

**Tentative Agenda**  
**Drake Community Library Board of Trustees**  
**January 29, 2020, 5:15 p.m.**

**The meeting will be held in the Drake Community Library Board Room.**

**A. Members present:** \_\_\_ Elfenbein \_\_\_ Hardin \_\_\_ Hammond \_\_\_ McFee  
\_\_\_ Pagliai \_\_\_ Rudolph \_\_\_ Swick Other: \_\_\_ Kennett \_\_\_ Neal

**B. Approval of agenda**

**C. Approval of Minutes**

1. Approval of December 18, 2019 Regular Board Meeting minutes

**D. Communications –**

1. GPCF Drake Community Library endowment report for November & December, 2019
2. Email received from TnT Tuckpointing regarding structural repair of basement exit doorway.

**E. Report of Director**

1. Statistical report
2. Report of the Director
  - a. Temitayo Wolff has started her service at the Library as an AmeriCorps Member through the Iowa State Department of Education’s Educate and Elevate program targeting adult literacy. Wolff will focus efforts on adult digital literacy.
  - b. AmeriCorps Member Olivia Montgomery is continuing her work with the Grinnell Education Partnership program targeting youth literacy.

**F. Committee reports**

Building and grounds – Elfenbein /Hammond

Status report on estimate for structural repair of basement door (anchoring the lintel to the backup concrete wall)

Finance, salary and personnel – Hardin

Report on the January 15, 2020 Budget Talk with City Finance Committee

Long range planning –

Policy –

**H. Trustee report**

**I. Financial report and approval of bills**

**J. Old business**

- 1.

**K. New Business**

1. Review Materials Selection Policy
2. Review Internet and Wireless Policy
3. Review Policy on Unattended Children

**L. Trustee Continuing Education**

1. Trustees attended the Iowa Libraries Online Conference webinar “What’s Your Role in Project Management?” on January 16, 2020.

Fund Balance as of November 30th , 2019  
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	1,190.00	11,365.00
Investment Income (Loss)	1,627.94	3,683.52
	-----	-----
Total Revenues	2,817.94	15,048.52
Administrative Cost Share	161.52	915.90
Bank Charges/Online Donation Fees	0.00	2.28
	-----	-----
Total Expenses	161.52	918.18
	-----	-----
Net Income (Loss)	2,656.42	14,130.34
	=====	=====
Beginning Fund Balance		110,176.64
Net Income (Loss)		14,130.34
Ending Fund Balance		124,306.98

## Drake Community Library Endowment Fund - 1015

Type	Name	Date	Amount
Gift	Friends of Drake Community Library	07/25/2019	5,000.00
Gift	Caleb and Tina Elfenbein	07/30/2019	15.00
Gift	Clem and Leona Bodensteiner	08/27/2019	100.00
Gift	Emily Guenther	08/29/2019	25.00
Gift	Caleb and Tina Elfenbein	08/29/2019	15.00
Gift	Barbara Brown and David Lopatto	09/30/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	09/30/2019	24.99
Gift	Elaine Marzluff	09/30/2019	150.00
Gift	Joshua and Kelly Sandquist	09/30/2019	50.01
Gift	Elizabeth Trimmer	09/30/2019	30.00
Gift	Caleb and Tina Elfenbein	09/30/2019	15.00
Gift	Emily Guenther	09/30/2019	25.00
Gift	Marie Eisenman	10/01/2019	500.00
Gift	Robert and Nancy Cadmus	10/08/2019	100.00
Gift	Jeff and Harriett Dickey-Chasins	10/08/2019	50.00
Gift	Jonathan Andelson and Karin Stein	10/08/2019	100.00
Gift	Elizabeth Dobbs	10/08/2019	100.00
Gift	Dick and Carolyn Ritter	10/10/2019	200.00
Gift	Benjamin and Arlene Guenther	10/10/2019	25.00
Gift	Edward & Judith Scheer	10/17/2019	500.00
Gift	Luann and Rick Weigel	10/22/2019	25.00
Gift	Russelle Jones Leggett	10/31/2019	1,000.00
Gift	Joshua and Kelly Sandquist	10/31/2019	250.00
Gift	Thomas and Emily Moore	10/31/2019	200.00
Gift	Caleb and Tina Elfenbein	10/31/2019	15.00
Gift	Emily Guenther	10/31/2019	25.00
Gift	Transfer from GPCF Spirit of Giving Event	10/31/2019	20.00
Gift	Kent and Katherine McClelland	10/31/2019	500.00
Gift	Arnold and Harriet Adelberg	10/31/2019	1,000.00
Gift	Scott and Delphina Baumann	10/31/2019	100.00
Gift	Douglas and Virginia Cameron	11/01/2019	1,000.00
Gift	Jeffrey and Renee Menary	11/12/2019	50.00
Gift	Jean Libbey	11/25/2019	100.00
Gift	Emily Guenther	11/29/2019	25.00
Gift	Caleb and Tina Elfenbein	11/29/2019	15.00
** Total Gifts			11,365.00

Fund Balance as of December 31st., 2019  
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	1,235.00	12,600.00
Investment Income (Loss)	2,969.89	6,653.41
	-----	-----
Total Revenues	4,204.89	19,253.41
Administrative Cost Share	162.42	1,078.32
Bank Charges/Online Donation Fees	0.00	2.28
	-----	-----
Total Expenses	162.42	1,080.60
	-----	-----
Net Income (Loss)	4,042.47	18,172.81
	=====	=====
Beginning Fund Balance		110,176.64
Net Income (Loss)		18,172.81
Ending Fund Balance		128,349.45

## Drake Community Library Endowment Fund - 1015

Type	Name	Date	Amount
Gift	Friends of Drake Community Library	07/25/2019	5,000.00
Gift	Caleb and Tina Elfenbein	07/30/2019	15.00
Gift	Clem and Leona Bodensteiner	08/27/2019	100.00
Gift	Emily Guenther	08/29/2019	25.00
Gift	Caleb and Tina Elfenbein	08/29/2019	15.00
Gift	Barbara Brown and David Lopatto	09/30/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	09/30/2019	24.99
Gift	Elaine Marzluff	09/30/2019	150.00
Gift	Joshua and Kelly Sandquist	09/30/2019	50.01
Gift	Elizabeth Trimmer	09/30/2019	30.00
Gift	Caleb and Tina Elfenbein	09/30/2019	15.00
Gift	Emily Guenther	09/30/2019	25.00
Gift	Marie Eisenman	10/01/2019	500.00
Gift	Robert and Nancy Cadmus	10/08/2019	100.00
Gift	Jeff and Harriett Dickey-Chasins	10/08/2019	50.00
Gift	Jonathan Andelson and Karin Stein	10/08/2019	100.00
Gift	Elizabeth Dobbs	10/08/2019	100.00
Gift	Dick and Carolyn Ritter	10/10/2019	200.00
Gift	Benjamin and Arlene Guenther	10/10/2019	25.00
Gift	Edward & Judith Scheer	10/17/2019	500.00
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Gift	Russelle Jones Leggett	10/31/2019	1,000.00
Gift	Joshua and Kelly Sandquist	10/31/2019	250.00
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Gift	Caleb and Tina Elfenbein	10/31/2019	15.00
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Gift	Arnold and Harriet Adelberg	10/31/2019	1,000.00
Gift	Scott and Delphina Baumann	10/31/2019	100.00
Gift	Douglas and Virginia Cameron	11/01/2019	1,000.00
Gift	Jeffrey and Renee Menary	11/12/2019	50.00
Gift	Jean Libbey	11/25/2019	100.00
Gift	Emily Guenther	11/29/2019	25.00
Gift	Caleb and Tina Elfenbein	11/29/2019	15.00
Gift	Miriam Baumann	12/16/2019	100.00
Gift	Gayle and Lois Strickler	12/18/2019	125.00
Gift	Emily Guenther	12/31/2019	25.00
Gift	Caleb and Tina Elfenbein	12/31/2019	15.00
Gift	Barbara Brown and David Lopatto	12/31/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	12/31/2019	24.99
Gift	Elaine Marzluff	12/31/2019	150.00
Gift	Joshua and Kelly Sandquist	12/31/2019	50.01
Gift	Elizabeth Trimmer	12/31/2019	30.00
Gift	Gary and Sally Maring	12/31/2019	300.00
Gift	Jean Jones	12/31/2019	400.00
** Total Gifts			12,600.00

# DCL Circulation Stats by Item Types

December 2019

Item type Group		Current	Same month	Current	Previous
		Month	Previous	Current	Previous
		Total	Year	YTD	YTD
	Book	2,289	2,140	14,609	15,247
	Special Book (7 day)	32	110	166	281
TOTAL ADULT BOOKS		2,321	2,250	14,775	15,528
TOTAL YA BOOKS	YA Book	226	204	1,577	1,653
		226	204	1,577	1,653
TOTAL CHILDREN'S BOOKS	Children's Book	2,505	2,017	18,696	17,222
		2,505	2,017	18,696	17,222
TOTAL PAPERBACKS	Paperback	259	176	2,490	2,253
		259	176	2,490	2,253
TOTAL AUDIO/VIDEO	Adult Audio	154	213	952	1,195
	Adult Video	137	214	1,225	1,291
		291	427	2,177	2,486
TOTAL YA AUDIO/VIDEO	YA Audio	14	12	138	84
		14	12	138	84
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	30	33	176	217
	Children's Video	158	90	1,270	779
		188	123	1,446	996
TOTAL MISCELLANEOUS	Periodicals	74	49	406	469
	Equipment	0	0	1	3
	ILL from other libraries	40	35	277	269
	ILL Mobius Delivery	0	0	0	0
	Misc. Other	25	21	79	92
		139	105	763	833
<b>Total Physical Item Circ</b>		<b>5,943</b>	5,314	<b>42,062</b>	41,055
	Bridges eBooks	639	609	3,540	3,174
	Bridges eAudiobooks	365	354	2,401	1,893
	RB Digital eAudiobooks	67	39	276	190
	Freegal MP3 Downloads	165	171	940	1,039
	Bridges eMagazines	41	15	108	135
	Kanopy Streaming Video*	178	na	1,135	na
<b>Total eResource Downloads</b>		<b>1,455</b>	1,188	<b>8,400</b>	6,431
*Kanopy service began June 2019					
<b>TOTAL CIRCULATION</b>		<b>7,398</b>	6,502	<b>50,462</b>	47,486

# DCL Circulation Stats by Borrower Types

December 2019

Btype Group	This	Same month	Current	Previous
	Month	Previous		
	Total	Year	YTD	YTD
Grinnell College Student	46	44	486	392
Iowa Resident: DCL patron	3,504	3273	24,445	24180
Open Access patron	588	393	3,582	3260
Library Board	70	27	253	147
Library Page	0	3	151	36
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
Staff (adult)	281	280	2,388	2047
<b>TOTAL ADULT PATRONS</b>	<b>4,489</b>	<b>4,020</b>	<b>31,305</b>	<b>30,062</b>
Bk Del (Homebound)	167	110	907	1168
Bk Del (Books in Baskets)	155	0	1,772	1350
<b>TOTAL DELIVERIES</b>	<b>322</b>	<b>110</b>	<b>2,679</b>	<b>2,518</b>
CLIK-Preschooler	79	194	729	1118
Kindergartner	94	52	597	509
1st Grader	128	52	668	325
2nd Grader	11	56	399	717
3rd Grader	27	42	462	523
4th Grader	140	56	627	684
5th Grader	90	15	704	412
6th Grader	38	45	553	346
<b>TOTAL CHILDREN</b>	<b>607</b>	<b>512</b>	<b>4,739</b>	<b>4,634</b>
Home School Child (discontinued)		0	0	320
Home School Provider	323	440	2,360	2043
Preschool Teachers	0	0	178	212
Teacher G-N Schools	66	0	119	149
Teacher Not G-N Schools	40	12	238	302
<b>TOTAL EDUC. PROGRAMS</b>	<b>429</b>	<b>452</b>	<b>2,895</b>	<b>3,026</b>
ILL sent to other libraries	40	22	176	137
LP sent to other libraries	60	189	359	667
<b>TOTAL SPECIAL LOAN</b>	<b>100</b>	<b>211</b>	<b>535</b>	<b>804</b>
<b>Total</b>	<b>5,947</b>	<b>5,305</b>	<b>42,153</b>	<b>41,044</b>

<b>DCL Other Services December 2019</b>				
	<b>CURRENT MONTH</b>	<b>Same mo. last year</b>	<b>YEAR TO DATE</b>	<b>Previous Y.T.D</b>
<b>COMPUTER USE BY PUBLIC</b>				
Main Area Computers	<b>698</b>	832	<b>5230</b>	5562
Children's Computers	<b>59</b>	119	<b>562</b>	854
Little Kids Computers	<b>98</b>	91	<b>677</b>	848
<b>TOTAL COMPUTER SESSIONS</b>	<b>855</b>	1042	<b>6469</b>	7264
Distinct Users This Month	<b>229</b>	267		
Guest Logins	<b>75</b>	139		
<b>MEETING ROOM USE</b>				
Business Groups	<b>1</b>	8	<b>21</b>	50
Community Groups	<b>66</b>	47	<b>399</b>	375
Public Forums	<b>9</b>	3	<b>44</b>	35
Drop-In & Other Use	<b>38</b>	42	<b>252</b>	266
<b>Total Groups</b>	<b>114</b>	100	<b>716</b>	726
Business People	<b>10</b>	64	<b>191</b>	616
Community People	<b>830</b>	601	<b>8014</b>	6819
Public Forum People	<b>208</b>	23	<b>836</b>	2086
Drop-In & Other Use	<b>63</b>	88	<b>477</b>	606
<b>Total People Count</b>	<b>1111</b>	776	<b>9518</b>	9521
<b>LIBRARY PROGRAMS</b>				
Adult programs	<b>1</b>	1	<b>11</b>	24
Young Adult programs	<b>1</b>	1	<b>13</b>	14
Children programs	<b>18</b>	11	<b>175</b>	130
<b>Total Library Programs Offered</b>	<b>20</b>	13	<b>199</b>	168
Adult attendance	<b>8</b>	26	<b>298</b>	433
Young Adult attendance	<b>14</b>	2	<b>122</b>	113
Child attendance	<b>258</b>	200	<b>3648</b>	2628
<b>Total Library Program Attendance</b>	<b>280</b>	228	<b>4068</b>	3174
<b>ARCHIVE USE</b>	<b>22</b>	12	<b>164</b>	132
<b>DOOR COUNT</b>	<b>6386</b>	6117	<b>38674</b>	40214
<b>WIRELESS USERS</b>	<b>874</b>		<b>5962</b>	
<b>VOLUNTEERS</b>				
Number of	<b>22</b>	12	<b>126</b>	111
Total hours	<b>98</b>	80	<b>772</b>	741

<b>Online Learning and Reference Databases</b>				
<b>Reference Databases</b>				
Gale Reference Searches	<b>180</b>	44	<b>1146</b>	800
Credo Reference Searches	<b>0</b>	3	<b>9</b>	26
Chilton Online Auto Repair	<b>0</b>	0	<b>6</b>	21
Reference USA Phone Directory Searches	<b>226</b>	1	<b>271</b>	30
Mango Language Program Sessions	<b>5</b>	11	<b>50</b>	167
Transparent Language Program Sessions	<b>0</b>	46	<b>8</b>	152
Brainfuse (replaced Learning Express)	<b>1</b>	0	<b>101</b>	7
Ancestry.com Searches	<b>133</b>	17	<b>708</b>	733
Heritage Quest Searches	<b>0</b>	0	<b>208</b>	308
Niche Tutorial Views	<b>73</b>	52	<b>478</b>	411

**DRAKE COMMUNITY LIBRARY  
RECEIPTS  
as of 12/31/2019**

	<b>Previous balance</b>	<b>MTD</b>	<b>YTD</b>
County tax	4,233.50	4,233.50	8,467.00
Donations (ILL, mtg room use)	504.53	165.00	669.53
Fines	1,362.42	147.89	1,510.31
Fees (Malcom, Kellogg, Oakland Acres, Searsboro)	3,180.00	0.00	3,180.00
Lost materials	186.91	83.54	270.45
Photocopy	3,190.90	370.45	3,561.35
Miscellaneous (replacement cards)	39.00	4.00	43.00
<b>Total</b>	<b>12,697.26</b>	<b>5,004.38</b>	<b>17,701.64</b>

Carryover from November 30, 2019	580.94
Plus total from December, 2019	5,004.38
Less undeposited receipts	75.00

**Total recorded at City Office** **5,510.32**

**GIFT ACCOUNT (167 detail)**

Balance as of November 30, 2019 \$ 90,877.62

**RECEIPTS**

Qi Gong	65.00
C. Molison	200.00
T. Pagliai	750.00
G&K Johnson	50.00
In memory of Sheila Sadler	30.00
Lions Club for LP books	300.00

Total Gift Revenue **\$1,395.00**

**EXPENDITURES**

Dayton Meats - City holiday party supplies	75.00
Reimb. M.Vigil - holiday/retirement party supplies	159.14
Amazon - Bookin' IT Books	109.73

Total Gift Expenditure **\$343.87**

**Balance on December 31, 2019** **\$91,928.75**

## **DRAKE COMMUNITY LIBRARY MATERIAL SELECTION POLICY**

### **Introduction and Scope**

The purpose of the Drake Community Public Library is to provide circulating and reference materials to meet the needs of library users regardless of age, sex, origin, background, or views. It is the policy of the library to select materials (including print and non-print media) that fulfill literary, informational, occupational, educational, and pleasurable needs. Materials of contemporary and historical significance, permanent value, as well as materials for purely recreational interest will be provided in order to meet the needs of all members of the community.

The basic principles set forth in the American Library Association's publications, the "Library Bill of Rights", the "Freedom to Read" statement, and the "Labeling and Ratings" interpretation, shall be maintained in the selection of library materials. See Appendices A-C.

In choosing materials for its collection it is the intent of the library to serve all of the community, neither to promote nor to censor the ideas or opinion of any particular group within or outside Grinnell.

The Library does not consider it necessary or desirable to collect all materials on a subject if the materials tend to duplicate each other. Because Burling Library at Grinnell College is open to the public, and because of the availability of materials in school media centers and on Interlibrary Loan, Drake Community Library does not attempt to act as a research library, nor to supply materials that relate only to the curriculum of the schools. Curricular items, however, that are also of interest to the general public or that might be considered a supplement to the curriculum will be considered for purchase.

The Library acts as a selector rather than a censor. In censoring, materials are intentionally withheld because of their contents. In selecting, materials are judged in their entirety, balancing the item under consideration with the Library's present collection, community needs and desires, and budget. Works are viewed with regard to their value, authority and effectiveness of presentation.

### **Responsibility**

Responsibility for materials selection rests with the Director, and those designated by the Director, working under the authority of and the policies determined by the Board of Trustees. Selectors attempt to identify community needs and determine areas of the collection that are inadequate and/or are out-of-date.

Because it is difficult to determine all community interests and needs, the Director welcomes recommendations from the public, the Board of Trustees, and staff. These suggestions are given immediate consideration and research is done to find professional reviews for each title. Such requests are subject to the normal selection criteria.

### **Legal, Medical, and Religious Works**

Only those legal and medical works that are useful to laymen will be purchased. Advice in the areas of law and medicine will not be given.

Books proselytizing for the principles and practices of a specific religious denomination are not purchased with tax money.

### **Textbooks**

The library does not attempt to purchase textbooks or other curriculum-related materials except as such materials also serve the general public.

### **Print on Demand**

Print-on-demand or works published by subsidy publishers will usually not be added unless they have been positively reviewed in established sources, received considerable media attention, or pertain directly to Iowa or Iowa history.

### **Donations**

The Drake Community Library may accept donations of real or personal property at the discretion of the Director and the Board of Trustees. Donations will be received as detailed in the Drake Community Library Donations Policy.

### **Selection Aids**

The Director relies on professional reviews and recommendations in library journals as the major sources of information in making acquisitions. Subject bibliographies and books listing basic library collections are used, as well as the recommendations of professionals in fields relating to the books under consideration. No one source is used exclusively.

### **Evaluation and Withdrawal**

To keep the collection current and to meet the needs of the library's users, materials are evaluated on an ongoing basis. Items that are no longer considered useful may be withdrawn. Criteria for withdrawal may include currency of information, inclusion in

standard bibliographic sources, circulation history, or physical condition. No single criterion will be applied automatically to identify an item for withdrawal.

### **Use of Library Resources**

Each item selected for the Library is judged on its own merit. Materials purchased will not be marked to show approval or disapproval of their contents or any parts thereof. No item will be sequestered except to protect it from injury or theft. Library user's concerns regarding the presence or absence of any library materials shall be presented to the Director.

The Library welcomes comments and criticisms of its collections. However, no citizen in a democracy has a right to prevent another from reading a specific book by demanding its removal from the library's shelves. A library user who is not satisfied with the Director's determination will be asked to obtain the form "Citizen's Request for Reconsideration of Materials" (Appendix D) from the Director or Youth Services Director and to complete it in its entirety. Once the request for reconsideration has been submitted to the Director, the Board of Trustees will determine appropriate action according to normal parliamentary procedure of the Board. The Board declares, as a matter of firm principle, that no challenged library material shall be removed from this library under any putative legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

Responsibility for the reading by children rests with the parents or legal guardian. Selection of materials is not restricted by the possibility that children may obtain materials their parents consider inappropriate.

Reviewed 9/09  
Revised 01/14  
Revised 12/16  
Reviewed 01/20

# Library Bill of Rights

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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 that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove 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.

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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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

*A Joint Statement by:*  
American Library Association  
Association of American Publishers

*Subsequently endorsed by:*  
American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## LABELING AND RATING SYSTEMS

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### *An Interpretation of the LIBRARY BILL OF RIGHTS*

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Labels on library materials may be viewpoint-neutral directional aids designed to save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the material. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Many organizations use rating systems as a means of advising either their members or the general public regarding the organizations' opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the Library Bill of Rights. When requested, librarians should provide information about rating systems equitably, regardless of viewpoint.

Adopting such systems into law or library policy may be unconstitutional. If labeling or rating systems are mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation. In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009.

**Drake Community Library  
Material Selection Policy, Appendix D**

**CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS**

Date \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Individual represents:  Him/herself

Organization (Please list name) \_\_\_\_\_

Other \_\_\_\_\_

(Use back of form if necessary.)

1. To what in the material do you object? (Please be specific; cite pages)
2. What do you feel might be the result of using (or reading) this material?
3. For what age group would you recommend this material?
4. Is there anything good about this material?
5. Did you read, view, or listen to the entire work?  
If not, what parts?
6. What do you believe is the theme of this material?
7. What would you like your library to do about this material?
8. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of this subject?

Signature \_\_\_\_\_

## DRAKE COMMUNITY LIBRARY INTERNET USAGE and WIRELESS POLICY

### Purpose

The purpose of public access to the Internet is to augment the library's collection and to support the community's informational needs, life-long learning opportunities, and cultural and leisure activities. The library has no control over the information accessed through the Internet and cannot be held responsible for its content. As with other library materials the library affirms responsibility of parents or guardians to guide their children's use of the Internet.

### Confidentiality

The Internet is not a secure, private environment. The library cannot guarantee confidentiality over the Internet. Library users handling financial transactions or other activities that require confidentiality do so at their own risk. In general, electronic communication is not absolutely secure and is subject to outside intervention.

It is the library's practice not to maintain a history of an individual's computer use. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a user has entered. Usage history is erased at the end of each individual computer session.

### Responsibilities of the Library

The library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The authority to determine what is obscene rests with the court system of Iowa (Sec. 728.6, Code of Iowa<sup>1</sup>). The availability of information does not constitute endorsement of the content by Drake Community Library. Library staff may require that a user cease Internet use if such use is considered to be disruptive to the library environment.

Drake Community Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof.

As stated in the American Library Association's Statement on Library Use of Filtering Software, "... the use of filtering software to block access to constitutionally protected speech violates the Library Bill of Rights;<sup>2</sup>" The American Library Association's Library Bill of Rights is incorporated into the By-Laws of Drake Community Library. The library will not censor access to material and is not responsible for the availability or accuracy of information found on the Internet.

The library provides high-speed Internet access but cannot guarantee uninterrupted service.

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<sup>1</sup> Code of Iowa: containing all statutes of a general and permanent nature. Des Moines: State of Iowa, 1924-

<sup>2</sup> "Statement on Library Use of Filtering Software", American Library Association Intellectual Freedom Committee, July 1, 1997; Rev. November 17, 2000

The library complies with the United States Copyright Law, and all other federal, state, and local laws relating to the use of the Internet and other electronic media.

The library is not responsible for work or information lost due to computer or system malfunction.

### **Responsibilities of Library Users**

Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. Library staff may require that a user cease Internet use if such use is considered to be disruptive to the library environment.

Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. It is illegal to use the library's computers to access, view, print, distribute, display, send, or receive material that violates state or federal laws (Sec. 728.2, Code of Iowa<sup>3</sup>), including those relating to child pornography and content that is obscene or "harmful to minors."<sup>4</sup>

Users may download information to a personal storage device.

Users may not install personal software on library computers.

Users may not make any attempt to alter, damage, or cause degradation to library equipment or system performance.

### **Wireless Internet Use**

The library provides free, unsecured, wireless Internet access for public use. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public Internet access provided by the library.

The Drake Community Library's Internet and Wireless Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

**Adopted: 01/14** (replaces the DCL Internet Usage Policy and the DCL Wireless Policy)

**Reviewed: 12/16, 01/20**

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<sup>3</sup> Code of Iowa: containing all statutes of a general and permanent nature. Des Moines: State of Iowa, 1924-

<sup>4</sup> Guidelines for Internet Acceptable Use Policies : Public Libraries and Considerations for Developing a Public Library Internet Use Policy", American Library Association, <http://www.ala.org/advocacy/intfreedom/iftoolkits/litoolkit/internetusepolicies>, 12/31/2019.

## DRAKE COMMUNITY LIBRARY POLICY ON UNATTENDED CHILDREN

In order to provide for the general welfare of all persons using Drake Community Library, and especially for the general safety of children, and, in order to prevent undue disruption of regular library activities, the following regulations have been adopted by the Board of Trustees, Drake Community Library.

Children seven (7) years of age or younger must have a responsible caregiver within visual contact and in their immediate vicinity while on library premises.

Exceptions may be made by library staff for children age three (3) and older who are attending select library programs. When an exception is made, the responsible caregiver is expected to remain in the library building and available during the program and to immediately join the child at the end of the program.

When library staff is made aware of an unattended child, library staff will make a reasonable attempt to locate the responsible caregiver. If the responsible caregiver is not located, library staff will notify the police.

Although young persons age eight (8) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers. The Library's Behavior policy defines behaviors that will result in a request for the person to leave the library. A young person who is not able to leave the library without an adult should not be left alone at the library.

The Drake Community Library assumes no responsibility for children left unattended on library premises.

Reviewed 9/10

Revised 01/14

Reviewed 01/17

Reviewed 01/20