

**PLYMOUTH DISTRICT LIBRARY
POLICY MANUAL
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PLYMOUTH DISTRICT LIBRARY POLICY MANUAL

ORGANIZATION OF THE LIBRARY

The Plymouth District Library is established under Public Act 164 of 1955, as amended, and is legally administered by the Plymouth District Library Board. The Library Director administers policies as set forth and approved by the District Library Board. Questions or suggestions regarding Library policy or services will be referred by the Director to the Library Board for consideration. The Library Director will be held responsible for the care of the building and equipment, the hiring and supervision of staff, for maintaining an efficient service to the public, for operation of the Library under the financial conditions set forth in the annual budget.

Rev March 2004

MISSION OF THE LIBRARY

The mission of the Plymouth District Library is to help community residents meet their personal, educational, and professional information needs.

Rev Mar 2004

ACCESS

All Plymouth Library District citizens have the right to use and enjoy collections and facilities of the Plymouth District Library. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied the benefits of, the services, programs, activities of the Library, or be subjected to discrimination by the Library.

Rev Mar 2004

MATERIALS SELECTION POLICY

The purpose of the Plymouth District Library Materials Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer, and promote the use of a wide range of library materials in order to fulfill the goals of good public service set forth for the Library.

The selection policy guides librarians in the selection of materials and informs the public about the principles upon which selections are made. These policies will apply to all items acquired for the Library's collections regardless of format.

RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional staff of the Library. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for selection, however, rests with the Library Director, who operates within the framework of policies and goals formulated by the Plymouth District Library Board.

GENERAL PRINCIPLES

1. Selection of materials is based on the relationship of such to the needs, interests and demands of the Plymouth Community. It is the responsibility of the Library to provide circulating, reference and research materials as required for use by the general public.
2. Selection is not made on the basis of anticipated approval or disapproval, but rather on the merits of a work, without regard to the race, nationality, political or religious views of the author. Basic to this Selection Policy is the **Library Bill of Rights** and the **Intellectual Freedom Statement** of the American Library Association to which this Library subscribes (attachments). Wherever censorship threatens, from whatever sources, no library materials shall be removed from the Library until all steps in the Library's procedure for handling complaints about library materials have been completed.
3. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that certain materials may inadvertently come into the possession of children.
4. Library materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other items will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items or great value may be controlled to the extent required to preserve them from harm, but no further.

SPECIFIC PRINCIPLES FOR SELECTION

The following principles, singly or collectively, will prevail in the selection of all library materials.

1. Contemporary significance or permanent value.
2. Accuracy.
3. Authority.
4. Relation of work to existing collection.
5. Price, format, and ease of use.
6. Scarcity of information in subject area.
7. Popular demand: The Library may make materials available which are in high demand by the public even if they are not of enduring value, interest, or accuracy. This demand may be filled by rental collections as well as purchased materials.
8. Availability of material through inter-library loan.

GIFTS AND MEMORIALS

The Library encourages gifts to the Library from individuals, groups, and organizations. Gifts of books and other library materials as well as gifts-in-kind will be accepted with the understanding that they may or may not be kept or used by the Library and may be sold or otherwise disposed of. Gifts designated for purchase of library materials in memoriam or tribute will also be accepted and will be plated and suitably acknowledged. The Library Board reserves the right to accept or decline any gift.

REQUESTS FOR SPECIFIC LIBRARY MATERIALS

Patrons may request specific items not in the Library's collection. Such items will be considered for purchase according to the Library's Selection Policy or will be referred for inter-library loan.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

If a citizen finds an item in the collection objectionable, he or she may file a formal request for re-examination of the item by completing a Citizen's Request for Reconsideration of Library Material form (attached). Completed forms will be reviewed by the Library staff based on the Library's Selection Policy, and a written response will be issued. If the citizen is dissatisfied with the staff response, he/she may request review by the Plymouth District Library Board of Trustees. The decision of the Board of Trustees is final. No library materials will be removed from the collection until all steps in the reconsideration process are completed.

WEEDING AND MAINTENANCE OF COLLECTION

The collection shall be periodically examined for the purpose of eliminating obsolete or unneeded materials, and for repair of materials, in order to maintain a balanced, attractive and useful collection. Materials that no longer meet the objectives of the Library may be withdrawn from the collection. Evaluation of such materials will be performed by the Librarian according to accepted professional practices. Disposal of these materials will be at the discretion of the Library and may include sale to the public.

Rev March 2004

CIRCULATION POLICY

REGISTRATION

All persons wishing to borrow materials from the Plymouth District Library must have a valid Plymouth District Library card. In the case of residents of communities with whom there exist reciprocal borrowing agreements, a library card from their home library will be honored. Patrons may also be asked to register separately for specific Library programs or services.

ELIGIBLE BORROWERS

All residents or property owners of record of the Plymouth Library District and member communities of The Library Network (TLN), except when excluded from reciprocity because of

inadequate local library provision, are eligible to borrow materials from the Plymouth District Library.

Individuals who are employed by Plymouth businesses but do not reside in the Plymouth Library District are eligible for Business cards. There is no charge for these cards, but they will be honored only at the Plymouth District Library.

The Plymouth District Library participates in the MichiCard Statewide Library Card Program. Any PDL cardholder may request a MichiCard label be affixed to their library card at no charge. The Plymouth District Library also honors Michicards from other libraries. Michicard borrowers are subject to all PDL circulation policies and procedures (and only print materials are eligible for loan or rental).

NON-RESIDENT BORROWERS

Non-resident registration is required by all library patrons who are not residents of a qualified community as listed above or do not own property or are not employed in businesses located within Plymouth Library District boundaries.

The non-resident card is good for one year and may be used only at the Plymouth District Library. A charge for a non-resident card shall be established by the Library Board, and no portion shall be refunded for any reason. Separate cards will be issued to all members of a family purchasing a non-resident card residing at the address on the registration application.

Non-resident cards purchased at other TLN member libraries will not be honored at the Plymouth District Library.

IDENTIFICATION

Identification is required to obtain a library card. Reasonable identification includes such items as driver's license, receipted bills, school ID cards, voter registration, addressed mail, or any other identification which gives the patron's correct last name and address. In the case of children under 18, the signature and identification of a parent or guardian may be required. In conformance to the Michigan Library Privacy Act (PA 455 of 1982), parents will be unable to obtain information regarding materials checked out from the Library by their children unless they agree in writing to be responsible for payment or return of those materials.

DELINQUENTS

Reasonable efforts will be exerted to prevent patrons who abuse Library privileges from borrowing more items until their records are cleared. In the case of minor patrons, such bills or delinquent notices may be sent to the parent or legal guardian only if that parent or guardian accepts responsibility for the returned items as stated in the Michigan Library Privacy Act (PA 455 of 1982). The Library may use the services of a collection agency to settle overdue accounts. Delinquent patrons may also be prosecuted under such 'Failure to Return' ordinances that are in force in the City and Township of Plymouth.

CHARGING MATERIALS

Library materials are not properly charged out until they have been processed through the circulation system and issued due dates. Limits may be imposed to stretch collections of materials in certain subject areas.

LOAN PERIODS

Loan periods will be established for types of library materials based on the adequacy of collections to meet general demand levels. (See attached schedule.)

RESERVES

A reserve list may be maintained for materials currently out in circulation when feasible as determined by the Director. Such reserves will be filled in order as received.

RENEWALS AND EXTENSIONS

Certain types of materials may be given extended loan periods or renewed for additional loan periods providing there have been no holds (e.g. Reserves) placed on them.

INTERLIBRARY LOAN

The Plymouth District Library makes available an Inter-Library Loan service to complement its reference services. This service will be used to fill requests for items that the Library does not own or that have been lost in circulation. Patrons needing ongoing document delivery service for research will be referred to commercial sources.

DISCHARGING MATERIALS

Library materials are not considered returned until a staff member has received and discharged them. This policy also applies to items returned in the book drop.

BOOK DROP

A book drop may be provided to allow return of Library materials when the Library is closed. *All* materials returned before Library hours are considered returned the previous business day.

LIBRARY FINES AND CHARGES

Charges for specific services may be established by the Library Board. Fines for overdue library materials and charges for damaged or lost items will be set by the Plymouth District Library Board and will be posted in the Library. Overdue fines will be charged for every day an item is out after its due date, excluding days on which the Library is closed, up to certain limits imposed by the Plymouth District Library Board. (See attached schedule.)

OVERDUE PROCEDURES

Notice will be sent at regular intervals to remind patrons to return overdue materials. Procedures may include billing notices and prosecution under 'Failure-to-Return' ordinances. Patrons experiencing unusual difficulty in returning material or paying fines may advise the Director or Librarian-in-Charge, who may exercise discretion in determining the fine.

CLAIMS RETURNED

In the case of Library materials for which overdue notices are sent but are claimed to have been returned by the patron, acknowledgment of this will be made on the computer record, and shelves will be searched regularly by the Library staff for these items. Any such items that cannot be cleared must be assumed lost and are the responsibility of the patron.

LOST OR DAMAGED MATERIALS

Library materials that are lost or damaged beyond repair must be paid for. The Librarian will make a final determination as to whether a damaged item must be replaced and the cost for the item. Replacement cost plus a reprocessing fee will be assessed. A receipt will be issued the patron for any such payment.

If full payment is made for damaged material, the patron may keep the item.

If lost material is returned within one year, the patron is entitled to a refund, minus the accumulated overdue fine and processing fee. The condition of the item will determine whether or not the item can be restored to suitable condition for public use.

It is the patron's responsibility to report the loss of a Library card. There may be a charge for replacement of a lost card.

CIRCULATION RECORDS

Statistical information regarding the use of the Library may be gathered from circulation records for reporting purposes. However, library records, as defined under Michigan Public Act 455 of 1982 "The Library Privacy Act", are exempt from disclosure, and the confidentiality of such records shall be maintained by the Library to the extent permitted by law.

SPECIAL LOAN PROGRAMS

Special loan programs may be initiated to provide unique services for groups and organizations outside the library facility. These special programs will be considered on a case-by-case basis, and judged on the basis of need, availability of resources, and their consistency with the goals, objectives, and policies of the Plymouth District Library.

DEPOSITS ON MATERIALS

Cash deposits may be required for certain items to be designated by the Director, up to the replacement price of the item. Such deposits are to be kept separate from other Library monies and will be returned to the patron when the item is discharged.

Overdue charges will be deducted from the deposit, and the overdue charges deducted from that deposit will be added to the Library's funds ten days after a billing notice has been sent to the patron.

NON-CIRCULATING MATERIALS

Materials designated 'Reference' are for in-Library use only.

RENTAL COLLECTIONS

A rental program may be instituted to provide additional copies of items in high demand at a minimal rental fee. Rental items will not be reserved.

Rev March 2004; rev May 2009

VOLUNTEERS

The Library may use volunteers to assist in various activities in the Library. Volunteers may be drawn from the community at large, the Friends, or may be referred by community organizations for community service. In all cases, assignment of volunteers will be made at the discretion of the Director based on the overall goal of maintaining an efficient operation and satisfactory public service.

Rev March 2004

FRIENDS

The Plymouth District Library Board recognizes the value of volunteer citizen support of the Plymouth Dunning-Hough Library and welcomes the support of a Friends group within the framework of established policies.

Rev March 2004

SUGGESTIONS

The Plymouth District Library places a high priority on responding to the needs of the District and welcomes suggestions and comments by the public on its policies, services, collections, and facilities. Systems will be established to enable the public to communicate their general suggestions and comments.

Rev. Mar 2004

GENERAL USE OF THE LIBRARY

PATRON BEHAVIOR POLICY

The Library provides an array of equipment and facilities for the convenience of its patrons and to facilitate the use of Library materials. A meeting room and areas designated for 'quiet' or

group study are also provided within the Library. Specific rules may be imposed in order to insure safe usage and to control abuse of particular facilities or equipment.

Disruptive patrons will be asked to leave the Library. The following general rules will apply:

1. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.
2. No solicitation is allowed in the Library.
3. Circulation of petitions and distribution of literature is prohibited within the Library or on the entrance porch.
4. Harassing, staring, photographing, following, stalking, or threatening library users or staff while in the Library or on Library property so that it interferes with patrons' use of the Library or the ability of employees to do their jobs is prohibited.
5. Running, throwing objects, obscene or threatening language, and excessive noise are not permitted.
6. Eating and drinking are prohibited in all public areas, except as may be specifically designated.
7. Smoking in the Dunning-Hough Library is prohibited. Smoking is also prohibited on the Library's porch and handicap access ramp.
8. Patrons are required to wear shoes in the Library.
9. Misuse of Library restrooms is prohibited.
10. Animals, except for those trained and required to assist disabled patrons are prohibited.
11. Children under the age of 8 cannot be left unattended in the Library.
12. The Library is not responsible for personal belongings left unattended.

DISCIPLINARY PROCESS FOR LIBRARY FACILITIES

The Library Director or the Director's designee may restrict access to library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, police may be called to intervene.

1. **Initial Violation:** The patron will be requested to cease the violation. If the patron does not comply with the request, he/she will be asked to leave the building for the day. If he/she refuses, police may be called.
2. **Subsequent Violations:** The Director or the Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Subsequent violations of the same rule shall result in additional suspensions of increasing length. Such limitation or revocation shall be in writing.
3. **Violations that Affect Safety and Security:** If a violation involves violence, threatening behaviors, physical or sexual harassment, sexual misconduct, violations of law, or any behavior that threatens the safety and security of staff and/or patrons, police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate suspension of library privileges and will be documented in writing.
4. **Right of Appeal:** Patrons may appeal a decision to limit or revoke privileges by sending a written appeal to the President of the Library Board within 10 working days of the date the privileges were revoked or limited. The decision of the Library Board is final.

Rev. March 2004, rev. June 2009

PROMOTIONAL DISPLAYS

Displays of civic, cultural, and educational materials and information in keeping with the Library's mission may be hosted by the Library depending on the timeliness of the materials and availability of space.

Rev March 2004

MEETING ROOM POLICY

The Plymouth District Library provides meeting space for the use of not-for-profit groups in the Plymouth Community on a scheduled basis according to the following policies:

1. Library-sponsored programs have priority in the use of the rooms.
2. Meetings will be for civic, cultural, or educational purposes.
3. Meeting rooms will be available for use during regular library hours only.
4. Groups will abide by the General Use policies that apply to all public areas of the Library.

5. Scheduling must be arranged in advance with the Librarian.
6. Youth groups are required to have adult supervision.
7. Set up and cleanup will be provided by the organization.

Groups will set up any necessary furniture and equipment they require and will clean up and restore the room to its original condition. Groups should plan adequate time for these activities when scheduling so that the group vacates the room at least 15 minutes before Library closing.

8. Organizations using the rooms will be held responsible for any damage or loss incurred during such use, and will leave the rooms in a clean and orderly condition.
9. The Library Board may establish fees for use of Meeting Rooms. Such fees will be published and payment will be required at the time of scheduling.
10. The fact that a group is allowed to meet at the Library does not in any way constitute endorsement of the group's policies or beliefs by the Plymouth District Library.
11. Groups using the Library meeting space hereby indemnify and hold harmless the Library and its officers, directors, agents, and employees, and each person if any, who control the library or any of its directors, officers, for damages or liabilities to which they may become subject insofar as such losses, claims, damages, or liabilities or actions in respect thereof arise directly or indirectly out of or based upon or are in any way connected with the performance of the contract, regardless of whether such claim, loss, damage or liability is caused in whole or in part by the negligence of the library or its officers, directors, agents, and employees or by third parties, or by the officers, directors, agents, and employees for any legal or other expenses reasonably incurred by such person investigating, defending or preparing to defend any such action or claim.
12. Additional procedures and guidelines necessary to provide efficient and equitable use of Library meeting rooms may be developed by the Librarian as needed.

All Library meeting rooms meet ADA requirements for access. Groups using the rooms are responsible for providing any assistive devices or aids, such as signers, tapes of the meeting, etc., which might be necessary for participation in their activity.

Rev. March 2004

COMPUTER USE POLICY

1. The Plymouth District Library makes Internet access available to library users for information gathering purposes as part of its mission to help community residents meet their personal, educational and professional information needs.
2. Because of the constantly changing nature of the Internet, the Plymouth District Library has no control over the accuracy, currency or quality of the information found on Internet sites other than the Library's home page and assumes no responsibility for the content of these other sites.
3. It is the responsibility of parents or legal guardians to decide which library resources are appropriate for their child. The Plymouth District Library strongly urges parents to become involved in and supervise their children's Internet activities. The Library homepage, <plymouthlibrary.org> has links to Internet search tools and sites with age appropriate content, and Librarians will be pleased to suggest additional sites or assist with search strategies.
4. The Library assumes no responsibility for any loss or damage done to personal data or equipment arising from use of its Internet connections, such as hardware, library software, library time management system, viruses or spyware.
5. Users may not install or run software, modify, remove, or bypass security setup software, operating systems, network configuration, or network systems on or from any Library computers.
6. The Library reserves the right to limit the number of patrons using one computer.
7. The Library seeks to protect the individual's right to privacy. However, because computer workstations are located in public areas that are shared by patrons of all ages and backgrounds, users are asked to be sensitive to this when accessing potentially controversial information and images.
8. Users are advised that electronic security on the Internet cannot be guaranteed, so all files, transactions and information obtained online are vulnerable to unauthorized access and must be considered public.
9. The Library purposefully avoids collecting or maintaining records that might compromise the privacy of users. In keeping with this practice, patrons must take care not to disclose, use, or disseminate personal identification information on the Internet. Parents should caution their children not to share their personal information over the Internet.

10. The Library’s public computers may not be used for any unlawful or improper activities prohibited under local, state or federal laws. These activities include, but are not limited to:

“Displaying, transmitting or exhibiting to minors sexually explicit material harmful to minors” as defined by Michigan Public Act 33 of 1978 or obscene material as defined by Michigan Public Act 343 of 1984; hacking or spamming; infringement of copyright law; fraud; libeling, harassing, bullying or slandering other users.

11. Users under eight years of age must be supervised at the workstation by a parent or guardian. Parents/guardians must remain with the child while he/she is using the computer.
12. Patrons age 17 and under cannot use an adult’s library ID on public Internets unless supervised by a parent or guardian. Parents/guardians must remain with the user while he/she is using the computer.
13. The Library uses a commercial product to filter all computers used by individuals seventeen years of age and under. Users eighteen and older may choose to change their software setting to un-filtered. Patrons using guest passes are given filtered access.
14. Wireless use is limited to those 18 years of age and older. Passwords are issued to individuals at the Help Desks in order to access the Internet.
15. The Library reserves the right to monitor computer usage in order to prevent network disruption and/or damage to hardware, library software, time management system, security setup, operating systems, network configuration or servers. Wireless usage may be monitored to prevent network disruption including damage to other patrons.
16. Staff Assistance – Library staff may assist users in getting started with computing resources. However, the Library cannot guarantee that staff fully trained in all aspects of software, Internet resources, or other technology will be available to assist users at all times the Library is open. Because of the many different applications and resources available, particularly on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. The Library’s collections contain materials that are available to computer users regarding assistance and guidance in use of software and other applications.
17. The Plymouth District Library considers use of any public access computer in its facilities to constitute an acceptance of its Computer Use Policy. Patrons will affirm the agreement when they use the public computers. Failure to abide by the provisions of this policy will result in the loss of Internet privileges.

VIOLATIONS OF THE COMPUTER USE POLICY

Users of the Library's computing resources must adhere to the Computer Use Policy. Failure to follow the Policy will result in the loss of the ability to use the Library's computing resources.

The Library Director, or the Director's authorized designee, may terminate any user's access for failure to comply with the Library's Computer Use Policy and/or related rules.

1. **Initial Violation:** Users observed violating this Computer Use Policy will be asked to cease the violation. If the user does not comply with the request, his/her access to the Library's computing resources shall be terminated for the day. If he/she refuses, the police may be called.
2. **Subsequent Violations:** The Director or Director's authorized designee may further limit or revoke the patrons Library privileges if infractions continue. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
3. **Violations Affecting Safety and Security:** If the violation of the Library's Computer Use Policy affects safety or security, or is a violation of law, police will be called immediately and the user's Library computing resource or other Library privileges will be terminated without complying with the procedures outlined above. Illegal acts involving the Library's computing resources may be subject to prosecution, and/or result in suspension of library privileges, and will be documented in writing.
4. **Right of Appeal:** Any user who is denied access to the Library's computing resources may send a written appeal to the President of the Library Board within 10 working days of the date privileges were revoked or limited. The Library Board will render their decision within 60 days of receipt of the appeal. The decision of the Library Board is final.

Rev 2003, rev May 2008 as 'Internet User Policy, rev March 2009

REVISION OF THESE POLICIES

These Policies shall be reviewed and revised as needed by the Plymouth District Library Board to be consistent with the objectives of the Library.

Approved by the Plymouth District Library Board, March, 2004.

APPENDIX A

LIBRARY BILL OF RIGHTS

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

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

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967 and January 23, 1980 by the ALA Council.

APPENDIX B

THE FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and book sellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history of political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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.
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, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

NOTE: "Books" as used in this statement include all kinds of materials acquired for library use.

Issued May 1953 by the American Library Association and the Association of American Publishers.
Adopted June 25, 1953; revised January 28, 1972 by the ALA Council.

**Request for Reconsideration
Library Resources**

The Board of Trustees of the Plymouth District Library has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to: **Library Director, Plymouth District Library, 223 S. Main, Plymouth MI 48170. FAX: 734.453.0733**

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

Do you represent yourself? _____ Your organization? _____

1. Resource on which you are commenting:

| | | |
|-----------------|------------------------------|---------------------------|
| _____ Book | _____ Library Program | _____ DVD |
| _____ Magazine | _____ Display | _____ Music CD |
| _____ Newspaper | _____ Electronic Information | _____ Computer/Video Game |

Title: _____

Author/Producer: _____

2. How was the material brought to your attention? _____

3. Have you examined the entire resource? _____

4. What concerns you about the resource? (Use other side or additional pages as needed)

5. Are there other resources(s) you suggest to provide additional information and/or other viewpoints on this topic?

Signature _____