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ABSTRACT

The service policies of the Pratt Institute Library are divided into two categories. The section on access covers constituency, hours of service, circulation of materials, reference and information services, reserve materials, and access to other library collections. The collection development section includes objectives, responsibility, intellectual freedom, selection criteria, gifts, and collection evaluation. (LS)

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Pratt Institute Library

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ALB Open Access

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## I. ACCESS

### A. Constituency

The Library constitutes a vital instructional and research arm of Pratt Institute and exists primarily to serve the Institute's educational function. In addition, the Library seeks to serve alumni and the wider community, consistent with its primary function and within the limits of its resources.

Library service at the Pratt Institute Library shall be available for:

1. Students of Pratt Institute
2. Faculty, administration, and staff of Pratt Institute
3. Pratt Institute alumni
4. Students and faculties at ALB (Academic Libraries of Brooklyn) colleges
5. Students with METRO (New York Metropolitan Reference and Research Library Agency) courtesy cards

Historically, members of the Pratt neighborhood community -- and the general public -- have been able to use reference and reading rooms of the Library without, however, having borrowing privileges.

Since the opening of the Clinton Hill branch of the

Brooklyn Public Library, referrals have been made to that collection whenever possible. The Library reserves the right to limit or cancel this wider use at any time should it become inimical to service to the Library's primary constituency, the students and faculty of Pratt Institute.

B. Hours of service

Library hours during the Spring and Fall semesters shall be:

- Monday through Thursday 9 a.m. to 9 p.m.
- Friday 9 a.m. to 5 p.m.
- Saturday 11 a.m. to 5 p.m.
- Sunday 1 p.m. to 6 p.m.

When classes are not in session, Library hours are usually from 9 a.m. to 5 p.m., Monday through Friday.

Special hours for weekends, holidays, summer sessions, minimesters, etc. shall be posted at the entrance of the Library.

C. Organization of materials

1. The Library's collections shall be organized by departments, as follows:
  - a. Art and Architecture Department
  - b. Library Science Department
  - c. Science and Technology Department
  - d. Circulation Department
  - e. Reference Department

Material shall be assigned to a particular department by its classification number and/or format.

2. The Library's collection shall be organized by nationally recognized standards for ease and uniformity of access:
  - a. Anglo-American Cataloging Rules
  - b. Dewey Decimal Classification
  3. Library of Congress Subject Headings
  - d. American Library Association Rules for Filing Catalog Cards
3. The Library shall maintain a union card catalog of holdings, as well as departmental catalogs, permitting identification of items by author, title, and subject. Access to materials not entered in the union or departmental catalogs

shall be provided by other means, as follows:

- a. Periodicals: local publication Library Periodicals and published periodical indexes
- b. Phonograph records: separate catalog
- c. Microfiche: published indexes
- d. Government documents: published index
- e. Slides: self-indexed
- f. Pamphlets and miscellaneous vertical files: subject headings
- g. Annual reports, etc.: alphabetically shelved
- h. Theses: separate catalog

4. The collections shall be arranged on open shelves for direct access by users. Certain types of materials, such as rare books and archival materials shall be segregated for security reasons. Other types of materials (back issues of periodicals and older, little-used books) may be housed in storage areas. To insure constant availability, the Art and Architecture Department shall maintain a restricted area for reference copies of books in heavy demand, important out-of-print materials, and particularly expensive books. Access to storage and restricted areas shall be available to all users of the Library through paging.



5. Within each department, library materials shall be arranged on shelves by classification number so that related information can be consulted together, except when format prohibits such an arrangement, for example, microforms, phonograph records, slides, etc.

D. Circulation of materials

1. Borrowing regulations

Materials may be borrowed from the Circulation Department, the Science and Technology Department, the Art and Architecture Department, and the Library Science Department of the Library. Pratt Institute students, faculty, and staff are required to present valid identification cards in order to borrow materials. Alumni's names shall be checked in the appropriate records, and students from ALB colleges need to produce valid identification from their schools. All materials borrowed from the Library must be properly signed out and shall be checked at the turnstile.

Materials may generally be checked out for two week loan and may usually be renewed once if no reserve has been placed on an item. In most departments, there is no limit to the number of items a borrower in good standing may have on loan. However, exceptions may be made at the discretion of each department in order to provide better and more equitable service for students

and faculty; for example, the Art and Architecture Department places a limit on the number of books and pictures that may circulate, and the Library Science Department limits the circulation period for open-shelf reserves to seven days. Departmental borrowing rules may be consulted in each department of the Library.

2. Fines

Overdue fines shall be calculated on the following basis:

10 cents a day per item for circulating items; maximum fine shall be no more than \$5.00 per item or its current retail price if that is less than \$5.00.

50 cents per day for seven-day books in the Library Science Department and for books charged out with special permission in the Art and Architecture Department.

25 cents for the first hour and 10 cents for each additional hour for overnight reserve books.

5 cents per day per envelope of pictures from the Art and Architecture Department.

Delinquent borrowers may not borrow material from any department of the Library; student delinquents shall be reported to the Registrar if they have not cleared their records before registration.



3. Lost materials

Lost or damaged items shall be charged for at their current list price plus a \$2.00 processing fee. Out-of-print items generally are charged for at \$10.00 minimum. If a lost-and-paid item is found and returned to the Library, a refund shall be made at a sliding scale as follows:

returned within	
one month	full amount
two months	3/4 of the amount
thereafter	1/2 of the amount

The processing fee of \$2.00 is not refundable.

Lost or damaged pictures are charged for at 50 cents per item.

4. Non-circulating materials and photocopying

Non-circulating materials include:

1. Periodicals, bound and unbound
2. Reference books
3. Reserve materials, except where additional copies are available for overnight loan
4. Some special collection materials (see departmental borrowing rules)



Photocopying machines are located on each floor of the Library so that non-circulating material may be copied to meet users' needs. In order to preserve the collections, the Library reserves the right to restrict tracing or copying of valuable or delicate library materials which could be damaged by such use.

E. Reference and information services

The Library shall supply reference and information services which will meet the information needs of its users. These services shall include the following:

1. Formal and informal instruction

The Library Faculty shall familiarize patrons with the physical facilities of the Library, its services and collections, and the policies which govern their use. This teaching function of the Library Faculty may be carried out on an individual or class basis and shall include explanation of bibliographical aids such as catalogs, bibliographies, indexes and other significant bibliographical sources and services as well as resources in specialized subjects. Library instruction shall also include methodology and bibliography - how to do a literature search and the proper format for bibliographic citation. A close and cooperative relationship with the faculties of the other academic units of the Institute shall foster maximum use of these instructional and interpretative services.

## 2. Information

Reference and information service shall consist of personal assistance to users in pursuit of information. The character and extent of such services may range from answering simple queries to supplying information based on a bibliographic search. The level of intensity at which such service is rendered will of necessity vary according to the individual user's needs, purposes and skills.

## 3. Referral

When material is not available at the Pratt Library, patrons shall be referred to the best available source, particularly taking advantage of cooperative arrangements and networks, such as the Academic Libraries of Brooklyn (ALB), and the New York Metropolitan Reference and Research Agency (METRO); referrals to other special collections may also be made through on-site access or through interlibrary loan.

## 4. Bibliographic

The individual departments of the Library shall issue acquisition lists, information guides, and, when appropriate, specialized subject or interdisciplinary bibliographies.

5. Correspondence and telephone

These shall be answered as promptly and as fully as possible, but priority shall be given to users in the Library. Lengthy searches shall not be made for non-Pratt related inquiries.



## F. Reserve materials

Faculty may request that materials be placed on reserve for class assignments. They shall be housed and serviced as follows:

1. Humanities and science materials shall be on reserve in the Science and Technology Department
2. Art and Architecture materials shall be in the Art and Architecture Department
3. Library Science materials shall be in the Library Science Department.

Requests for placing material on reserve should be made before the beginning of the semester for items owned by the Library; a form for this purpose shall be provided by the appropriate departmental librarian.

Requests for purchasing items for reserve should be made at least six weeks before they will be needed.

The Library shall make every effort to have the materials processed and ready for use on time.

Personal materials may be placed on reserve by faculty members with the understanding that the Library shall not be responsible in case of theft or mutilation.

## G. Access to other library collections

### 1. On-site use

The Library is a member of two library networks, Academic Libraries of Brooklyn (ALB) and the New York Reference and Research Library Agency (METRO).

Access to the collections of other libraries in these two cooperative groups shall be available for Pratt Institute students and faculty through:

- a) ALB Open-Access Program
- b) METRO courtesy cards

The on-site use of the collections is subject to the policies of the individual libraries.

Lists of participating libraries and the regulations for the use of ALB Open-Access and the METRO courtesy cards shall be available in all departments of the Library.

Letters of referral to specialized libraries (non-METRO affiliates) may be written when there is a demonstrated need for the use of these collections provided such use is permitted by the particular library.

## 2. Interlibrary loan

The Pratt Institute Library resources shall be extended and enhanced through the availability of interlibrary loan as outlined in the "National Interlibrary Loan Code, 1968", as well as through such cooperative groups as ALB and METRO. The Library shall also utilize the facilities of the New York State Inter-Library Loan network (NYSILL). All interlibrary loans shall be governed by the state or national codes except loans involving ALB and METRO Libraries, which shall follow agreements drawn up by participating members.

### a) From other libraries

Faculty and graduate students may request that materials be borrowed from other library collections on interlibrary loan through the Reference Department. Requests for interlibrary loans from undergraduate students will be honored at the Department's discretion. In most instances, materials will be available for interlibrary loan without charge. However, if there is a fee to the Library for photocopying, this charge shall be passed on to the user.

b. To other libraries

The Library's collections may be accessed by other libraries and material from its collections may be borrowed unless the physical condition of the item, its value, or heavy demand make such loan inadvisable. Photocopies for interlibrary loan shall be supplied within the laws regarding copyright and charged for as follows:

- 1) Member of ALB - no charge
- 2) Members of METRO libraries participating in the Free Interchange of Photocopies experiment - no charge up to 20 pages
- 3) Other academic libraries - 15 cents per page, plus postage and handling (\$1.00 minimum)
- 4) Other non-academic libraries - 25 cents per page, plus postage and handling (\$1.00 minimum)

## II. COLLECTION DEVELOPMENT

### A. Objective

The objective of the Library's collection development program is to reflect the educational aims of the Institute.

The Library shall collect:

1. Materials in the fields of the undergraduate and graduate programs offered by the Institute
2. Interdisciplinary works and materials which in scope and content are related to the particular disciplines defined in the curriculum
3. Materials of general cultural, educational, informational and recreational value

Pratt Institute is located in a metropolitan area rich in library resources. The Library's participation in various cooperative groups facilitates access to these resources. The Library, therefore, shall not purchase highly unusual materials that would receive little on-site use at Pratt or materials of a specialized research nature.

The Library shall consider carefully the purchase of works in fields unrelated to Pratt's programs. However, good working collections, including standard works and

current popular titles, shall be maintained for a balanced collection representative of all fields of knowledge.

Primary emphasis in selecting new materials shall be given to current publications in order to create a dynamic collection of materials that are actively being used. For this reason, collection development also includes discarding materials that have become out-dated, have lost their usefulness or have physically deteriorated.

## B. Responsibility

Collection development is a fundamental responsibility of the Library Faculty, with particular assignments delegated according to subject or departmental specialties, but with the whole Library Faculty participating in the total selection process. The final responsibility rests with the Librarian (director), who operates within the framework of policies determined by the President and the Board of Trustees.

Faculty and students are encouraged to make recommendations for purchases to the Library Faculty for its consideration.

### C. Intellectual Freedom

The Pratt Institute Library subscribes to the American Library Association's policies on intellectual freedom as expressed in "The Library Bill of Rights" and "The Freedom to Read" statement. In its collections, it shall attempt to present a broad spectrum of points of view, and shall not exclude library materials because of the race, nationality or the social, political or religious views of the authors. Library materials shall not be proscribed or removed from the Library because of partisan or doctrinal disapproval.

If a member of Pratt's constituency wishes to make a complaint about an item in the collection, this complaint should be made in writing. The nature of the problem should be clearly identified. The Library shall attempt to resolve the complaint according to the guidelines suggested by the American Library Association. If problems cannot be resolved within the Library, the Librarian (director) may have to bring them to the attention of the appropriate academic authority.



D. Criteria used in selecting materials

1. General

The Library Faculty, utilizing the tools of librarianship and the publishing industry, as well as reviews in authoritative sources, shall evaluate materials for purchase by the following general criteria:

1. Relationship to the existing collection  
(filling gaps, strengthening resources)
2. Relationship to other books on the subject  
(quality, currency, authority)
3. Potential for use (value for required or supplementary purposes, current interest appeal, contribution to the general educational program)
4. Quality in terms of content and format
5. Known user patterns
6. Cost

2. Departmental

Collection development policies of each department shall be guided by its function within the total Library.

a. Art and Architecture Department.

Function: To support the graduate and undergraduate programs of the schools of Art and Architecture.

Materials collected: Monographs, exhibition catalogs, serials, periodicals (see also special collections).

Emphasis and depth in collection development: Basic and well-rounded art and architecture collection; emphasis on 20th century art, crafts, photography, design, architectural design and history, urban planning.

Languages: English language preferred, although important foreign works in the Western European languages shall also be purchased. When illustrations are of primary importance, the language of the text is not a factor.

Multiple copies: Multiple copies of books in heavy demand are purchased.

Periodicals: Core periodicals in art and architecture; preference given to those that are indexed.

Special collections:

- (a) Slides - The department maintains a large slide collection for use by Pratt Institute faculty. When the collection can only receive partial supervision, slides shall be made or purchased on a limited basis.



(b) Picture files - The department maintains several extensive picture files, such as a clipping file, a file of mounted reproductions of works of art, an architect and architecture file, a fashion designer file, a portrait file, and a pamphlet file. Pictures shall be added continuously from discarded books and periodicals and other available free sources.

(c) Rare material - The department has a small collection of rare art books, prints and photographs, many of which were gifts from the Pratt family. This is viewed as a sample collection, and no material shall be bought to enlarge it.

b. Library Science Department

Function: To support the programs of the Graduate School of Library and Information Science.

Materials collected: Monographs, serials, periodicals, audiotapes, filmstrips (see also special collections).

Emphasis and depth in collection development:

- (a) Library Science: comprehensive in English language.
- (b) Information Science (information storage and retrieval systems, abstracting, indexing, and the application of computers to library processes): intensively.
- (c) Materials in fringe areas such as printing, publishing, bibliography, communication, film, administration and management: selectively, to support particular curricular offerings (may be acquired by and housed in other departments of the Library).

Single copies of textbooks purchased.

Languages: English Language; some materials in other Western European languages, notably German, French and Spanish, particularly in the form of representative materials.

Multiple copies: Monographs in heavy demand, whenever possible.

Periodicals: Comprehensive collection of periodicals in all areas of librarianship and information science; preference given to those that are indexed.

Special collections: Free or inexpensive pamphlet material shall be actively solicited, as shall annual reports and the publications of state library agencies.

Microfiche is selected from Research in Education and other government report announcements.

c. Science and Technology Department

Function:

- (a) To support graduate and undergraduate programs in the School of Engineering and the Department of Science.
- (b) To support other programs requiring scientific and technological materials, for example, nutrition, construction, etc.

Materials collected: Monographs, periodicals, serials (see also special collections).

Emphasis and depth in collection development: Selective collection in computer science; mathematics; physics; chemistry; environmental, food, and building sciences; and in electrical, mechanical, chemical and industrial engineering. Single copies of textbooks selectively purchased.

Languages: Largely English language except chemistry (German, Russian and French).

Multiple copies: When warranted by demand.

Periodicals: Popular and scholarly periodicals in science and technology; preference given to indexed periodicals.

Special collections: Government documents relevant to the programs in science and engineering are maintained; for example, environmental protection, nutrition, aeronautics, nuclear energy, etc.

## d. Circulation Department

Function:

- (a) To support the program of Liberal Studies (undergraduate).
- (b) To support a variety of courses and programs not directly covered by the collection policies of the specialized subject departments.
- (c) To provide general reading for the entire campus community.

Materials collected: Monographs, cassettes (spoken-word) (see also special collections).

Emphasis and depth in collection development: Core collection of general educational, interdisciplinary and recreational materials; emphasis on the humanities and the social sciences, and on the support of specific programs (theater, merchandising, urban studies, etc.) In general textbooks not purchased.

Languages: English language, except major literary classics in the original, and beginning instructional materials for foreign language study.

Multiple copies: Usually only single copies are purchased; multiple copies of new and popular titles purchased when a copy is needed for reserve purposes.

Special collections:

- (a) Phonograph records - This collection is to meet general educational and recreational needs. Outstanding recordings of music of all types shall be added annually, selected from published lists of recommended titles.
- (b) ACM collection - This collection of representative current and retrospective, children's and young adult books, fiction and non-fiction, is intended for library science students and art students interested in the illustrations. The collection shall be augmented regularly by new purchases from lists of recommended titles.
- (c) Office collection - This collection of examples of fine printing, ranging from the earliest typography to the present-day presses, is intended for library science students and artists. Purchases of books specifically for this collection shall be subordinated to other library needs.



e. Reference Department

Function:

- (a) To provide materials to meet the varied informational needs of the entire campus community.
- (b) To supplement the reference collections in the specialized subject departments.
- (c) To provide the standard works and new publications of reference value in support of the masters program in Library and Information Science (in some cases, this need can be satisfied through the acquisition of samples of continuing reference sets).

Materials collected: Monographs, serials, periodicals (see also special collections).

Emphasis and depth in collection development:

- (a) Basic reference materials in all areas of knowledge except those covered by the subject departments.
- (b) Supplementary materials related to particular disciplines covered in the subject departments (atlases, reports of city and state agencies, statistical data, etc.).
- (c) Well reviewed reference materials directed at non-academic audiences for GSLIS students to examine.

Languages: English language, except for foreign language dictionaries and encyclopedias.

Multiple copies: No

Periodicals: General, scholarly, and specialized periodicals. Preference given to indexed periodicals.

Special collections:

- (a) Government documents - The Library is a selective depository for U.S. Government publications, and follows federal policies in maintaining the collection. Materials selected by the Library are chosen for their relevancy to the Pratt curriculum and to meet the needs of GSLIS students.
- (b) "Z" collection - This collection consists of older books that are sufficiently unusual to require special protection. Many of them are rare; others are of historical interest, or are limited editions, autographed copies, or first editions of significance. The Library shall not buy books for this collection.
- (c) "ACM Case" collection - A small collection of old and unique children's books is also maintained. No books shall be purchased for this collection.

- (d) Theses - For the legal protection of the Institute and the author, Pratt Institute requires that graduate students writing theses deposit the original copy in the Reference Department of the Library. For non-MFA theses, a second copy is also required. Regulations established by the Library for the preparation of theses shall be available to students through their faculty advisers. To meet binding expenses, a fee of \$7.00 is charged to all graduate students writing a thesis.
- (e) PI Collection - This collection comprises the Pratt Institute archives. It consists of materials published by the Publications Department, the schools of the Institute, and student groups; memorabilia and documents pertaining to the Pratt Family; scrapbooks of newspaper clippings about the Institute. It is not current Library policy to include publications of members of the Pratt campus community in the archives.
- (f) College catalogs - This collection consists of the catalogs of most U.S. and Canadian universities and colleges, and the catalogs of most foreign art and architectural schools. The collection is maintained

for use by students and for use in planning by the administration and faculty. Most college catalogs are provided free-of-charge to the Library.

- (g) Miscellaneous vertical files, such as pamphlets, a designer file, company annual reports, etc.

#### f. Pratt/Phoenix

The Pratt/Phoenix Library shall be considered a branch of the Pratt Institute Library, and its policies and procedures shall be governed by the Pratt Institute Library. (Specific procedures are outlined in the Pratt/Phoenix operational manual, available at both the main and the branch libraries)

Materials purchased for the Library at Pratt/Phoenix shall be selected to build up a core collection of reference books and materials that support the courses offered in the school's certificate program. Periodicals shall not be bound or kept for more than three years.

For additional materials, Pratt/Phoenix students and faculty shall be referred to the Pratt Institute Library.

Pratt students and faculty using the Phoenix building shall be expected to rely upon the main library's resources for their library materials. Purchases for the Pratt/Phoenix collection shall be subordinated to the main library's needs.

The Pratt/Phoenix Library maintains several picture files, such as an artists file, a clipping file, and pamphlet and portrait files. When time permits, pictures shall be added to these files from discarded books, periodicals, and any free materials.

## E. Gifts

### 1. Specific gifts

The Library shall evaluate gifts using the same criteria it applies to purchases. Materials accepted as gifts shall be processed in the same manner as materials acquired in other ways. The Library shall determine the cataloging and classification, housing and circulation policies for gifts. They may also eventually be discarded.

The Library shall not be responsible for determining the monetary valuation of a gift for tax or other purposes.

Gift plates may be affixed to materials donated to the Library.

### 2. Gift funds

Donors wishing to present a monetary gift to the Library should contact the Librarian (director). The donor may make a specific request for the use of his contribution, or may leave the selection of materials to the discretion of the Library. Materials acquired must conform to the criteria established for all purchases. If requested, the materials shall carry a gift plate showing the name of the donor.

#### F. Collection evaluation

In order to maintain the collection in its most attractive and useful condition, the Library shall remove books which are no longer relevant or have been superseded by newer and more valid materials. Materials in an unsuitable condition shall be evaluated for repair, rebinding, replacement or discard. Collection evaluation shall be a continuous, consistent process, guided by the same criteria used in selecting new materials. In addition, historical and aesthetic value shall be considered; because of the nature of several of Pratt's programs, and the Library's participation in network collection development, not all older, little-used materials can be automatically discarded.

Discarded volumes shall be sold for the benefit of the Library, given away, or destroyed at the discretion of the Library.

## LIBRARY BILL OF RIGHTS

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

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

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

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



## THE FREEDOM TO READ

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 books from sale, to censor textbooks, to label "controversial" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. 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.

This statement was originally issued in May 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. Revised January 28, 1972, by the ALA Council.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards 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 men will stand firm on these consti-

tutional 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 which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which 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 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.

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 man can read should be confined to what another thinks proper.

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 or political affiliations of the author.

A book should be judged as a book. 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 men can flourish which 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 literature 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 taste differs, and taste cannot be legislated; nor can machinery be devised which 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 with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. 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.

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 each individual is free to determine for himself what he wishes 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.

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.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens 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 books. We do so because we believe that they are good; 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.

## services

are available at all Academic Libraries of Brooklyn as of February, 1975, except when classes are not in session.

The libraries are:

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Brooklyn, 11216 636-7511

Long Island University  
Zeckendorf Campus  
(cor. Flatbush Ave. Ext. & Dekalb)  
Brooklyn, 11201 834-6072

Medgar Evers College  
402 Eastern Pky (at Union St)  
Brooklyn, 11225 493-3641 x237  
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Medical Research Library of Bklyn.  
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Brooklyn, 11203 270-1041

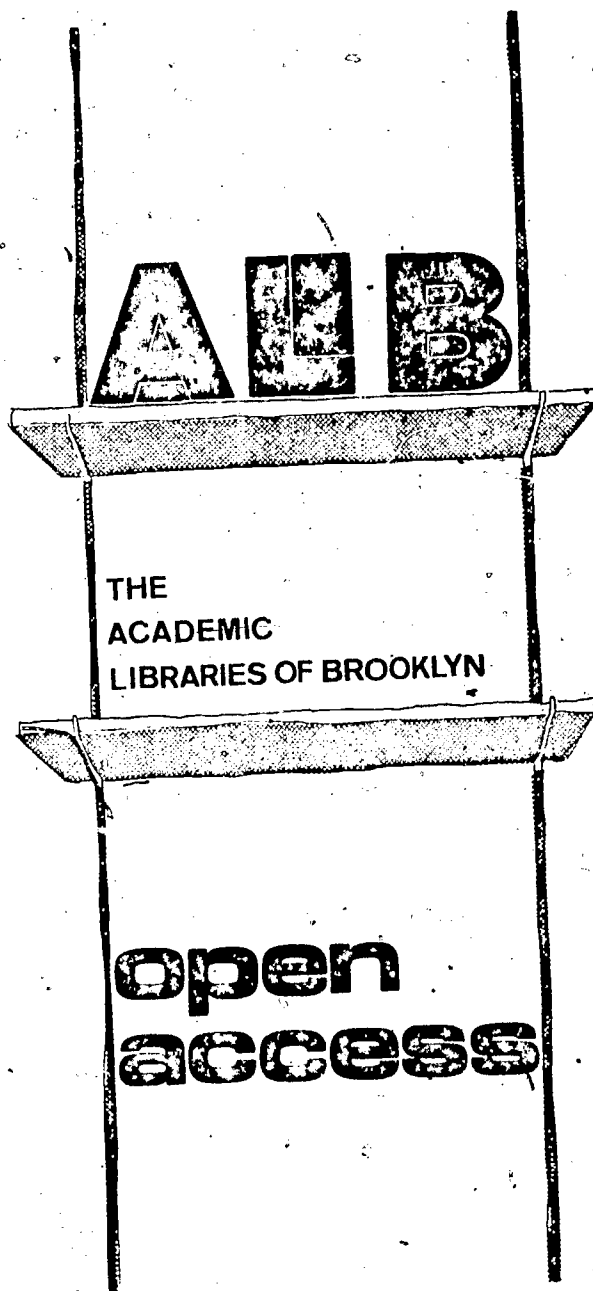
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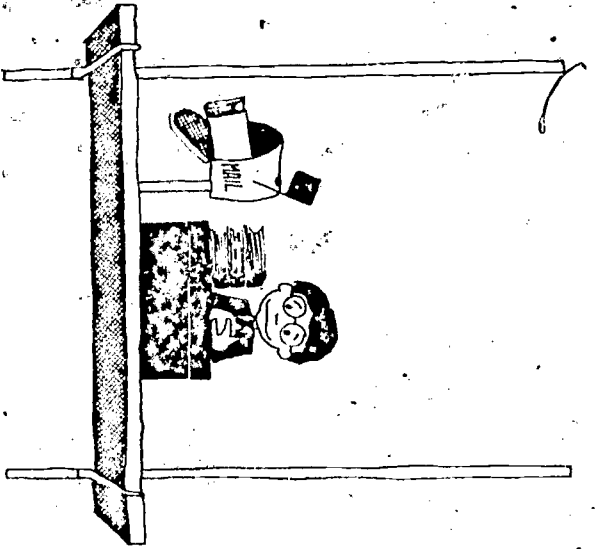
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Brooklyn, 11201 522-2300 x207

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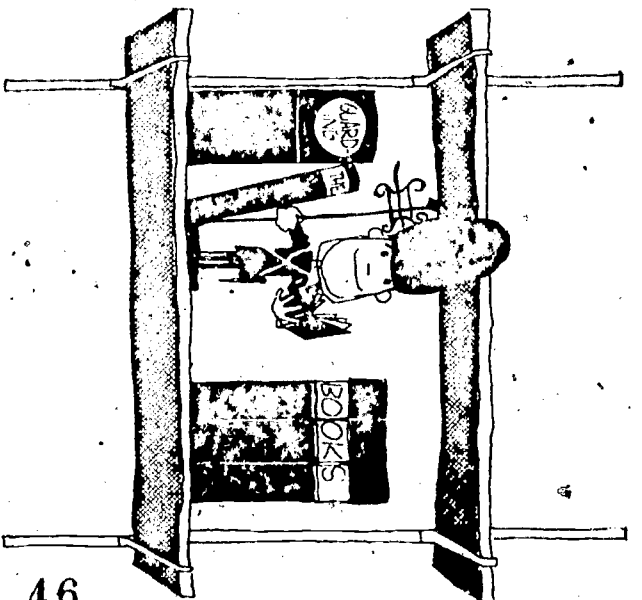
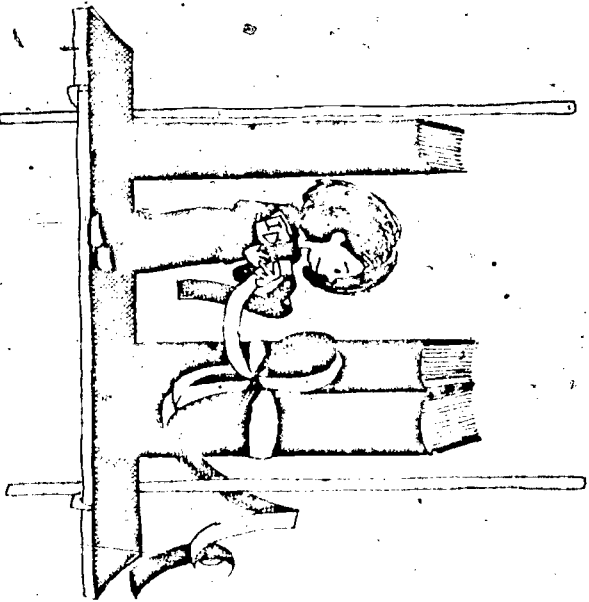
## Procedures

have been kept as simple as possible. It is not necessary to give advance notice to the library which you intend to visit. It will, in any case, be advisable to confirm hours before making a trip. Be sure to bring your I.D. card or bursar's receipt with you. Borrowed material is to be returned either in person or by mail to the lending library. If mailed, allow adequate time for the material to reach the lending library before the item is due. The circulation Department of your library will be pleased to help you with general advice or to answer specific questions.

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The reader is expected to protect library materials and is therefore liable for the same charges for overdue material as those normally charged by the lending library. Notices of overdues will be sent directly to the borrower, but if one is seriously delinquent the borrower's school will be notified to take measures to ensure the return of the books. Open access privileges can be withdrawn from any user who abuses the system.

## responsibilities



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who requests on-site use of \_\_\_\_\_

Referred to \_\_\_\_\_

By \_\_\_\_\_  
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Access checked by \_\_\_\_\_  
(name of librarian who made referral)

Special arrangements (if any) \_\_\_\_\_

#### INSTRUCTIONS FOR USING COURTESY CARD

1. Person making request for referral must show identification (driver's license, school ID) at originating library. Indicate on face of Courtesy Card whether faculty (F), student (S), or other (O).
2. Material requested will be verified at originating library. Note that METRO Directory is often a good source for identification of special collections and subject specialties.
3. Access to material will be checked in advance, in each instance, by telephone.
4. Period of time for which the card is good should be the decision of the host library.
5. Reader will surrender Courtesy Card on his first visit to the library to which he has been referred. The librarian at the host library will then forward the card to CARES clearinghouse.

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