

Municipality of Anchorage
Library Advisory Board Agenda
Z.J. Loussac Library
Alden Todd Board Room
November 28, 2018
5:30 p.m.

1. Call to Order

2. Roll Call

	Barbara Jacobs		Nancy Hemsath, Chair
	Cristy A. Willer, Secretary		
	Jamie Lang		
	Jonathan Bittner		
	Lo Crawford		

X=Present, E=Escused, PH=Phone

TOPIC	Leader	Time	Action
Call To Order			
Person (s) to be Heard		3 min	
Consent Agenda, Nov 28, 2018	Chair	1 min	Vote to Approve
Approval of Minutes – October 17 Minutes	Chair	2 min	Vote to Approve
Policy: 3 D Printer Policy	Director	5 min	Vote to Approve
Policy: Programming Policy	Director	25 min	Discussion and possible Vote to Approve
Retreat planning date and topics	Director	10 min	
Staff Updates <ul style="list-style-type: none"> New Library Board Members Appointment Director Report 	Director	15 min	
Next Board Meeting 2018, 5:30-7, Alden Todd Board Room			
Potential Agenda Items for Next Meeting			
Board Member Comments and Adjourn			

**Municipality of Anchorage
Library Advisory Board
Minutes**

Date: October 17, 2018	Location: Muldoon Library
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Board Members				Staff
X	David Levy, Chair	X	Jamie Lang	Mary Jo Torgeson, Director
X	Nancy Hemsath, Vice Chair	X	Lourdes Linato-Crawford	Jim Curran, Muldoon Branch Mgr
EX	Cristy A. Willer, Secretary	X	Jonathan Bittner	
X	Barbara Jacobs			Guests

Topic	Information / Findings / Conclusions / Recommendations	
Call to Order	5:50 p.m.	
Person to be heard	None.	
Mission Moment	Jim Curran, Muldoon Branch Manager, talked about the new signage and drive-up book return (at minor cost but with major cooperation). New program potential with new manager at Boys & Girls Club. Demographics change but include neighborhood users, daycares, elders, job seekers, transients, teens. Concerns: how to publicize their existence? Lease ends in 2018; if all things equal, would prefer to be on other side of busy Muldoon Rd.	
Consent Agenda	<ul style="list-style-type: none"> Agenda approved (Jamie moved, Jon seconded). Minutes of 9.19.17 approved (Jamie moved, Barbara seconded). 	
Discussion/ Action Items	<p>Discussion</p> <ol style="list-style-type: none"> <u>Board Recruitment</u> <ul style="list-style-type: none"> 2 names forward to Mayor; need one more <u>Director's Report</u> (written report attached) Highlights : <ul style="list-style-type: none"> Budget first hearing, 10/23 Staff strategic planning and next steps: community, connection, education Alaska Fellow Samantha XXXX Alaska Collection <u>All Board Retreat</u> <u>Dimond Center</u> <ul style="list-style-type: none"> David met with owner who offered dropbox for returns; free space for programs; future lease space. <u>Congratulations to Lo – BP Women of Achievement</u> <u>Appreciation to and recognition of David Levy</u> 	<p>Action</p> <ol style="list-style-type: none"> Suggest additional members Look at January for an all-board retreat. With reps from each, create a consistent advocacy strategy for all three to use. Nancy to send info about tickets to LAB.
Comments		
Adjournment	Meeting adjourned at 7:25 (Jamie moved, Barbara seconded)	
Next Meeting Nov. 28	Location: Loussac Library. Agenda: <ul style="list-style-type: none"> Jon's report on the Collaborative Advocacy Group. 	



Anchorage Public Library
3D Printing Policy

Definitions:

3D printers are being used for educational, workshop, and programming purposes to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

Policy:

The Anchorage Public Library's 3D printers may be used only for lawful purposes. Users will not be permitted to use the Library's 3D printers to create material that is:

- a) Prohibited by local, state or federal law.
- b) Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the Library environment.
- c) In violation of another's intellectual property rights.
- d) Obscene or otherwise inappropriate for the Library environment.

The Library reserves the right to refuse any 3D print request.

Supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

By submitting content, the customer agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials. The Library is not responsible for the functionality or quality of content produced on the 3-D printer.

General Terms and Conditions of Use and Operations:

- While the Library will maintain the confidentiality of users' printing history in accordance with Library policy, the prints themselves may occur within public view, and the Library makes no guarantee that any particular print will not be seen by members of the public.
- Each print file will be reviewed by Library staff before it is printed.
- Library customers may be charged for printed items. The Library will determine such charges in order to recover costs.
- Library customers may be limited to a specific number of print jobs based upon demand, as determined by Library staff.
- The Library does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will still be charged.
- Refunds are not permitted.
- If the Library declines a 3D-print request, the user will not be charged.
- Printing is available on a first-come, first-served basis and is coordinated by the Library staff. Priority printing is given to library programs and events.

- Customers will be notified when their print job has been completed, and all files will be deleted from the system at that time.
- Projects that are not picked up within seven (7) calendar days following notification will not be retained.

Recommended for approval: Mary Jo Torgeson, Library Director

Approved by:

ANCHORAGE PUBLIC LIBRARY

PROGRAM POLICY

The Anchorage Public Library provides programs that supports our core values of access, equity, and building a community of learners. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment and learning opportunities
- Expands the visibility of the library
- Attracts new library customers
- Promotes social skills and language development
- Gives the community opportunities for engagement, community involvement, collaboration and learning

Library staff will use their expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Strategic focus areas and core services
- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter/Partner background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing program partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

Access

While most Library programs are free and open to the public, a fee may be charged for certain types of Library programs and approved by the Library Director. Attendance may be limited due to space, or when safety or the success of a program requires it. Limits will be accomplished on a first come, first served basis either with advanced registration or at the door. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a library program, he/she should first address the concern with a Library staff member. Customers who wish to continue their request for review of Library programs may submit a Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials.

Library Program Guidelines

- All individuals, groups or organizations who are interested in conducting an event or class at the Library should submit the Library's Program Proposal Form
- Library events are typically scheduled a minimum of three months in advance.
- Presenters are expected to supply their own materials or handouts, unless discussed in advance with Library staff. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Public Relations Department.
- Presenters who are being paid to present must submit a presenter agreement, invoice, and W9 form annually in advance of their program.
- The library may co-sponsor programs with entities whose mission and goals are compatible. Co-sponsorship decisions are made on the basis of shared interest, responsibility and benefits.
- Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select library-initiated programs.
- Program presenters will be paid within 30 days after their program.
- Items directly related to Library events may be sold, as long as the sales are approved by the Library and benefit the Library through an agreed amount donated to the Friends of the Library. Library staff may not assist with sales.
- Performers and musicians who use music, movies or other copyrighted materials in Library programs should only use material for which they have permission to use, however they intend to use it. The Library expects that performers and musicians will obtain any necessary copyright permission and/or license for any non-original works used for any Library event. This includes works performed live and/or use of recorded music.
- Presenters that use animals in their programs must submit proof of liability insurance and be approved by the Library Director.
- The Library does not sponsor events that promote businesses or for-profit enterprises. This does not mean, however, that representatives of businesses and for-profit enterprises cannot be presenters in library-sponsored events. Any information must be of general interest to the intended audience and applicable to situations that do not require purchasing a specific product or enrolling in a specific fee-based program. Enrollment for these programs will not be allowed. Presenters are permitted to have business related brochures, flyers, or other informational items available for attendees to pick up if interested. Such materials cannot be distributed as part of the event.

Recommended for approval: Mary Jo Torgeson, Library Director

Approved by:

LIBRARY DIRECTOR'S REPORT
October, 2018

Loussac Building Updates:

- The City has written a letter to the Bonding Company to discuss contractors lack of response and next steps. Still no definitive date for Loussac completion.
- Loussac furniture: finalizing a purchase for a new computer lab on 3rd floor of Loussac and some improvements to the patron services lobby. The Foundation is paying for half of the furniture and the remainder is coming from the Library's budget.

Branches:

Muldoon:

- Our new drive up bookdrop opened on 10/24 (pictures below), and it will make it easier on staff the public to manage item returns.
- YS Librarian Kristin Nevin attended a UAF workshop for tribal and community libraries which was an in-depth look into the ways in which libraries in Alaska, both urban and rural, can craft their libraries to fit their communities and to work with local and regional agencies to enhance Alaska Native cultural activities and collections. Participants heard about how several libraries and museums have taken significant steps toward identifying people and information about images of Alaskan Natives in their collections, best practices in how to digitize donated material in Alaskan Native languages, and how to work towards being culturally responsive in and outside of our library spaces.

Eagle River:

- We hosted a tour for the Raven Correspondence school, showing a group of homeschool students and their parents what the library has to offer. We have another homeschool group coming in November.
- Circulation of materials at CE: October 2017: 10,709; October 2018: 17,792. Increase: 66%. Circulation has increased 50-80% since January 2018. The AMH equipment will be most welcome here.
- With three NaNoWriMo events at CE in November, we hope to become a writing hotspot. Social media is increasing awareness of our programs here.
- Our Between the Covers romance book club has only met twice, but we've already been mentioned on a popular romance podcast with international reach and received emails from an author wanting to get her book into the club, a patron wanting to know if we would like a bunch of donated romance hardcovers, and a librarian wanting to emulate the club at her library.

Mountain View:

- We had a flu drive with 55 people coming in to get their free shot.
- The Mountain View Job Fair saw 95 people come through. We are in the process of gathering stats from employers as to how many applications, interview, and hires occurred.
- Having the MSW internship at MV has been really positive. We recently had a woman who has been on disability for many years and had no confidence in getting into the workforce. Through Job Lab she has had help getting ready to apply for jobs, but now she is also able to enter into services, specifically Division of Vocational Rehabilitation. She pointed out that this has been the most help she has received concerning any social services and was thankful for the information and direction Greta Kopperud (MV MSW Intern) has provided her with as well as the help that has come from Job Lab. This really speaks to the coordinated efforts between Job Lab and the MSW Intern Program.

Girdwood:

- Book sale, books donated by Friends, 210 people came and Boosters raised \$924.17

- We also had our fourth taste test, this time with M&M'S. We had ten different flavors, and the original milk chocolate won!
- October 2017: 22 programs with 323 participants. October 2018: 23 programs with 526 participants, due to book sale attendance.
- All GR staff members were certified in CPR and AED this month. Thanks to the Girdwood Fire Department for inspiring us and testing us for certification.

Community Relations/Foundation/Friends

- **Anchorage Library Foundation** will focus on planned giving, Downtown, Muldoon and Alaska Room in 2019.
- **Downtown Library:** met with Atwood Foundation – While interested in supporting with a small donation, they (and Rasmuson) will want to see MOA financial investment in the project before they invest. Met with the manager of the 5th Avenue Mall and had a very productive discussion about what it would look like to have the library in the mall. They are very interested and we will keep talking. This project continues to be illusive – even with \$10M, we're \$4M short of being able to do a full project.
- **Strategic/Community Plan:** strategic planning committee anticipates having a draft plan by the end of this month and will begin circulating it among stakeholders for feedback in December and Board approval
- **Library Foundation fundraising:** fall fundraising in full motion. Donors of \$100+ will get a special Library Champion library card with an octopus design.
- **Friends** reduced the amount to be given to the Library to roughly \$87K.
- **Last 28 Day Facebook snap shot includes:** Now showing in numbers vs % RED is down over previous month, Green is up over previous month

	Page Likes (added)	People Reached	Post Engagement	Audience(total likes)
APL Main FB Page	100	27,309	6,589	8936
Gerrish	6	992	211	377
Mountain View	18	4082	415	415
Loussac	25	406	754	489
Muldoon	7	1,567	136	31
CH-ER	9	120	137	63

Big win! 7 Day average for main APL Page: Likes Up 184% People Reached up 641% Post Engagement Up 646%.
Thanks to: This Video: Watch it [HERE](#) just like 14,000 of your closet internet friends did,



Youth Services

- Continued to do outreach to Nunaka Valley special needs preschool for sensory storytime. (Staff Linda Klein, Kristin Nevin)
- Tours with Pacific Northern Academy first graders and UAA education students
- Outreach at West/Romig Library, Covenant House, Polaris, Dimond High School
- Anne Frank House – a fantastic display was at Loussac led by a homeschool student guide and other student guides. It brought lots of people in on a weekend.
- Great teen events include the oreo taste test and the teen open mic night with 25 attending! And the FAFSA sign up (partnership with ACPE) where 14 people attended
- Drag Storytime was again a success, people were especially interested in the teen and adult time with two rows of teenagers attending.
- Other special events for the under 5 crowd: Read with Royalty, Bite Sized Science, and Wee Be Jammin
- We partnered with Bird TLC to host Owl-o-ween which had 305 attendees!
- People have been routinely using our new breastfeeding area, all appropriately. Recently I noticed a mom with an older child (about 4) in there. She later shared with me that he is autistic and was in overload/meltdown mode and she really appreciated the space that had limited sensory input to allow him to calm down.
- Project Build: Tor (our engineer) brought two visiting engineers with him, and they were so patient with the kids, letting them discover for themselves but providing guidance . One girl tried an experiment four times before she was satisfied with the result (building a structure that would survive a storm surge), which shows that kids can engage with the plan, design, test process of engineering. One mom was planning to do more engineering experiments at home with her kids. *Staff: Linda Klein*

Ready to Read Resource Center

- Provided training at thread to 12 participants
- Presented live session for Modules 2, 3, and 4 for my cohort of Supercharged Storytimes for All

Adult Services

We marked National Breast Cancer Awareness month with a display of bras on the 3rd floor. The bras were decorated at the library on October 7th, and donated to the AK Run for Women for their June event.

The Anne Frank Exhibit was available in the library atrium on October 13 and 14. There was a volunteer docent giving tours and it was well received by the public.

Stacia has been meeting with the Reentry Coalition subcommittee on Employment and Workforce Development, as well as the Partners for Progress subcommittee on the All City Job Fair. It is our hope that being involved with these meetings will allow us to target our workforce development programs to events being held in the city, and allow for more cross promotion with committee partners.

We partnered with the Department of Health and Human Services to offer free flu shots at Loussac Library – 77 people were able to receive free flu shots.

42 programs in October 2018, with 507 participants. In October 2017 we had 39 programs with 684 participants.

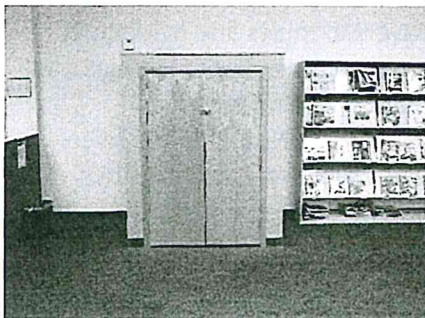
Community Resource Coordinator

- Mobile Intervention Team (behavioral health crisis team) made contact, provided training & is looping the CRC team in to their efforts to contact and connect the most vulnerable people experiencing homelessness with services in the community
- MIT & Securitas teams are in beginning stages of coordinating & creating procedures to bring CRC into behavioral health issues with patrons
- Myself and Mountain View intern (Greta) now formally trained as SNAP outreach volunteers, integrating with city-wide SNAP outreach
- Continuing to network with 211, Southcentral Foundation (behavioral health div.), Access Alaska (TAB training for staff?), & patron interested in forming talking circles
- My very first staff referral was on behalf of a gentleman with no ID, no familiarity with Anchorage, and fewer than 30 days left on his (sober) shelter stay. He originally wanted to camp in Anchorage all winter, but we worked on reaching an understanding of how dangerous it can be to be unsheltered in Anchorage over winter, resolved some problematic family communication, encouraged future substance use & mental health treatment. On October 28 he left Anchorage, was reunified with his family outside of Alaska and is no longer in the Anchorage shelter system. He intends to return to AK to work in the spring, and work with the Midtown Job Center.

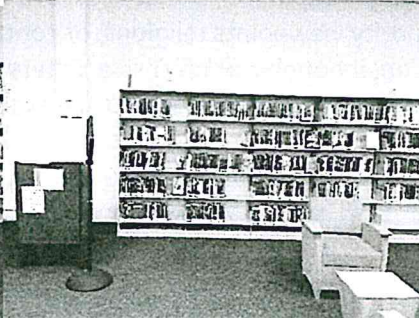
1. Data Analysis:

- 25 one-on-ones (2 repeat clients)
- Max number of meetings with individual: 4
- 1 minor (age 13-18, at Mt. View)
- Equal recruitments from staff referrals & tabling
- Top two needs so far: Job search, housing

Muldoon new books drop



How it used to look



Library-Initiated Programs as a Resource

An Interpretation of the *Library Bill of Rights*

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article I of the *Library Bill of Rights* states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves."

Library-initiated programs utilize library staff expertise about community interests, collections, services, and facilities to provide access to information and information resources. Library-initiated programs introduce users and potential users to library resources and the library's role as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves.

Library-initiated programs include, but are not limited to, lectures, community forums, performing and visual arts¹, participatory workshops, technology programming, creative learning programming, wellness programs, storytimes, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, displays, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place on-site at the library, offsite in other locations, or online and may be delivered by library staff, library volunteers, or library partners.

Libraries should not discriminate against individuals with disabilities and shall ensure they have equal access to library resources.² Library-initiated programs should comply with all applicable laws, including the standards and requirements of ADA and state or local disability accessibility guidelines. If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all library users. If users overflow designated event areas during library events, libraries should protect accessible public spaces (i.e., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should also be made to have interpretation or real-time captioning for the deaf or hard-of hearing at library-initiated programs when needed or requested by library users.

As stated in "Equity, Diversity, Inclusion: An Interpretation of the *Library Bill of Rights*," "Socially excluded, marginalized and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer."³ Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities. Library-initiated programs that cross language and cultural barriers introduce underserved populations to the library's resources and provide access to information. Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those who speak and read languages other than English.

Libraries should have a policy guiding the development and implementation of programs, similar to material selection and building use policies, which has been approved by their policy-making body after consultation with legal counsel. These guidelines should set forth the library's commitment to free and open access to information and ideas for all users. Article II of the *Library Bill of Rights* states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Likewise, programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers.⁴ Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of material for the library collection constitutes an endorsement of the material content or its creator's views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves. Concerns, questions, or complaints about library-initiated programs are handled according to the same written policy and procedures that govern reconsiderations of other library resources.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age or educational level of users violates this right and should be enforced only when it would adversely impact the safety of the participants. Parents and guardians may restrict their own children's access to library programs, but no person or organization can interfere in others' access and participation.

Libraries should not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees, nor should program attendees be required to share their personal information in order to attend a library program. Any collection of program participants' personal information should be on an opt-in basis only. If libraries charge program participants for supplies used, they should make every effort to reduce economic barriers to participation.

1. "Visual and Performing Arts in Libraries: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/arts>)," adopted February 13, 2018, by ALA Council.
2. "Services to People with Disabilities: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeople>)," adopted January 28, 2009, by the ALA Council; amended June 26, 2018.
3. "Equity, Diversity, Inclusion: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI>)," adopted June 27, 2017, by the ALA Council.

4. "Responding to and Preparing for Controversial Programs and Speakers Q&A (<http://www.ala.org/advocacy/intfreedom/controversialprogramsqa>)," Intellectual Freedom Committee, June 2018.

Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018.

Printable PDF: Library-Initiated Programs as a Resource: An Interpretation of the *Library Bill of Rights* ([/advocacy/sites/ala.org/advocacy/files/content/lbor16.18.pdf](http://advocacy/sites/ala.org/advocacy/files/content/lbor16.18.pdf))

Equity, Diversity, Inclusion

An Interpretation of the Library Bill of Rights

The American Library Association affirms that equity, diversity, and inclusion are central to the promotion and practice of intellectual freedom. Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do.

"Equity" takes difference into account to ensure a fair process and, ultimately, a fair outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. Equity, therefore, means increasing diversity by ameliorating conditions of disadvantaged groups.

"Diversity" can be defined as the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.

"Inclusion" means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization's success.

To ensure that every individual will feel truly welcomed and included, library staff and administrators should reflect the origins, age, background, and views of their community. Governing bodies should also reflect the community. Library spaces, programs, and collections should accommodate the needs of every user.

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, age, background, or views of those contributing to their creation.

Library collections, in a variety of material formats, should include a full range of viewpoints and experiences, serving the needs of all members of the community. Historically, diverse authors and viewpoints have not been equitably represented in the output of many mainstream publishers and other producers. It may require extra effort to locate, review, and acquire those materials.

Therefore, libraries should seek out alternative, small press, independent, and self-published content in a variety of formats. Libraries may benefit from cooperative arrangements and other partnerships to share in the work of locating and acquiring diverse materials. Interlibrary loan may complement but not substitute for the development of diverse local collections.

All materials, including databases and other electronic content, should be made accessible for people who use adaptive or assistive technology.

To provide equitable and inclusive access, libraries must work closely with diverse communities to understand their needs and aspirations, so that the library can respond appropriately with collections and services to meet those needs. All community members will feel truly welcomed and included when they see themselves reflected in collections that speak to their cultures and life experiences.

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.

Beyond merely avoiding the exclusion of materials representing unorthodox or unpopular ideas, libraries should proactively seek to include an abundance of resources and programming representing the greatest possible diversity of genres, ideas, and expressions. A full commitment to equity, diversity, and inclusion requires that library collections and programming reflect the broad range of viewpoints and cultures that exist in our world. Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.¹

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

By challenging censorship, libraries foster an inclusive environment where all voices have the opportunity to be heard. Inclusive materials, programs, and services may not be universally popular, but it is the library's responsibility to provide access to all points of view, not just prevailing opinions. Libraries should prepare themselves to deal with challenges by adopting appropriate policies and procedures. Libraries should respectfully consider community objections and complaints, but should not allow controversy alone to dictate policy.

Governing bodies, administrators, and library workers must discourage self-censorship. Fears and biases may suppress diverse voices in collections, programming, and all aspects of library services.² Libraries should counter censorship by practicing inclusion.

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

American society has always encompassed people of diverse origin, age, background, and views. The constitutional principles of free expression and free access to ideas recognize and affirm this diversity. Any attempt to limit free expression or restrict access to ideas threatens the core American values of equity, diversity, and inclusion.

Libraries should establish and maintain strong ties to organizations that advocate for the rights of socially excluded, marginalized, and underrepresented people. Libraries should act in solidarity with all groups or individuals resisting attempts to abridge the rights 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.

In the Library Bill of Rights and all of its Interpretations and supporting documents, the principle of inclusion is clear and unambiguous.

"Origin" encompasses all of the characteristics of individuals that are inherent in the circumstances of their birth.

"Age" encompasses all of the characteristics of individuals that are inherent in their levels of development and maturity.

"Background" encompasses all of the characteristics of individuals that are a result of their life experiences.

"Views" encompass all of the opinions and beliefs held and expressed by individuals.

Libraries should regularly review their policies with the goal of advancing equity of access to the library's collections and services. Identification requirements, overdue charges and fees, or deposits for service are examples of traditional approaches that may exclude some members of the community.³

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.

Libraries should not merely be neutral places for people to share information, but should actively encourage socially excluded, marginalized, and underrepresented people to fully participate in community debates and discussions.

Libraries should welcome diverse content in their exhibit spaces and diverse ideas, individuals, and groups in their meeting rooms, even if some members of the community may object or be offended.⁴

Conclusion

To uphold the Library Bill of Rights and serve the entire community, governing bodies, administrators, and library workers should embrace equity, diversity, and inclusion.

ALA American Library Association

Religion in American Libraries

An Interpretation of the *Library Bill of Rights*

The courts have consistently held that for the freedom of the press and speech guaranteed by the First Amendment to the United States Constitution to be fully meaningful, people must also have the right to receive information: that is, to read, view, hear or access what they choose. In addition, the First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all (the "free exercise" clause) and prohibits government from establishing or endorsing a religion or religions (the "establishment" clause). Thus the freedom of, for and from religion, are similarly guaranteed.

In most cases involving religion and libraries, these latter freedoms of, for and from religion are not at issue. Rather, the constitutional principles at stake are usually freedom of expression and the corollary freedom to access the expression of others. For instance, most challenges to materials with religious content potentially infringe on the rights of other persons to access constitutionally protected speech rather than limiting the challenger's own beliefs or the practice of his or her own religion.

For the purpose of this interpretation "religion" refers to all that touches on the infinite, a supreme deity or deities or one's understanding of the ultimate meaning or purposes of life. It includes formal organized systems of belief and practice and informal individual spiritualities. It also refers to adherents of older religions, newer religions, and no religion. While this interpretation is most clearly applicable to public libraries, it should in most cases also be appropriate for school and academic libraries. Private libraries, especially those associated with religious institutions, should apply these guidelines as appropriate in relation to their institutional mission.

Librarians have a professional responsibility to be inclusive rather than exclusive in collection development. Libraries serve all members of their communities and within their budgetary constraints should address all information concerns of all members—including their religious information needs. Collections should reflect those needs by providing access to diverse religious thought without becoming a proponent of any of them. Articles I and II of the Library Bill of Rights are clearly inclusive regarding audience ("all people of the community the library serves") and materials ("all points of view on current and historical issues"). This includes both fiction and non-fiction materials regardless of format.

Collection development and materials selection should be done according to standards set forth in library policy that incorporates professional standards established in the Library Bill of Rights and Code of Ethics of the American Library Association and that are tailored to the community that the library serves. These may include but are not limited to contemporary significance or permanent value, community interest and/or demand, artistic and literary excellence, cost and format. The policy may include a reference to the role of the library as a limited public forum providing access to the marketplace of ideas. For example, it may state that the library provides unfettered access to different points of views and ideas. Above all, collection development should be content-neutral, assuring that the library reflects a diversity of ideas including controversial or unorthodox points of view.

The selection, shelving and labeling (especially the use of religious symbols in labeling) of religious fiction are particularly sensitive. Nevertheless, excluding religious fiction would be a violation of the Library Bill of Rights: "Materials should not be excluded because of origin, background, or views of those contributing to their creation." Librarians should distinguish between providing access to religious fiction and the appearance of supporting or endorsing a particular religious point of view. Religious content is no more or less protected than any other type of speech. While libraries and librarians should respect the diverse religious traditions of their communities, libraries exist to serve the information needs of all users in their communities.

Library policy should be applied equally to shelving of religious books, to storage or display of religious objects, or to access to religious Web sites as they would be to any other shelving, storage, display, or Web access. Privileging one religious tradition over others could violate the establishment clause of the First Amendment. Placing specific materials according to religious point of view or status within a given faith community rather than according to the cataloging system used in the library can make it difficult for users to locate such materials. It could be a violation of the Library Bill of Rights to give special treatment to a specific sacred text or object or to limit access to such a text or object.

On the other hand, it is appropriate to add additional titles or versions of a text or objects to the collection to meet community needs or interest but not to remove or sequester them. The scriptures or religious materials of all religions should be treated respectfully and equitably.

If a library sets aside tables or shelves for specialized materials or purposes such as atlases, directories, college guides, dictionaries or local history, it would be appropriate to set aside shelving for scripture, as long as all scriptures are treated equally, including texts that occupy a similar status among other groups (e.g., The Humanist Manifesto II).

Regarding meeting rooms, courts have consistently held that libraries may not exclude religious groups from their meeting rooms solely because the group is religious in character or because the meeting may include religious activities. Many precedents exist for the use of public facilities (e.g., school auditoriums or park pavilions) by all types of community groups, including religious groups. Courts that have considered the question have consistently held that libraries are limited public forums for the receipt of information. In turn libraries may designate areas within their facilities as limited public forums for use by the community for the exchange of information and may create rules for their use. No court has ever ruled that a library must exclude religious groups. The safest course of action is to provide the same access and apply the same rules of use to all community groups. As with collections, these rules should be content-neutral and address only behavioral restrictions (time, place and manner). Consistency is crucial: all groups should be treated the same and subject to the same rules, such as rental fees, frequency restrictions, noise policies or food bans.

With regard to displays, libraries are not required to open display or exhibit space to community groups. If libraries choose to open their exhibit and display space to community groups, space should be provided on an equitable basis to all groups that request it, regardless of the beliefs or affiliations of individuals or groups requesting their use. A library may wish to consider the amount of such space and its location when deciding whether to open it to community groups. Article II of the Library Bill of Rights states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation" and "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." For additional details, see "Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights."

If a library provides space for community groups to distribute literature to the public, religious groups should be allowed to do so on an equitable basis with all groups that use the distribution space, regardless of the beliefs or affiliations of individuals or groups distributing such literature. Policies covering the number of individual items of literature, the size and definition of such items and the length of time that items will be left out for distribution should be considered.

The religious views that patrons and employees bring with them into the library are more community relations and employment issues rather than intellectual freedom issues and are addressed in the Intellectual Freedom Committee's "Religion in American Libraries: Questions and Answers."

Precisely because religion is such a sensitive and sometimes controversial concern of library users, it should be accorded the full protections promised to its myriad forms by the First Amendment of the United States Constitution and the American Library Association's Library Bill of Rights.

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www.ala.org/advocacy/intfreedom/librarybill/interpretations/religion