

## **Oak Ridge Public Library Policies**

### **Policies**

#### **Library Accounts:**

Anyone living or paying property tax in the City of Oak Ridge may get a library card. There is no charge for the initial library card, although the fee to replace a lost card is \$4. To obtain a library card, patrons must provide proof of identity and proof of Oak Ridge residency. For children under age 18, the parent or guardian must provide proof of residency and assume financial responsibility for the child's account. People living outside of the City of Oak Ridge may purchase a library card for \$45/year with proof of identification and valid contact information.

#### **Acceptable forms of ID are:**

- Any state or federally issued ID (i.e. passport, hunting or fishing license, driver's license)
- School or university picture ID

#### **Proof of residency:**

- Current driver's license
- Current utility, telephone, or internet bill
- Voter registration card
- A piece of mail, cancelled within the last 30 days, showing name and address
- Bank statement showing name and address
- A lease agreement showing name and address
- Safe at Home substitute address as sponsored by the State of Tennessee

Resident library cards will be renewed every 2 years by verifying the patron's address, phone number, email address, and contact preferences. Fees must be paid in full in order for the card to be renewed.

Non-Resident cards will be renewed every year by verifying the patron's address, phone number, email address and contact preferences, along with a yearly \$45 fee. Fees for lost or damaged materials must be paid in full in order for the card to be renewed.

For patrons who are in emergency housing with an Oak Ridge address, tiered cards are available. These cards allow patrons to access the library's digital collections and expire after 6 months. A tiered card can be changed into a full access card, with proof of permanent residency and a valid and current photo ID.

For patrons who are in temporary housing, such as on an extended work stay or in anticipation of a permanent move, library access will be provided that will expire in accordance with their stay with proof of current accommodations.

#### **Card Holder Responsibilities**

Card holders are responsible for keeping their card safe and are obligated to contact the library if their card is lost or stolen.

Card holders are responsible for all items checked out on their card, meaning returning all materials on time, alerting the library when an item has been lost or damaged, paying fees in a timely manner, and maintaining current contact information with the library.

Parents of minor children are financially responsible for the items charged to their child(ren)'s cards.

Parents of minor children assume responsibility for their children's reading and viewing choices. The library does not serve in locus parentis.

### **Fees:**

The library does not charge overdue fees. Once library items are overdue, no more materials, including online materials through Libby and hoopla, may be checked out until all overdue materials are returned or accounted for. Additionally, patrons with overdue library materials will not be able to log in to a public computer, use a library laptop, or rent the auditorium.

Renewals: All items, except for interlibrary loan items, launchpads, book club sets, wireless hotspots and any other collection designated as high demand, are automatically renewed twice, if not previously returned. However, if an item is on hold for another patron, it will not be renewed. In the case of a failed renewal (i.e. the renewal is declined because another person would like to use it) the original patron will be notified that the item is now due back at the library.

For those patrons who have opted to receive text messages from the library, text messages about renewals will come from 1(855) 589-8598 with the following messages:

- We have attempted to renew your items. Please check the status of your items by checking your account or calling the library. Thank you, ORPL

Or

- Some of your items cannot be renewed at this time. Please check your account online or call the library for the status of your items.

If an item is not returned within 30 days of its final due date, the patron will be charged the cost of replacing the item as well as a processing fee. If a wi-fi hotspot is not returned on the due date, internet service to the hotspot will be terminated and the patron's account will be blocked until the hotspot is returned.

The library does not accept replacement copies for damaged or lost materials. In the event of irreparable damage or a lost item, the patron will be charged the original cost of the material plus a processing fee.

### **Library Cards**

Card	Cost
Residents of Oak Ridge	No charge

Non-residents of Oak Ridge	\$45/year
Non-resident Internet Courtesy Card	Free for 2 hrs /\$2 every 2 hrs after
Replacement Card	\$4

### Checkout and Renewal Limits

Item	Initial Check Out Period	Renewals
Books, Audiobooks, and CDs	3 weeks	2 renewals, unless another patron is waiting. 9-week total checkout period.
DVDs	1 week	2 renewals, unless another patron is waiting. 3-week total checkout period.
Launchpads	3 weeks	No automatic renewals. 3-week total checkout period.
Wi-Fi Hotspots	1 week	No renewals. 1-week total checkout period.
Interlibrary loan	3 weeks	No renewals without permission from the lending library. Please see the front desk.
Periodicals	3 weeks	Can be renewed at the front desk but will not be renewed automatically
Book Club sets	2 months	1 additional month. Please see the main desk.

### Library Services

Service	Cost
Interlibrary Loan	No charge*
Black and White prints and copies	\$.10/page
Color Prints and copies	\$.40/page
Scanning	No charge

\*Please see ILL policy for exceptions (pg 4).

### Lost or Irreparably Damaged Materials:

Items	Pieces	Cost
ORPL Books		Original cost + \$5 processing fee
ILL Books		Determined by the lending library
DVDs, Mp3s, CDs		Original cost + \$10 processing
Launchpads		

	Lost or Damaged Tablet	Original cost + \$10 processing fee
	Lost or damaged bumper only	\$9
	AC Power adapter (without cord)	\$10
	Lost or Damaged Case	\$13
	USB Cord	\$5
<b>Wi-Fi Hotspots</b>		
	Lost or Damaged Device/entire item	\$90
	USB cord or adapter	\$5 each
	Lost or Damaged Case	\$10
<b>Minor Repairs to any Item</b>	Missing or damaged spine label, barcode, or laminate.	\$5
<b>Dell Laptops</b>		
	Lost or irreparably damaged laptop	\$1,044
	Lost power cord	\$25

### **Borrowing Limits:**

First-time card users will be limited to six items for the first nine weeks, or 63 days. After 63 days, assuming the library card is in good standing, the six-item limit will be removed. New users will not be able to use Interlibrary loan services or checkout wi-fi hotspots during their initial nine weeks.

A card in good standing is defined by having no outstanding, lost, or damaged materials. In order to renew a privilege, all items must be accounted for and all fees must be paid in full. Any card with overdue items, lost, or damaged items will be blocked, and patrons will not be able to borrow more items or use a public computer until items and fees are accounted for. However, in the case of public computers, patrons will be allowed to use a computer if they pay at least \$2 towards their lost/damaged material fees.

Interlibrary loan services are available to all patrons in good standing that are also past their initial 63 day 'new' status. There is no charge for Interlibrary loan service, but patrons are limited to three ILL titles at any one time.

Any patron past their initial 63 day "New" profile status may check out unlimited books, one Launchpad, 5 DVDs, and/or 1 Mobile Wi-Fi Hotspots.

Seed library users are asked to limit themselves to 6 seed packets per card per visit.

### **Interlibrary Loan**

Interlibrary loan services are offered for items not owned by Oak Ridge Public Library or not owned in the desired format.

Interlibrary loan requests are accepted through our online form found both on our website, [orpl.org](http://orpl.org), and our main catalog, [orpl.ent.sirsi.net](http://orpl.ent.sirsi.net). All requests for materials from other libraries must be made through this form.

Patrons may submit 3 ILL requests at a time, assuming their library card is in good standing. There is no charge for this service. However, there will be times when we cannot locate the requested items through one of our partner libraries. In this case, we will ask if you are willing to pay the associated costs before requesting the item from a non-subsidized lending library.

If an item is lost from our collection or is more than 30 days overdue with no plans to replace the item, we will request it through ILL. However, ILL is not meant to provide extra copies of items the library currently owns.

Digital materials – eBooks, downloadable audiobooks, streaming video, and online magazines – cannot be obtained through ILL.

Items that are less than one year old cannot be borrowed through Interlibrary Loan. Patrons may submit a Request Materials form, found on our website and in our catalog, for items that are less than one year old from publication.

ILL items may not be renewed without approval of the lending library.

ILL fees for lost, damaged, or overdue materials are set by the lending library.

### **Mobile Wireless Hotspots**

Wireless hotspot devices, also known as Wi-Fi hotspots or mobile hotspots, are available to be checked out to anyone with a valid Oak Ridge Public Library card in good standing. Mobile hotspots circulate for 7 days. Oak Ridge Public Library reserves the right to charge for the use of hotspots in an amount to cover the monthly usage fee billed to the library by the service provider. In the event the library must charge for use of a hotspot, the fee will be due at checkout.

Overdue mobile hotspots will be deactivated within 24 hours of due date. Mobile hot spots are only available for checkout from the circulation desk. If a hotspot or piece of a hotspot is not returned, the replacement charge listed in the schedule above will be charged.

Oak Ridge Public Library is only a provider of the hotspot itself and does not guarantee internet access in all areas. The Internet Service Provider determines which areas receive coverage.

Internet access through this Hotspot device is filtered by the service provider and is compliant with the Children's Internet Protection Act (CIPA). Oak Ridge Public Library is not responsible for content, material, or sites that are filtered or not filtered. Each patron that uses this device assumes the risks inherent with Internet use and accepts the use of filtering software; filtering is not a guarantee of privacy, safety, or security. Parents and Guardians assume responsibility for access by Juveniles. For questions or concerns regarding filtering, please contact the service provider 1-844-361-1310.

### **Volunteer Policy**

Oak Ridge Public Library is grateful to the community members who offer their time and talents volunteering at our public library. People ages 14 and up are welcome to undertake volunteer duties at Oak Ridge Public Library to help make the facility a welcoming place for all. In order to make this service an effective and pleasant one for all volunteers, the Library has established the following guidelines.

- Volunteers are expected to be responsible, able to handle their assignments, and to ask questions for clarification as needed.
- Volunteers with challenges requiring supervision should be accompanied by a parent/guardian or caregiver at all times.
- Volunteers typically work one or two hours per shift. Volunteers are expected to let the library staff know if they will be unable to work their usual shift.
- Volunteer shifts will be scheduled only during normal Library operating hours. Shifts in the Children's Room are only scheduled Monday-Friday from 10:30 AM-5:30 PM. Shifts in the Oak Ridge Room are only schedule Monday-Friday 10 AM – 6PM.
- Each volunteer will work with the Volunteer Coordinator to determine a mutually agreeable assignment and schedule. Volunteer shifts are scheduled so that work will be ready for them.
- Library staff will ensure that the tasks provided volunteers are age appropriate and within the capabilities of the individual volunteer.
- Volunteers are asked to refrain from socializing with their friends or having extended cell phone conversations while volunteering.

- All volunteers must conduct themselves in a manner consistent with the Library Ground Rules (see below), including ensuring that all library materials are properly checked out by ORPL staff, not damaging library property, and communicating with staff respectfully.
- The Library reserves the right to deny volunteer privileges to anyone not abiding by these guidelines.
- The Library is not able to provide supervised court-mandated community service.
- Volunteer work is provided according to the needs of the library. The library cannot guarantee that volunteer jobs are available.

Volunteers needing a summary of their hours are asked to give at least two days' notice so that hours may be compiled. Volunteers are responsible for submitting any paperwork (i.e. Boy Scouts, National Honor Society, etc.) that requires a staff person's signature.

### **Library Ground Rules for all Patrons**

The Oak Ridge Public Library strives to be a place where everyone feels welcome and safe. We ask for your cooperation in maintaining an environment in which all Library patrons can use and enjoy the Library's resources, services, and facilities.

Library patrons are expected to be respectful of our staff, property, and other patrons.

For the safety, protection, and comfort of everyone using the library, the following behaviors are prohibited:

1. Any behavior that is disruptive to library use
2. Eating. Food is permitted in programs and in the lobby. Food is not permitted in the Children's Room, the main library, or the Oak Ridge Room. Patrons are expected to clean up after themselves.
3. Consumption of alcoholic beverages; Non-alcoholic drinks with tight fitting lids are welcome in all areas of the library except at the public computers and the Oak Ridge Room. Please report any spills to library staff immediately.
4. Misuse of restrooms
5. Putting feet on furniture or sitting on tabletops
6. Leaving children under 14 unsupervised or ignoring any disruptive behavior
7. Overt sexual behavior, misconduct, or harassment
8. Violating Public Computer Use Policy (pg 7)
9. Blocking aisles and exits in violation of fire code
10. Smoking or other uses of tobacco including e-cigarettes
11. Leaving personal belongings unattended; the library is not responsible for the theft of items left unattended.
12. Soliciting library patrons or staff for money, items, or services

13. Bringing in animals, other than service animals, without prior permission
14. Harassment or abuse of public library staff and patrons.

Anyone disregarding these regulations is subject to removal from library premises and/or restriction of library privileges; this includes suspension from all Recreation and Park facilities including the Civic Center Recreation Building, Municipal Pool, Scarboro Community Center, Senior Center, parks, etc. The suspension includes free play, league play, camps, swimming lessons, classes, and special events.

In addition to the library-wide ground rules, the following rules have been established for the Children's Room in order to maintain the safety and security of people using that room:

We expect everyone to follow all library rules. The rules below are specific to the Children's Room, but should be followed in all parts of the library:

1. Walk
2. Do not climb on shelves or other furniture, stand on chairs, or sit/stand on tabletops.
3. Do not throw things.
4. Children's Room toys should stay inside the Children's Room.
5. Save games like tag or hide and seek for outside play.
6. Leave bikes and ride-on toys outside the children's room (strollers are permitted inside).
7. No fighting or play-fighting.
8. Do not bang on the computer keys, yank the computer mice, or draw on the screens.
9. Drinks should have tightly sealed lids and be kept out of reach of small children and away from books and computers.
10. No food is permitted in any part of the library.
11. Please keep all your clothes on, including shoes.
12. If you are a caregiver, please be attentive.

### **Internet Acceptable Use Policy and Guidelines**

The internet provides a useful research tool that allows access to information far beyond the Library's own collections. Library patrons use it at their own risk. Though the Library computers have Internet filtering software, the Library cannot entirely protect users from materials they may find offensive. While much of the information accessed can be valuable and enlightening, the user may also find materials that are inaccurate, unreliable, personally offensive or illegal under United States Law. Each individual user must take responsibility for their activities on the Internet and for the activities of their children. Parents are advised to supervise their children's sessions on the Internet and may wish to review safe online procedures with their children. Some guidelines can be found at the National Center for Missing and Exploited Children, <https://www.missingkids.org/HOME>.

### **Access to the Internet in the Library**

In order to provide the community with fair and equal access to the Library's public computers, Oak Ridge Public Library uses software to allocate patron time. For library card holders, sessions are unlimited. However, if all computers are full and people are waiting, library staff will ask those patrons having been on a computer the longest to give their computer to a waiting person. Computers will automatically shut down 15 minutes before closing time.



In order to login to the computer, residents of Oak Ridge must have a library card in good standing. They may be asked at any time to show their Oak Ridge Public Library card or valid legal photo ID. A PIN is also required and is provided with each library card. If a patron has accrued fees of more than \$10, they may obtain access for a 2-hour computer session by paying \$2 each visit towards their fees. Nonresidents are given a courtesy session of two hours, but must first check in at the front desk. If a non-resident or non-library card holder would like to use a computer for more than 2 hours, they may purchase additional computer time at a rate of \$2 for 2 hours.

Printing is available from the Library's computers at \$0.10 cents per page for black and white and \$0.40 per page for color prints. Printed pages may be paid for and picked up at the main desk. Patrons are responsible for everything they print.

Wireless internet access is available for patrons bringing their own devices. Mobile printing from personal devices is available at \$0.10 cents per page for black and white and \$0.40 per page for color prints. Prints may be retrieved from the main desk.

All public computers and city provided wireless connections are filtered with software installed at the direction of Oak Ridge City Council in order to comply with Tennessee Code Annotated 39-17-911.

Should a user desire access to a site that is blocked by the filtering software, the user may request the blocked site be reconsidered by asking at the main desk.

### **Monitoring Internet Use**

While respecting individual users' right to privacy, the City reserves the right to electronically monitor use of Internet workstations to ensure compliance with this policy, as well as applicable city, state, and federal laws. Additionally, the City has the right to disclose any necessary information to satisfy any law, regulation, other governmental request or operational necessity.

### **Rules for Internet Use in the Library**

All internet resources accessible through the Library are provided equally to all Library patrons. However, it is the responsibility of each user, adult and minor, to be guided by the following principles:

1. Internet users should have an Oak Ridge Public Library card or a valid guest pass to use the computers and may be asked to show it at any time.
2. Respect for the privacy and sensibilities of other users.
3. Attention to the legal protection provided by copyright and license to programs and data.
4. Consideration for the integrity of computing systems. For example, users must not intentionally develop programs to harass other users or to infiltrate a computer or computing system, or develop program that may damage or alter the software components of this or other computing systems.

Further examples of unacceptable use by patrons of any include, but are not limited to, the following:

1. Damaging or destroying equipment, software or data belonging to the Library or to other users, including adding, altering or deleting files on Library work station hard drives or other Library computer equipment, or the attempt thereof.
2. Installing or downloading any software on the hard drive of the Library's computers.

3. Violating computer system or network integrity (hacking), including attempts to bypass network security functions, obtain passwords or alter the configuration of Library workstations in any way.
4. Transmitting, viewing, or displaying threatening, pornographic, harassing, libelous or slanderous materials.
5. Using the Internet for any criminal or illegal activity, including accessing child pornography or obscenity.
6. Unauthorized copying of copyrighted material. (Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.)
7. Violating software agreements.
8. Gambling on the Internet.
9. Wasting finite resources, including printing materials without paying

The Library may impose other restrictions on the use of Library equipment. The library reserves the right to terminate the computer access privileges and/or Library privileges of any person abusing these principles. Unacceptable use that is illegal may also result in criminal prosecution by local, state, or federal authorities.

### **Downloading**

Downloading files may be done to USB devices. Downloading to the hard drive is prohibited. **WARNING:** Software downloaded from the Internet may contain a virus, and you may need to have virus protection software on your computer. You may not install any downloaded software or any other personal software on any of the Library's computers.

### **Children's Use of the Internet in the Library**

It is the policy of Oak Ridge Public Library that parents/guardians must assume responsibility for deciding what library resources are appropriate for their children. There will be some resources which parents/guardians may feel are inappropriate for their children. Parents/guardians are responsible for supervising their child's internet usage. All workstations use filtering software to access the Internet. However, no filtering software can control access to all materials that an individual may deem inappropriate for a child.

Parents/guardians should be aware of the safety and security issues surrounding minors:

- Use of social media, email, and other forms of direct electronic communications, and
- Disclosure, use, and dissemination of personal identification information regarding minors.

These policies are designed to help restrict minors' access to harmful materials.

### **Reference Services**

Reference services at Oak Ridge Public Library are designed to provide citizens with their information needs including research assistance in all areas, local history, technology, and general information guidance.

Requests involving in-depth assistance are best handled by making an appointment ahead of time. When that is not possible, library patrons may be asked to wait until staff time allows.

### Oak Ridge Room

The Oak Ridge Room was established to serve the community by:

- Collecting, cataloging, and preserving records and history of the Oak Ridge area;
- Collecting the works of Oak Ridge authors for the purpose of supporting local authors.
- Aiding the public in using the collected materials.

Works by Oak Ridge authors are collected in the library's Local Authors collection and are available for circulation. Non-print works by Oak Ridge musicians, actors, screenwriters and other artists are shelved within their format and are labeled as an Oak Ridge artist. See Selection Policy for more details.

The Oak Ridge Room houses a special collection that cannot be replaced, and, therefore, requires the attendance of an Oak Ridge Public Library staff member to be present at all times. No food or drink are allowed in the Oak Ridge Room.

### Technology Assistance

Oak Ridge Public Library provides basic technology assistance and education in the following ways:

- One-on-one assistance
- Reference appointments
- Technology Classes
- Community Outreach

All library staff members are available to help patrons on the library's computers, with e-readers, digital library materials, and mobile printing. Assistance is available by asking at the front desk.

Library users desiring dedicated assistance are encouraged to make an appointment. Reference appointments are available for help on personal technology as well as technology belonging to the library.

Technology Classes are held at the library on a published schedule. These classes are designed to provide the general public with a hands-on, classroom setting to learn various skills on current technology, software, and online services, as well as, important information regarding technology and its use in society.

Community Outreach services are custom designed with local partners to help extend library services throughout the the City of Oak Ridge.

### General Information Services

Oak Ridge Public Library is dedicated to helping fulfill the community's information needs. This purpose of this policy is not to define which information services the library will accommodate, but rather set guidelines for the best method of delivery for certain services.

For information on the Reference materials collections, please see the Selection Policy.

The library offers a wide array of online databases. Help navigating these resources is always available from all library staff and dedicated research assistance is available by scheduling a reference appointment.

### Exam Proctoring

Oak Ridge Public Library can offer exam proctoring services by appointment. Exams will be administered under the following conditions:

- Both the student and the school understand that the testing will happen in the main library and that the library cannot guarantee a dedicated, private space.
- Library staff will be able to administer the test but may be called away to assist other patrons. There is no guarantee of a dedicated proctor.
- If the test is to be administered online, the student or the institution will provide the appropriate URLs well in advance of the test date in order to make sure all appropriate sites are whitelisted.
- The student understands it is their responsibility to make all arrangements well ahead of time. Since library staff time is limited, walk-in and last-minute arrangements cannot be accommodated. Please plan accordingly.
- The student is responsible for any costs associated with the exam.

### Privacy and Confidentiality

Oak Ridge Public Library believes that all patrons deserve privacy and confidentiality concerning their use of the library. In accordance with TCA 10-8-102, no library employee shall disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as having otherwise used such library.

Privacy exists when patrons feel they can use the library freely without being observed or judged for their search or use of information. Confidentiality exists when the library gathers only that information needed to ensure the smooth operation of the library and protects that information. Oak Ridge Public Library adopts the ALA Library Bill of Rights, Freedom to Read, and Intellectual Freedom Statement as guiding principles in all library affairs.

Information the library collects:

We will collect contact information such as name, address, phone number, email address, and notification preferences to communicate with you about overdue items, fees, library programs and services, and library news. We collect information on age only for juvenile card holders to graduate those accounts to adult status at the appropriate time. **We do not sell or share contact information.**

Library computers are equipped with software to erase browsing history, cookies, downloaded documents, and autofill information when each patron session is logged out. However, no software is perfect, and users are encouraged to ensure they have not saved any personally identifiable information to a library computer.

### Security Cameras

The purpose of installing security cameras at Oak Ridge Public Library is to protect the safety and security of library patrons, staff, and library holdings while simultaneously protecting the privacy and freedom to read of library patrons and staff. The Oak Ridge Public Library firmly supports everyone's

right to browse, collect, and contemplate information free of judgement and without assumption of wrong doing. However, since theft, vandalism, and behavior inappropriate for a public setting have been demonstrated issues over time, security cameras are installed for the sole purpose of ensuring the safety of library patrons and staff and to secure the library's holdings against vandalism and theft.

- Cameras will be placed in areas where vandalism and theft are recurrent.
- Cameras will not be placed in areas where there is a reasonable expectation of privacy such as restrooms.
- Video collected from security cameras will be retained for seven working days only.
- Video collected from security cameras will be for the sole purpose of deterring crime in the library, protecting staff and patron security, and assisting law enforcement as deemed necessary by court order.
- The library director will have access to recorded video.
- Live video will be available to staff to help ensure the safety of the building in real time.

### **Meeting Room Use Policy**

The meeting room is available to the public as a group study space or meeting space. The meeting room can be reserved for 2-hour blocks of time not more than 7 days in advance. Multiple 2-hour blocks may be reserved at the discretion of library staff. To reserve the meeting room, please ask at the front desk. If the room is not reserved, it may be used as a quiet workspace until the next filled reservation time.

The Library does not endorse or sponsor meetings held in the meeting room by outside groups. The library cannot provide publicity on behalf of outside organizations.

The City of Oak Ridge policy E-210, Recreation and Library Facility Utilization, states "The Code of Conduct for City facilities prohibits any type of verbal abuse, racial slurs, profanity, or vulgar language, and does not allow any material or lyrics that sanction or endorse the commission of illegal activities."

## **Oak Ridge Public Library Materials Selection Policy**

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### **Purpose**

This policy states the objectives for the Library's materials collection and establishes criteria for selection and withdrawal of all library material.

### **Background**

Oak Ridge Public Library (ORPL) maintains a library of popular, circulating materials. The Library manages an ever-changing, timely collection that informs, enlightens, and empowers every person in our community. We support the right of each individual to freely and privately read, listen, and view the full range of published thought and ideas.

In support of these ideals, the Library offers a collection of materials that is diverse, inclusive, and protected by the First Amendment of the United States Constitution. The Library endorses the American Library Association's Library Bill of Rights and Freedom to Read statement and all interpretations pertinent to the selection and use of library materials.

The Oak Ridge Room, housed within ORPL, collects materials pertaining to the social and municipal history of Oak Ridge and adheres to a specialized selection criteria and collection use practice.

All libraries are limited by budget and shelf space. The purpose of this policy is not only to establish the objectives of this collection but also to outline some of the steps taken to ensure that the library stays within its monetary and physical limitations.

### **Objectives of the Collection**

It is in the best interest of our community for the library to provide a collection of widely diverse perspectives. The Library is responsible for providing materials to patrons of all ages, backgrounds, and opinions. The Library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs. However, Oak Ridge Public Library is a popular materials library and our ability to provide in depth, specialized information is limited. The Library's collection includes, but is not limited to, print, sound recordings, video recordings and electronically accessed materials.

### **Responsibility for Selection of Library Materials**

Ultimate responsibility for selection of materials rests with the Library Director, who operates within the framework of the policies, goals, and objectives of Oak Ridge Public Library and the City of Oak Ridge. The Director will delegate to appropriate staff members authority to interpret and apply the policy in daily operations. It is the responsibility of each employee to record and communicate user requests and needs so that they may be considered in the collection.

The Children's Librarian selects all juvenile and young people's materials.

Material for the Oak Ridge Room is selected and curated by the Local History Specialist.

As a popular materials library, the library bases its selection process on:

- Stated public demand, as demonstrated through circulation performance, holds, requests for purchase and other trackable instances; or anticipated by popularity in the mainstream and library related press.
- Needs of the collection. Some areas are deemed important enough that the library will provide it regardless of popularity. Some examples are information about the law including the Tennessee Code Annotated and the structure of federal and state government; materials about underrepresented people, places, and issues; information on public and personal health.

All or some of the following general criteria will be considered when making selection decisions:

- Suitability of subject, style, and format for the intended audience. (The Library does not purchase textbooks or other curriculum-related materials unless they provide the best or only coverage available in a subject area.)
- Professional reviews
- Durability of physical format
- Relevance to present and potential informational, educational, and leisure-time needs
- Importance as a document of the times
- Reputation and/or significance of author or illustrator
- Relation to existing collections and other materials on the subject
- Availability of material elsewhere in the community
- Volume and nature of requests by public
- Acceptable literary and artistic quality

Materials may be judged unacceptable for certain general or specific deficiencies:

- Lack of lasting quality in subject or style
- Lack of sufficient usefulness or appeal
- Presentation of obsolete or inaccurate information
- Inadequacy in comparison with other similar materials already in the collection
- Lack of physical durability

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when those requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries (Interlibrary Loan) or electronic retrieval.

Donations and gift items are subject to the same selection criteria used for purchased materials. Items not chosen for the Library collection may be given to the Friends of the Oak Ridge Public Library (FOL) for inclusion in their book sales.

## **Independently Published Material**

Oak Ridge Public Library is sometimes asked to include items in our libraries that are written and/or published independently. This can include materials that are self-published or self-produced or items



published through a vanity press company. The best way to bring an item to the Library's attention is through reviews. Review sources that specialize in independently published material include the following:

- Foreword
- Small Press Review
- Independent Publisher

A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly or in the Sunday edition of the local daily paper will give an independently published book an improved chance for selection.

Information regarding the material should be sent to the library using the Request for Purchase form found on the library's website. Please include:

- A brief summary of the material
- Any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- OCLC World Cat Record

Preview copies will be treated as a donation and their disposition will be covered under our Donations Policy.

## **Media and Electronic Resources**

The Library is committed to offering access to materials in a variety of formats, including digital and streaming materials.

While the library's criteria for selection applies to all formats, it is acknowledged that digital resources present unique access and monetary challenges. When evaluating digital resources, the library will consider the following:

- Demand for the format from the community
- Ease of use by library patrons and staff
- Start-up and maintenance costs
- Availability of training and support for staff
- Longevity of format
- Impact on library space and storage
- Accessibility



## Periodicals

Periodicals are selected and evaluated annually to supplement the book collection and to provide materials on current issues for general reading. The Library selects newspapers of local, state, and national interest.

Periodicals are offered in print and/or electronic format.

## Local Authors

The Library supports the endeavors of local authors and artists. Our local author collection houses print materials written or illustrated by people living in Oak Ridge now or in the past or by those that have a significant connection to Oak Ridge. The primary method of collecting local author material is through donations and Requests for Purchase. Regardless of authorship, all library materials are subject to the same selection criteria. **In the case of local authors, the library will look for evidence of qualified editing and an ISBN. Books written by local authors that have been reviewed by a reputable source will be given priority.** The decision to add a title to the Library's collection is made by the appropriate selector. If the donated item is not suitable for the library's collection, it will be given to the Friends of the Library for their book sales. If the donating party would like their item returned to them if not added, the donating party is responsible for leaving those instructions along with the item. The library will not pay postage to return items but will make every effort to contact the individual and arrange for pick up.

The criteria for collection development for local authors include the following:

- a. The local author collection will collect works by Oak Ridge natives, those currently or previously living in Oak Ridge, or by those who have a significant tie to the city.
- b. Things of interest for the local author collection is as follows:
  - Print fiction
  - Print nonfiction
  - Sheet music
  - Recorded music
  - CD-books
  - Movies
- c. Items in the local author collection may include a duplicate copy in the ORR collection. Acquisition of duplicates is at the discretion of the ORPL Director based on its pertinence to the history of Oak Ridge.

## Oak Ridge Room Selection Policy

### Mission statement/purpose

The ORPL Oak Ridge Room (ORR) is a repository for the City of Oak Ridge. The mission of the ORR is to acquire, appraise, preserve, interpret, and disseminate municipal and social historic information pertaining to the City of Oak Ridge, as well as relevant information about Anderson and Roane counties.

In order to assist the public in understanding, appreciating, and caring for the heritage of the City of Oak Ridge, library staff maintains information about the records in its collections, interprets the history and culture of the City of Oak Ridge to the public, responds to inquiries within the area of ORR jurisdiction and staff expertise, and seeks to implement professional archive standards. Final selection of materials is at the discretion of the ORPL Director.

The following is a sample of records ORR collects:

- School yearbooks
- Newspapers
- City Council Minutes

Out of purview for the ORR:

- Three-dimensional objects
- Scientific research papers

### **Scope of collections**

The primary method for acquiring new accessions to the collection is through donations.

The criteria for collection development for the ORR include the following:

- Records of significance to the City of Oak Ridge before and after incorporation.
- Records from all cultures and ethnic groups.
- The most original format of records. For example, negatives are the most original format for photographs making them the preferred format; in cases where there is not a negative, a print photograph will be accessioned.
- The archives collecting focus is almost exclusively two-dimensional objects. Items include:
  - Books
  - Photographs
  - Manuscripts
  - Maps

The archives will also collect AV material such as:

- CD-Books
  - Movies
- Collecting is also guided by the ORR's ability to provide proper care for acquisitions. In many cases this means that the ORR only manages up to one duplicate of a work. Appraisal of duplicates is left to the discretion of the ORR staff.

### **Donation Policy**

The Library accepts donations of books, audiobooks, and DVDs that are in good condition. Donated materials may be added to the collection if it is a current publication in like new condition and meets the selection criteria.

Gifts must meet the same guidelines as selected material. Donated materials are accepted with the understanding that the Library has the right to determine the disposition of the gift items. Donations become the property of the Library, and may be given to other libraries and nonprofit agencies, sold at Friends of the Library book sales, or discarded at the discretion of Library staff. Donated materials which have been added to the collection will not automatically be replaced if worn-out, damaged, or lost, or if they have become obsolete.

Examples of materials that may not be added to the collection include those that are outdated, are in poor physical condition, lack any reviews or are poorly reviewed in professional reviewing sources, or are duplicates of items the Library already owns in sufficient quantity. Preview copies, provided at no cost as promotional materials, will not be added to the collection or sold at a Friends of the Library book sale.

## **Use of the Library's Collection**

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the Library's objectives and serves the expressed or anticipated needs and interests of the community.

The Library considers reading, listening, and viewing to be individual, private matters. The Library believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The Library collection will be organized, marked, and maintained to help people find the materials they want.

## **Reconsideration of Materials**

Should a member of the community question the placement of a book or other material in the collection, they may submit a Reconsideration of Library Materials form. These forms are available at the circulation desk of the Main Library.

In order to submit a Reconsideration of Library Materials form, the community member must

- be a participating patron of the library
- have returned the item being proposed for reconsideration to the library
- adhere to the process established in the Reconsideration of Library Materials form.

## **Collection Maintenance**

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular

evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Library staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation. Our weeding practice is based on the CREW method (Continuous Review, Evaluation, and Weeding) and which gives guidelines for retention times and removal criteria.

### **Replacement Criteria**

While ORPL attempts to have copies of standard and important works, it does not automatically replace all withdrawn materials. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies

Existence of adequate coverage of the subject in the collection

- Demand for the specific title or subject area
- Availability of material

### **Removal of Withdrawn Material**

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. ORPL reserves the right to determine how materials are removed.

## **Review and Revision of Selection Policy**

Library staff regularly reviews the Materials Selection Policy to ensure that it meets community needs.

## Library Bill of Rights

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

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

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

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

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

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

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

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

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

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as

Interpretations of the Library Bill of Rights

(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

## 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 (<http://www.publishers.org/>)

*Subsequently endorsed by:*

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression