states:

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

Article 19 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 regardless of frontiers.

Article 20 states:

1. Everyone has the right to freedom of peaceful assembly and association.
2. No one may be compelled to belong to an association.

We affirm our belief that these are inalienable rights of every person, regardless of origin, age, background, or views. We embody our professional commitment to these principles in the [Library Bill of Rights](#) and [Code of Ethics](#), as adopted by the American Library Association.

We maintain that these are universal principles and should be applied by libraries and librarians throughout the world. The American Library Association’s policy on International Relations reflects these objectives:

“. . . to encourage the exchange, dissemination, and access to information and the unrestricted flow of library materials in all formats throughout the world.”

We know that censorship, ignorance, and limitations on the free flow of information are the tools of tyranny and oppression. We believe that ideas and information topple the walls of hate and fear and build bridges of cooperation and understanding far more effectively than weapons and armies.

The American Library Association is unswerving in its commitment to human rights and intellectual freedom; the two are inseparably linked and inextricably entwined. Freedom of opinion and expression is not derived from or

dependent on any form of government or political power. This right is inherent in every individual. It cannot be surrendered, nor can it be denied. True justice comes from the exercise of this right.

We recognize the power of information and ideas to inspire justice, to restore freedom and dignity to the oppressed, and to change the hearts and minds of the oppressors.

Courageous men and women, in difficult and dangerous circumstances throughout human history, have demonstrated that freedom lives in the human heart and cries out for justice even in the face of threats, enslavement, imprisonment, [torture](#), exile, and death. We draw inspiration from their example. They challenge us to remain steadfast in our most basic professional responsibility to promote and defend the right of free expression.

There is no good censorship. Any effort to restrict free expression and the free flow of information aids the oppressor. Fighting oppression with censorship is self-defeating.

Threats to the freedom of expression of any person anywhere are threats to the freedom of all people everywhere. Violations of human rights and the right of free expression have been recorded in virtually every country and society across the globe.

In response to these violations, we affirm these principles:

- The American Library Association opposes any use of governmental prerogative that leads to the intimidation of individuals that prevents them from exercising their rights to hold opinions without interference, and to seek, receive, and impart information and ideas. We urge libraries and librarians everywhere to resist such abuse of governmental power, and to support those against whom such governmental power has been employed.
- The American Library Association condemns any governmental effort to involve libraries and librarians in restrictions on the right of any individual to hold opinions without interference, and to seek, receive, and impart information and ideas. Such restrictions pervert the function of the library and violate the professional responsibilities of librarians.
- The American Library Association rejects censorship in any form. Any action that denies the inalienable human rights of individuals only damages the will to resist oppression, strengthens the hand of the oppressor, and undermines the cause of justice.
- The American Library Association will not abrogate these principles. We believe that censorship corrupts the cause of justice, and contributes to the demise of freedom.

Adopted January 16, 1991, by the ALA Council.

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## Appendix I: Expurgation of Library Materials

### An Interpretation of the *Library Bill Of Rights*

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agents, or its parent institution (if any) when done for the purposes of censorship. Such action stands in violation of Articles I, II, and III of the Library Bill of Rights, which state that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval,” and that “Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”

The act of expurgation denies access to the complete work and the entire spectrum of ideas that the work is intended to express. This is censorship. Expurgation based on the premise that certain portions of a work may be harmful to minors is equally a violation of the Library Bill of Rights.

Expurgation without permission from the rights holder may violate the copyright provisions of the United States Code.

The decision of rights holders to alter or expurgate future versions of a work does not impose a duty on librarians to alter or expurgate earlier versions of a work. Librarians should resist such requests in the interest of historical preservation and opposition to censorship. Furthermore, librarians oppose expurgation of resources available through licensed collections. Expurgation of any library resource imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008.

Exhibit J

DATABASE SUBSCRIPTIONS AT EGAN LIBRARY, Spring 2013 (\*= New since FY2011)

Vendor	Consortium	Databases	Notes
Listen/Alaska Ebsco/lost	Alaska Lib. Network Digital Pipeline	Digital audiobooks, ebooks, and music ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Psychology & Behavior Regional Business News Religion & Philosophy Small Engine Repair Small Business Ref Ctr* Student Research Ctr. Teacher Reference Ctr. TOPIC Search
Gale	Digital Pipeline	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	No cost
Mango	Digital Pipeline	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	No cost
Oxford Univ. Press	Digital Pipeline	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	No cost
Proquest	Digital Pipeline	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	No cost
Rosen	Digital Pipeline	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	No cost
Brainpop	Digital Pipeline	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	No cost
OCLC FirstSearch	LEIAN-NM/CAL	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee
Newsbank	UA Electronic Library	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee
ProQuest	UA Electronic Library	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee
RefWorks	UA Libraries License	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	UAS Tech Fee
Springer	UAS and UAA	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	UAS pays % +subs
Taylor & Francis	UAS and UAA	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	UAS pays % +subs
Ebsco/Host	UAS and UAF	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee
Gale	UAS and UAF	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee
Annual Reviews	UAS, UAA, UAF	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	UAS pays %
Elsevier	UAS, UAA, UAF	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	UAS pays % +subs
Publishing		ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	
ARTstor	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee
Ebsco/Host	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee, Arc. Regs. Incl. w/EDS
Lyrasis	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	UAS Tech Fee
Ebrary	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	UAS Tech Fee
EcoPoint	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee
Gale	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	\$ per volume
GPO/FDLP	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	No cost for FDLP
JSTOR	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee
MediaMark	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	Annual fee
OED	N.A.	ERIC Greenfile Health Source Academic Health Source Consumer Library&Info Sci. (LISTA) MAS Ultra MasterFile Premier Mediclatina Funk & Wagnalls Encyc	UAS Tech fee