



LEARNING RESOURCES POLICIES MANUAL

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MISSION STATEMENT

In support of the purpose and mission of Edison State College, the Edison State College Libraries help students, faculty, staff, and members of the community become effective researchers, critical thinkers, and life long learners. By facilitating access to the resources necessary to accomplish these goals, the Libraries contribute to the enrichment and intellectual activities of the Edison State College Learning Community.

CIRCULATION POLICIES

Patrons must present a valid Edison Borrower's Card or an Edison photo ID to borrow or renew items. Cards are nontransferable. Patrons are financially responsible for all items charged to their account. Edison Libraries reserve the right to recall any item during the initial three weeks if requested by another patron. You must notify the libraries of lost or stolen cards. Recalls will be treated as Overdues and subject to the same Hold status outlined under Charges.

EDISON STUDENTS WITH VALID ID

20 Items	Loan Period	Renewals
Books	21 Days	Two: Online or at Circulation Desk
Videos, DVDs, CDs, Audiotapes	7 Days	Two: Online or at Circulation Desk
Course Reserve items as arranged by the professor.	Library Use Only (Or As Arranged)	
Interlibrary loan items	See Book Label	Must ask one week before due date

EDISON FACULTY AND STAFF

30 Items	Loan Period	Renewals
Books	42 Days	Two: Online or at Circulation Desk
Videos, DVDs, CDs, Audiotapes	3 Days	Two: Online or at Circulation Desk
Course Reserve items	Library Use Only (Or as arranged by the professor.)	
Interlibrary loan items	See Book Label	Must request one week before due date
Periodicals/Reference Items	See Librarians	

STATEWIDE RECIPRICAL BORROWERS (DLLI)

20 Items	Loan Period	Renewals
Books	21 Days	Two: Online or at Circulation Desk
Course Reserve items as arranged by the professor.	Library Use Only (Or As Arranged)	

COMMUNITY BORROWERS

5 Items	Loan Period	Renewals
Books	21 Days	Two: Online or at Circulation Desk

Community Borrowers are defined as non-Edison faculty, staff, or students, Charlotte, Collier, Hendry, Glades and Lee County residents 18 and over with local driver's license, voter's registration card or property tax receipt.

CHARGES

If materials are not returned when due, a Business Office HOLD will be placed on Edison records. Business Office HOLD on records means:

- Borrower will be liable for replacement fee.
- College registration is blocked.
- Grades, Transcripts, Degrees and Certificates are not released.
- Library privileges are suspended.

RETURN OF LIBRARY MATERIALS

Return library materials to any Edison campus library during the hours the library buildings are open.

- Book drops are available at the Lee and Charlotte campuses.

INTERLIBRARY LOAN (ILL)

- Currently registered Edison students, faculty and staff may request materials from other Libraries. User generated online access is available through the online catalog, LincWeb; however a request form may be filled out and left at the Circulation Desk. ILL material will be requested online through LincWeb or FirstSearch. Lending costs may be charged if that is agreed to by the user.
- Requestors of ILL material may order five items per day and will be notified on their arrival. These materials then can be checked out at the Circulation Desk. Return dates are set by the lending library and must be adhered to by the borrower.

SUSPENSION OF PRIVILEGES

Library privileges may be suspended for any patron found in violation of the Edison State College code of conduct and/or the library policies for the misuse or non-return of library materials, abuse of computers, inappropriate web access, or inappropriate behavior.

ACCESS POLICIES

Computer Use Policy

The Edison State College Libraries provide computers with Internet access to support and enhance the educational, instructional, and research activities of the Edison State College Learning Community. These computers include access to the Libraries' resources and tools, including the LINCC online catalog and subscription databases.

- Edison faculty, staff, and students can access the Libraries' electronic resources both remotely and on site. Remote and on campus access to electronic resources is available to the extent that financial and technological resources permit.
- Access to electronic resources is free of charge to users paid for through state funds and tuition dollars.
- Due to the limited number of internet connected computers across the College campuses, Edison Community Users will be restricted to one (1) hour of computer use per daily visit. During peak times of student use, Community Users may be asked to forgo all computer time. Community Users are asked to sign in and sign out with the Circulation Staff when visiting the Libraries. A Florida ID is required.
- Edison Libraries respect all users' right to freedom of information and privacy of access. However, electronic communications and Internet activity on the Libraries' computers become the property of Edison State College, and may be used as needed to enforce College policies.
- Computers with Internet in Edison Libraries are located in public areas. Users must be aware that what they view on the Internet may be viewed by others.
- Librarians and Library support staff can provide assistance and instruction on the use of the Internet as a research and information tool. There are no filters and as such, staff does not censor access. See Suspension of Privileges above.
- Patrons are responsible for compliance with all international, national, and state laws governing copyrighted materials.
- Under no circumstances will the Edison State College Libraries assume any liability for lost profits or for any direct or indirect special, punitive, or consequential damages, or any liability to any third party resulting in a patron's use of an Edison Library computer.

- All users are responsible for the care of Edison State College Library computers. The Libraries will not tolerate willful damage or abuse of computers. The Libraries will suspend offenders' library privileges in accordance with Edison Libraries policies and the Edison Code of Conduct.
- The Edison State College Libraries adhere to the ALA Library Bill of Rights and its Interpretation on Access to Electronic Information Services and Networks. In addition, Internet users should be aware of relevant Edison State College policies and Florida State regulations.
- Modifying or damaging computer equipment, networks, software, data files or programs is prohibited by Edison policies and Florida law (Florida Statutes Chapter 815). Downloading software or changing computer set up in any way is a punishable offense.

Internet Access Policy

The purpose of Internet/World Wide Web access in the Libraries is to make available Internet resources that will support and enhance the educational, instructional and research activities of the College on and off campus.

- Internet Access Agreement
Users of Internet access provided by Edison State College acknowledge and understand that the Internet contains information that may be judged objectionable or offensive, and which the user may not wish to read or view. Users acknowledge that they will use the Internet for educational research, and not for financial gain, commercial use, or unethical or illegal purposes. The College accepts no responsibility for Internet content or any harm caused directly or indirectly by use of the Internet.

ACCESSING THE LIBRARIES 24/7

Ask-a-Librarian

The Ask-A-Librarian Service provides students and faculty with live chat, one-on-one help with a librarian in an interactive, on-line environment. E-mail access is available. To access this service, point your browser to: www.askalibrarian.org. Current hours are posted on the website.

Edison Libraries Web Resources

- Access the Electronic Resources of the libraries by pointing your web browser to <http://www.edison.edu/library/>
- The online catalog, LinccWeb, provides access to all resources owned by Edison State College Libraries as well as the 28 Community Colleges. This includes books, journal, magazine, and newspaper title holdings, eBooks, DVDs, and videos. Users can search by title, author, keyword, or subject. Click on the *Find a Book* link on the Library homepage to access the Library catalog.

- The subscription databases are a collection of regularly updated magazines, newspapers, scholarly journal articles, e-books, e-books, and other indexes available in full text online. Access is limited to Edison faculty, staff, and students. Click on the *Find an Article* link on the Library homepage to access the databases.
- My Account is the information center for items you have checked out and can be used for renewal. From the online catalog LINCC Search page, left click on the 'my account' link in the upper right of the screen. Select Edison Library and enter the 14 digit Borrower ID from your Borrower's Card or Edison ID; enter the last four digits of your Social Security number as your pin.

Web Sites Disclaimer.

All Web sites mentioned or linked from the pages of Edison are for informational purposes and do not constitute an endorsement or agreement with content presented or opinions expressed on the cited pages.

BUILDING USE

Children in the libraries

Children under the age of 15 may not use Edison computers even when accompanied by parent or guardian. Students will be discouraged from bringing young children to the Libraries for extended time periods. Under no circumstances will children be allowed to remain unattended.

Cell Phone Use in the Libraries

As a courtesy to all patrons, we ask that all cell phones be turned off or set to vibrate only. If you need to answer a cell phone call or make a cell phone call, please move to a more open area or preferably outside the building so as not to disturb other patrons

Food and Drink in the Libraries

Beverages in containers with tops or lids will be allowed in the library. No food is to be consumed in the library; however, small candy bars or M&M type candies are acceptable.

Study Room Use

Small rooms in each library are designated for individual or small group use. Groups will take precedence over individuals. Rooms are for the use of Edison students only. There are no time restrictions and there are no reservations. Courtesy is required; however, Library Staff may limit use during peak periods.

COPYRIGHT POLICY

Copyrighted material cannot be copied without the express written approval from the authorized distributor or publisher. The Edison State College Learning Resources Centers cannot give this approval. Any person who makes an unauthorized copy of

material may be reliable for copyright infringement. The copyright law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Under certain conditions specified in law, nonprofit libraries are authorized to lend copies of computer programs to patrons on a nonprofit basis and for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of the computer program, or redistributes the loan copy, or publicly performs or displays the computer program, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

CATALOGING POLICY

MISSION STATEMENT

The mission of cataloging is to provide accurate access to information found for materials in all formats in the collections at College's campus libraries, to describe materials accurately and to avoid confusion with similar items. The catalog record is the basic record in the integrated online system to which all other records are linked. All materials acquired by the libraries for collections are fully cataloged regardless of format.

GOALS

Cataloging serves Library users on campus and remotely by organizing and displaying what is available at Edison and where it is located.

Cataloging serves Acquisitions by ensuring entries are clear, accurate and descriptive of the edition held by the library, avoiding unnecessary duplication of material.

Cataloging serves Serials by providing a catalog record for subscription material in reference/circulation/periodicals to which order and receipt records are linked.

Cataloging serves Reference in its primary purpose of helping students locate material in the Edison library and the 28 community colleges through the online catalog known as LINCC.

Cataloging serves Circulation by physically processing material, which facilitates shelving, retrieving, and circulating books and audiovisual materials. Unique call numbers and item records are created to avoid confusion over which volume or copy is charged to a patron.

STANDARDS

The online catalog must enable a user to locate material whether conducting a known search (author, title, series title, or standard number) or an unknown search (subject or subject keyword).

The catalog should show holdings by a specific author, in a specific series, or under a specific topic in one index sequence. To achieve these service goals, adherence to national standards is necessary. Edison Library follows the Anglo-American Cataloging Code, revised, the Library of Congress subject headings and classification schedules, and OCLC standards for bibliographic entry, format, and holdings. Standards set by CCLA are also used.

ADVISORY COMMITTEE

Purpose

The Library Advisory Committee for each campus serves in an advisory capacity to evaluate the effectiveness of Library Collections and Programs and to advocate for service and programs.

Specifically, the committee will:

1. Serve as active partners in collection development and collection de-selection.
2. Assess library materials and services for new curriculum initiatives
3. Act as a liaison between faculty, administration, students, the public and the Libraries.
4. Advise the Library Administration on interpretation of policy.
5. Assess and suggest ways of integrating Library Programs within the instruction programs and mission of the College.
6. Assist in the long range planning of the Libraries.

The campus committee will be appointed by the various discipline or campus deans on a yearly basis. Each committee will attempt balance of representation for all academic areas. In addition, student representation will be invited through the Honors Program or Campus Dean.

INTERNET POLICY

The purpose of Internet/World Wide Web access in the Edison Library is to make available Internet resources that will support and enhance the educational, instructional and research activities of the College on campus and remotely.

Edison Library respects users' freedom to access information and their right to privacy. However, electronic communications and Internet activity records remain the property of the college and may be used as needed to enforce College policies. Additionally, those using the Internet must be sensitive to the fact that computers are in public areas and screen images may be viewed by others.

Edison Library staff offers assistance and instruction in the use of the Internet content as a research and information resource. They do not censor access or protect patrons from information that they may find offensive.

As with other resources, parents, legal guardians, or care providers are responsible for their children's use of the Internet and for intentional or inadvertent viewing or reading of other patrons' screens. Children under the age of 15 may not use Internet computers.

Materials obtained or copied on the Internet may be subject to copyright laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of Fair Use. Proper crediting (citation) of all sources is expected for academic research. Patrons are responsible for compliance with all international, national and state laws governing copyrighted materials.

Under no circumstances will the Edison Library have any liability for lost profits or for any direct or indirect special, punitive, or consequential damages, or any liability to any third party (even if the Edison Library is advised of the possibility of such danger) arising from use of its connection to the Internet.

Consistent with the above, the Edison Library adheres to the ALA Library Bill of Rights and its Interpretation on Access to Electronic Information Services and Networks. Internet users should, however be aware of applicable College or State regulations. The Edison Student Handbook covers Academic Standards expected of Edison users.

The College accepts no responsibility for content on the Internet or for any harm caused directly or indirectly by use of the Internet.

ELECTRONIC RESOURCES

COLLECTION DEVELOPMENT CONSIDERATIONS

The content criteria that the LR brings to the acquisition of electronic resources are the same as those used in the selection of print items. However, it is recognized that the format of electronic resources affects access more significantly than the case with print media and therefore is more likely to affect the acquisition decision.

Other considerations that apply to electronic resources vary. They often include, but are not limited to, the following:

1. Curriculum requirements.
2. Level of research needs.
3. Cost, including licensing fee.
4. Consortia agreements.
5. Reliability of access.
6. Ability to serve users in multiple locations.
7. Control over continued availability.
8. Searching capability and platform.

The definition of library materials extends to information resources available on the Internet.

REFERENCE POLICY

MISSION STATEMENT

Edison State College Library serves students, faculty, and staff as well as patrons of Lee, Charlotte, Collier, Glades and Hendry counties. Edison is an Equal Access, Equal Opportunity institution and the Library is open to all on a non-discriminatory basis. The Library provides reference services to support education, research and general information.

The Reference staff adheres to the ALA Statement of Professional Ethics. All requests are treated professionally and held in confidence except when it is necessary to discuss the transaction in a professional context with another librarian.

Planning for growth, development and expansion of the Library occurs in concert with Edison State College Strategic Plan: The Decade of Promise as well as the Library Goals and Assessment Plan. The Reference Policy shall be reviewed and revised at least every five years.

SERVICES AND GENERAL PHILOSOPHY

The Library attempts to provide reference services during the hours when open. The reference staff educates users so they understand and effectively utilize the full range of resource materials and information services available. Academic reference needs are given priority. Statistics on the number of questions asked are maintained. The quality of services provided will be assured by regular evaluation.

Reference service is offered in the following ways:

- A. Reference service in the reference area.
 - 1. Instruction on using printed and electronic resources is given.
 - 2. Requests for assistance are given priority on a first-come first-served basis.
 - 3. When asked legal, medical or business reference questions, reference staff should clarify their roll as information providers, but not as interpreters of that information.
 - 4. Reference materials and periodicals are non-circulating; however, a reference librarian may sign out an item to faculty or staff use for a limited time using the special permission form.
 - 5. Copyright compliance will be adhered to in all reference transactions.
 - 6. Reference staff may perform assigned work during slow times at the desk, but providing assistance to patrons is the priority.

- B. Reference service via telephone
 - 1. Priority is given to on-site inquiries over telephone inquiries.
 - 2. A maximum of three titles will be checked per call.
 - 3. Only ready reference questions are accepted. For lengthy questions users will be asked to come to the Library.
 - 4. Voice mail calls will be answered promptly.

- C. Reference service by remote access
 - 1. Priority is given to on-site inquiries over electronic mail inquiries.
 - 2. For lengthy questions users will be asked to come to the Library.
 - 3. Reference staff on all campuses share assigned hours of duty for statewide Ask-A-Librarian service.

- D. Reference service by appointment.
 - 1. Edison students, faculty, and staff may schedule an appointment to meet with a reference staff member if they have a special need that can not be met via an inquiry in the reference area.
 - 2. Meetings will be scheduled with a reference staff member during a time when that person is not scheduled for reference desk duty.

- E. On-site Internet service
 - 1. Reference staff will not provide assistance with e-mail or chatting.

2. Patrons will be provided with a brief introduction to Internet searching but not extensive instruction.
- F. Information literacy
1. All professional librarians will provide instruction and an overview of criteria for evaluating information retrieved.
 2. The professional librarians will adhere to and instruct users in broad information concepts and dynamic processes outlined in the ACRL Information Literacy Outcomes.
 3. Instructional guidelines are: student user independence, student needs, student success, and learning outcomes.
 4. Presentations for classes will be in concert with the faculty member.
 5. Instruction will be tailored according to specific curricula requirements of the course.
 6. Statistics on all presentations will be maintained.
 7. User education will also be supported via one-on-one instruction, online handouts and research guides and interactive materials.

MATERIALS SELECTION POLICY

MISSION STATEMENT

Edison State College Libraries serve students, faculty, staff, as well as patrons of Lee, Collier, Charlotte, Hendry, and Glades counties who can present suitable identification. It is the intent of the Library to provide a stimulating, intellectual environment, which encourages creativity, thought and academic achievement of students, faculty and other patrons.

The Edison Libraries integrate library, media, and electronic resources and provide a comprehensive program of service, which allows broad access to information in all formats. Appropriate and available computer technology and other advances in information science and media forms are available. Planning for growth, development and expansion of the libraries occurs in concert with the College Decade of Promise and the Libraries' Goals and Assessments and Unit Plans. The Materials Selection Policy itself shall be reviewed and revised at least every five years with particular attention to advances in electronic resources.

PURPOSE

This policy is a working guide for the orderly and fiscally responsible development of the Library collection. This document attempts to be broad enough to allow for flexibility, thus eliminating the need for constant revision, yet to be detailed enough to be of practical assistance in making selection decisions.

I. GENERAL COLLECTION PRINCIPLE

The basic principle of material selection is to build an academic collection based upon the curricular needs of the institution. To accomplish this principle, established guidelines, such as those provided by the Southern Association of Colleges and Schools and the American Library Association will be utilized. Selection will be aided through the use of appropriate review media, bibliographies compiled for academic libraries, professional staff and faculty advisement. In addition, efforts will be made to respond to collection needs identified by library users.

II. SELECTION RESPONSIBILITY

Selection of library materials requires the effective cooperation of library professional staff, teaching faculty, and input from students. However, the final judgment regarding the relevance of potential additions to the collection rests with the Librarians district-wide and, ultimately, with the Library Directors acting in concert for the benefit of the whole.

III. RESOURCE SHARING

The Libraries have the capability through electronic databases to provide access to materials beyond the three campus collections. Through CCLA (College Center for Library Automation) the Libraries or the library user can obtain materials via statewide courier service from other colleges. Through OCLC (Online Computer Library Center, Inc.) materials can be obtained worldwide. Edison State College is a member of SWFLN (Southwest Florida Library Network) which offers reciprocal borrowing privileges.

IV. PRIORITIES

The primary responsibilities of the Library are:

- to support student-centered learning outcomes;
- to provide a well-balanced collection which will serve as a resource for the academic needs of present and future degree programs;
- to provide access to appropriate materials for faculty development; and
- to make available materials for the continuing education needs of all users served.

The following priorities will be in effect in the selection of materials

A. First priority *Level I*

A collection which is adequate to support undergraduate or independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes of less than research intensity.

This level of collection includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

Level II

This level of collection includes in-depth coverage of specific subject areas in support of the baccalaureate degree offerings. Selection of both print and electronic books will be made in concert with the faculty representatives of the Library Advisory Committee responsible for program development. A comprehensive journal collection through print and subject level electronic database selection will be maintained as well as print and electronic reference sources.

Level III

This level of collection supports faculty research, faculty professional development initiatives as required and/or requested by individual faculty or deans. It is meant to supplement rather than to be all-inclusive for graduate and professional level reading.

B. Second Priority

Materials that will create a well-balanced subject collection.

This priority insures the selection and acquisition of the “classics” and standards, regardless of form, of a general nature especially in the areas of greatest emphasis of the curricula.

C. Third Priority

Materials for general information and/or recreational reading, including popular fiction, and other general interests will be collected when the budget is sufficient to allow purchase.

V. GENERAL SELECTION CONSIDERATIONS

A. Languages

Priority will be given materials in English. Foreign language materials will be selected to support the languages taught at the institution. Material to support an ethnically diverse student population will be considered.

B. Chronological Emphasis

While both current and retrospective materials are essential to the needs of the academic programs; however, current materials will generally receive higher priority.

C. Textbooks

Single copies of textbooks will be purchased only when the title represents the best source of information in the particular field. Under special circumstances Circulation will place on Reserve any number of copies, provided such copies are purchased with non-library funds or are on loan from personal faculty libraries.

D. Periodicals and Scholarly Journals

Subscriptions are recommended in the same manner as books for economy and durability. Electronic journals in the full-text format or available through a subscription database in the full-text format will take priority over hard copy subscriptions.

E. Government Documents

The Edison Libraries are not a depository library and, therefore, selections must be made and orders placed for each publication desired. These publications will be integrated into the general collection.

F. Videos/CD's/DVD's

Video/audio recording materials are a component of the resources provided in support of the curriculum. All audiovisual materials are purchased from general funds and are selected by the same criteria as print media.

G. Ephemeral Materials

Free and ephemeral publications may be acquired, processed and maintained on the basis of their serving the curricular and information needs of students, faculty and staff. Selection criteria applied to purchased material, including emphasis on currency, demand, usage, significance and authoritativeness will apply.

VI. ELECTRONIC BOOKS

The selection criteria for electronic books are equal to print copy as stated above whether for the circulating collection or the reference collection. The material must be of a scholarly nature in support of the college educational programs. Electronic resources will be selected to support the information needs of Edison students and faculty. The interface should be uncluttered and intuitive for ease of use. Certain specific criteria apply:

- The content must be consistent with the print version.
- Access issues of simultaneous users, full-text search capabilities, MARC record availability must be weighed.

- Download and printing restrictions must be appropriate to the intended use.
- Permanent use rights or ongoing cost obligations—pricing structure—will be clarified and agreed to with the vendor.

VII. WEEDING

A. Goals and Objectives

To prevent students from obtaining inaccurate and out-dated information, an active and continuing program of de-selection, or weeding, will be maintained. Additionally, to prevent the collection from becoming cluttered with materials which are worn or are no longer relevant to the collection, the professional staff will weed the collection according to the selection criteria.

B. Criteria

Weeding criteria are based on the following factors: 1) accuracy and currency of information; 2) appearance or condition; 3) duplication. One factor shall be considered sufficient basis for weeding an item or considering the item for weeding.

C. Methodology

The following methods will be employed in weeding: 1) curriculum-based; and 2) shelf-time period.

1. Curriculum-based weeding requires close knowledge and monitoring of courses offered, on content outlines, course syllabi and faculty input.
2. Shelf-time period weeding requires circulation data. In general, any item that circulates within the given period of three years will be retained or evaluated in terms of other criteria.

VIII. GIFTS

The Library recognizes the importance of donors in building strong collections and appreciates their participation in this process. The material selection policy will assist the Library professional staff in making retention decisions regarding donated materials. The Library staff will acknowledge gifts, stating number of items and condition but will not set dollar amounts.

IX. LIBRARY BILL OF RIGHTS

The Library Bill of Rights applies without exception to all purchases of Libraries materials. The sole test of a controversial item will be its contribution, direct and indirect, to the academic program of Edison and to the needs of the students.

REFERENCE COLLECTION POLICY

The reference collection is developed to provide print and non-print resources that will support the educational, research, and general information needs of the students, faculty, staff, and community. Reference librarians and faculty together will select resources.

Guidelines for the evaluation, selection and weeding of reference materials follow the principles stated in the Library Materials Selection Policy.

INTELLECTUAL FREEDOM AND CENSORSHIP POLICY

In the event that a student, a community borrower, public representative, or administrative personnel should challenge material cataloged and available through Edison State College Learning Resources, the following action(s) must be taken by student assistants or staff members.

1. Under no circumstances should staff become argumentative nor should staff agree to the request.
2. The borrower will be given a copy of Edison's "Request for Reconsideration" form along with a copy of ALA's Library Bill of Rights, and a copy of the following quotes:

What Is Intellectual Freedom? [Intellectual Freedom](#) is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas. It is a core value of the library profession and a cornerstone of democracy.

What is Censorship? [Censorship](#) is a change in the access status of material, based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/grade level changes.

3. Staff will direct the user/complainant to the Director of Learning Resources for the specific campus.
4. Keep in mind the following definitions:

In 1986, in response to inquiries from librarians facing book or material challenges for the first time, the Intellectual Freedom Committee developed the following list of definitions to clarify terminology associated with challenges:

- Expression of Concern. An inquiry that has judgmental overtones.
- Oral Complaint. An oral challenge to the presence and/or appropriateness of the material in question.

- Written Complaint. A formal, written complaint filed with the institution (library, school, etc.), challenging the presence and/or appropriateness of specific material.
- Public Attack. A publicly disseminated statement challenging the value of the material, presented to the media and/or others outside the institutional organization in order to gain public support for further action.
- Censorship. A change in the access status of material based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/grade level changes.

REQUEST FOR RECONSIDERATION OF MATERIALS FORM



Title _____ Book ___ Periodicals ___ Other _____

Author _____

Request Initiated
By _____

Address

City _____ State _____ Zip _____ Telephone _____

Do You Represent: Yourself _____

An Organization (Name) _____

1. What portions, sections or pictures in the work do you find objectionable? (Please be specific. Cite pages.)

2. Did you read, view or hear the entire work? _____ What Parts? _____

3. What do you feel might be the impact of reading, viewing or hearing this work?

4. What do you believe is the theme of this work?

5. Are you aware of judgments of this work by literary or other qualified critics?

6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____ Date _____

Please detach and read the attached Library Bill of Rights, adopted by the American Library Association, and return this request to:

Director, Learning Resources 8099 College Parkway SW PO Box 06210 Ft. Myers, FL 33906-6210

LRC-019

LIBRARY USERS' RIGHTS POLICY

Edison State College adheres to the American Library Association resolution on the Patriot Act and the Rights of Library Users as outlined below.

RESOLUTION ON THE USA PATRIOT ACT AND RELATED MEASURES THAT INFRINGE ON THE RIGHTS OF LIBRARY USERS

WHEREAS, the American Library Association affirms the responsibility of the leaders of the United States to protect and preserve the freedoms that are the foundation of our democracy; and

WHEREAS, libraries are a critical force for promoting the free flow and unimpeded distribution of knowledge and information for individuals, institutions, and communities; and

WHEREAS, the American Library Association holds that suppression of ideas undermines a democratic society; and

WHEREAS, privacy is essential to the exercise of free speech, free thought, and free association; and, in a library, the subject of users' interests should not be examined or scrutinized by others; and

WHEREAS, certain provisions of the USA PATRIOT Act, the revised Attorney General Guidelines to the Federal Bureau of Investigation, and other related measures expand the authority of the federal government to investigate citizens and non-citizens, to engage in surveillance, and to threaten civil rights and liberties guaranteed under the United States Constitution and Bill of Rights; and

WHEREAS, the USA PATRIOT Act and other recently enacted laws, regulations, and guidelines increase the likelihood that the activities of library users, including their use of computers to browse the Web or access e-mail, may be under government surveillance without their knowledge or consent; now, therefore, be it

RESOLVED, that the American Library Association opposes any use of governmental power to suppress the free and open exchange of knowledge and information or to intimidate individuals exercising free inquiry; and, be it further

RESOLVED, that the American Library Association encourages all librarians, library administrators, library governing bodies, and library advocates to educate their users, staff, and communities about the process for compliance with the USA PATRIOT Act and other related measures and about the dangers to individual privacy and the confidentiality of library records resulting from those measures; and, be it further

RESOLVED, that the American Library Association urges librarians everywhere to defend and support user privacy and free and open access to knowledge and information; and, be it further

RESOLVED, that the American Library Association will work with other organizations, as appropriate, to protect the rights of inquiry and free expression; and, be it further

RESOLVED, that the American Library Association will take actions as appropriate to obtain and publicize information about the surveillance of libraries and library users by law enforcement agencies and to assess the impact on library users and their communities; and, be it further

RESOLVED, that the American Library Association urges all libraries to adopt and implement patron privacy and record retention policies that affirm that "the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the library" (ALA Privacy: An Interpretation of the Library Bill of Rights); and, be it further

RESOLVED, that the American Library Association considers that sections of the USA PATRIOT ACT are a present danger to the constitutional rights and privacy rights of library users and urges the United States Congress to:

- 1) provide active oversight of the implementation of the USA PATRIOT Act and other related measures, and the revised Attorney General Guidelines to the Federal Bureau of Investigation;
- 2) hold hearings to determine the extent of the surveillance on library users and their communities; and
- 3) amend or change the sections of these laws and the guidelines that threaten or abridge the rights of inquiry and free expression; and, be it further

RESOLVED, that this resolution be forwarded to the President of the United States, to the Attorney General of the United States, to Members of both Houses of Congress, to the library and to others as appropriate.

Adopted by the Council of the
American Library Association
Philadelphia, PA
January 29, 2003

INTELLECTUAL FREEDOM PRINCIPLES FOR ACADEMIC LIBRARIES

An Interpretation of the Library Bill of Rights

Adopted by ACRL Intellectual Freedom Committee: June 28, 1999

Approved by ACRL Board of Directors: June 29, 1999

Adopted by ALA Council July 12, 2000

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

1. The general principles set forth in the Library Bill of Rights form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the Library Bill of Rights, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.

8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

LIBRARY BILL OF RIGHTS

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

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

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

What Is Intellectual Freedom?

[Intellectual Freedom](#) is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expression of ideas which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas. It is a core value of the library profession and a cornerstone of democracy.

What is Censorship?

[Censorship](#) is a change in the access status of material, based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/grade level changes.