



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Library Board Regular Meeting

Wednesday, February 23, 2022

12:00 PM

Helmi Jensen Community Room
& Zoom

1. Call to Order / Roll Call

2. Approval of Minutes

A. Minutes of previous meeting presented for approval.

3. Amendment and Approval of Meeting Agenda

4. Persons to be Heard Related / Unrelated to Agenda

5. Director's Report

A. February Library Closure: Half of the collection was inventoried (about 20,000 items), and the catalog updated. The next half of the collection will be inventoried in early 2023. Staff were also certified in CPR.

Build a Better World Winter Reading Challenge: Sixty-nine people participated, reading a total of 58,675 minutes. Eighteen challenges were completed that included doing something for a non-profit, neighbor, the environment, or a self-care activity. Karen Dillman & Hahnah Hofstetter were the winners. Both winners wanted to split the winnings between 2 organizations so \$250 to each organization, they chose: Five Finger Lighthouse Society, Petersburg Rotary Club, Humanity In Progress, Petersburg Humane Association. Thank you to the Friends for making this program possible!

Alaska Library Association Conference: The conference is online this year and will be held in late Feb. The Library Director will attend some sessions.

6. Unfinished Business

7. New Business

A. Art Education Endowment Funding Request: An amount not to exceed \$1000 is requested for an art class with Pia Reilly that is schedule for April. Funds will be used for supplies and instructor fees. The fund guidelines are attached.

B. FY23 General Fund Budget: There is an increase of \$17,897 over FY22 due to wages/benefits. Operating Supplies have been reduced by \$1500 and utilities has been increased by \$1500.

C. An amendment to the library's meeting room policy is proposed. This will allow staff to cancel a room booking in the event the person booking the room does not show up. The reservation would be canceled 30 minutes after the reservation was scheduled. This will make the room available for other patrons to use.

D. Collection Development Policy: The Alaska State Library is requiring all public libraries update their Collection Development Policy prior to submitting an FY23 Public Library Assistance Grant application. The application is due April 1. The current Material Selection Policy and an updated Collection Development policy are attached.

8. Discussion Items

A. Friends of the Library Updates

B. Next Meeting: Tentatively scheduled for Wednesday March 30 at noon.

9. Adjourn



Petersburg Borough

12 South Nordic Drive
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Meeting Minutes Library Board Regular Meeting

Wednesday, January 26, 2022

2:00 PM

Via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/83632119572>

1. Call to Order / Roll Call

Chair Menish-Meucci called the meeting to order at 2:03pm

2. Approval of minutes from Dec 1, 2021 meeting.

A. Approval of minutes

The minutes of the Dec 1, 2021 meeting were unanimously approved.

3. Amendment and Approval of Meeting Agenda

The agenda was unanimously approved.

4. Persons to be Heard Related / Unrelated to Agenda

There were no persons to be heard at the meeting.

5. Director's Report

A. 1/26/2022 Director's Report

Kris Norosz made a \$500 donation for kid's programming which was matched by the Rasmuson Foundation (\$1000)

The Building a Better World Challenge runs through the end of January. As of 1/18 fifty-nine people were enrolled.

Creative Play Watercolor Series with Lisa Schramek: Our first in person class! The class is every Saturday in Jan

Snow removal: We hired Derek Gibb in December to help keep up with the parking lot. It's been a challenge but we're muddling through.

Our roof was fine during the recent heavy snowfall. No leaks or issues.

We had a frozen sewer line, this was cleared up quickly

The library will be closed Feb 7-10 for inventory and projects

In addition to the report as filed it was added that the Voices of Séet Ká Kwáan radio show/podcast is scheduled to launch Thursday Feb 3. The website is www.psglib.org/voices

Member Thompson agreed to send a letter to Kris Norosz thanking her for her donation.

6. Unfinished Business

- A. The sign has been installed on the door to the Helmi Jensen Community Room, it looks great! The graphic on the design is based on Helmi's artwork and adapted by graphic designer Lori Vries. Homeport Electronic cut and installed the vinyl.

7. New Business

- A. John McCabe donated \$10,000 to the Petersburg Library Art Education Endowment on Jan 10, 2022. His contributions to date are \$131,540. The balance of the fund is \$180,453. A letter acknowledging his donation is attached for Board approval.

Board members gratefully acknowledged John's incredible generosity. Chair Menish-Meucci will sign the acknowledgement letter.

- B. The Alaska Community Foundation has released the annual endowment spendable amounts. A summary of the library's endowments and cumulative spendable amounts is attached.
- C. The Borough's annual budget process is underway. The budget calendar is attached. A draft library budget will be presented at the Feb Board meeting.

8. Discussion Items

- A. **Friends of the Library Updates:** The next book sale is scheduled for Saturday Feb 5.
- B. The next meeting will be held Wednesday Feb 23 at noon (*note time change*). It is anticipated that this meeting will be a combined in-person/Zoom meeting.

9. Adjourn

PETERSBURG PUBLIC LIBRARY ART EDUCATION ENDOWMENT GUIDELINES

The purpose of the Petersburg Public Library Art Education Endowment Fund is to support art education programs for children, teenagers and adults using the Petersburg Public Library. The Art Education Endowment guidelines and a report of the annual distributions is available from the library upon request. The guidelines are posted on the library’s website. Funds received by the library from the Art Education Endowment (AEE) must be allocated for art education materials, activities, and programs in generally accepted art domains such as visual arts, writing and performance. The AEE was established by Petersburg resident John J. McCabe in 2012; it is a Donor Designated Fund held and managed by the Alaska Community Foundation.

GENERAL GUIDELINES

- AEE funds may not be used to purchase or maintain general office supplies or equipment.
- Up to fifty percent of the AEE spendable funds received by the Petersburg Public Library can be utilized to fund library personnel who are assigned, with Board approval, specified units of time and salary to implement, coordinate, or conduct art education programs.
- Oversight for disbursements of AEE spendable amounts is provided by the elected Board of the Petersburg Public Library; the guidelines for fund disbursements are noted in this document; the disbursement of spendable funds is independent of the Borough Assembly or other governing bodies.
- It is the responsibility of the Director and the Library Board to ensure that the AEE guidelines are followed, and violations of the guidelines do not occur.
- Per the Alaska Community Foundation (ACF) rules, revisions to the AEE guidelines can only be authorized by John J. McCabe, the AEE founder.

RELEASE OF FUNDS

Procedures for release of funds:

- The Library Director will recommend to the Library Board activities and programs to be funded by the AEE.
- The Library Director will, at a minimum, present to the Board for its approval one AEE activity or program within a two-year period that follows the last Board approved AEE activity or program.
- Board members will receive a printed or electronic copy of the AEE guidelines for review when making decisions regarding AEE funds for an activity or program.

- When funding for an activity or program is approved by the Board, the Library Director will request the ACF to release funds from the AEE spendable balance to the Petersburg Public Library.
- Any AEE funds received by the Library, and not expended for art education materials, activities or programs must be reinvested in the AEE Fund.

FUND INTEGRITY

If a violation of the guidelines occurs it should be reported immediately in writing to the Alaska State Librarian. The State Librarian will determine if the guidelines have been violated and, if so, inform the Petersburg Public Library and the Petersburg Borough. If needed, the State library can consider extenuating circumstances. The Petersburg Public Library and the Petersburg Borough must correct violations within one year.

If the State Librarian finds that the fund guidelines have been violated or the Petersburg Public Library Board and/or the Petersburg Public Library is dissolved, or terminated by the Petersburg Borough, the following criteria below must be followed:

- The Alaska State Librarian will decide which library will be awarded the AEE Fund.
- The Alaska State Librarian is not required to consult, or have approval, of the ACF in decisions related to the dissolution, or termination, of the Petersburg Library Board, or any successor Library Boards.
- The Alaska State Librarian is authorized to decide whether the Petersburg Library Board has been dissolved, or terminated, using the criteria listed in the section of this document titled: Dissolution/Termination of the Petersburg Public Library.
- The Alaska State Librarian will use the following guidelines when selecting an Alaskan public library to award the AEE Fund:
 - A public library in a community of more than 5,000 citizens that is established as an incorporated city or borough in the state of Alaska.
 - Preference given to a public library from Southeast Alaska.
 - If there is not a public library in Southeast Alaska that meets the above AEE selection criteria, the Alaska State Librarian will select an Alaska public library from a community with a population of more than five thousand citizens.
 - Should any successor library awarded the AEE fund be dissolved or terminated the Alaska State Librarian will use the criteria in these guidelines, to award the AEE Fund to a library that meets the selection criteria.
 - The Alaska State Librarian will inform, in writing, the Alaskan public library awarded the AEE Fund, and require this library to submit to the Alaska State Library written notice that this library will accept the AEE Fund and follow the AEE guidelines when administering the fund.

- After the termination or dissolution of the Petersburg Public Library the Alaska State Librarian will notify the Alaska Community foundation of the name of the Alaska public library that he/she has chosen to become the controlling entity of the former Petersburg Public Library Art Education Endowment Fund.

DISSOLUTION / TERMINATION OF THE PETERSBURG PUBLIC LIBRARY

For the purposes of the AEE Fund the Petersburg Public Library Board (PPLB) is considered to be dissolved or terminated if one or more of the following events occur:

- The PPLB is no longer an elected library board, that is, Borough Library Board members are not voted into office as a result of an official Petersburg Borough public election.
- The Borough government reduces the number of Library Board members below five board members.
- The PPLB has a majority of appointed board members beyond the next Borough public election that allows voters to elect people to the Library Board.
- The PPLB, or the Petersburg Borough Government fails to follow or implement the AEE Fund per the AEE Guidelines.

John J. McCabe, AEE Fund Founder

Date

Marilyn Menish-Meucci, Library Board Chair

Date

Patience Frederiksen, Alaska State Library

Date

Petersburg Borough, Alaska
Library

110 Account Number	Description	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Adopted Budget	FY 22/23 Proposed Budget
Library					
Salaries & Wages					
572 500110	Salaries	198,500	193,263	215,635	227,486
572 500120	Overtime Pay	462	282	-	-
572 500200	Benefits	77,444	69,391	82,601	88,647
	Subtotal	276,406	262,937	298,236	316,133
Supplies					
572 501320	Operating Supplies	3,089	3,996	7,500	6,000
572 501321	Library Materials	12,946	36,845	27,000	27,000
572 501322	Periodicals	3,363	2,492	3,400	3,400
572 501340	Small Tools & Equip.	5,953	17,692	4,000	4,000
	Subtotal	25,350	61,025	41,900	40,400
Services & Charges					
572 501410	Professional Services	41,760	56,387	34,000	34,000
572 501420	Communications	11,873	11,655	12,000	12,000
572 501430	Travel & Training	2,643	756	-	500
572 501440	Advertising	3,822	245	500	1,000
572 501470	Utilities	23,138	25,623	25,500	27,000
572 501480	Repairs & Maintenance	30,184	14,988	30,000	30,000
	Subtotal	113,420	109,655	102,000	104,500
	Library Total	415,177	433,616	442,136	461,033

11,851 step increases

6,046 benefits increases

(1,500)

1,500

17,897

RULES AND REGULATIONS FOR MEETING ROOM(S)

approved by the Library Board 11/18/19

Individual and groups using library meeting rooms must meet the requirements of meeting room Rules and Regulations below. The meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The meeting rooms are available to all, including religious and political groups. The content of meetings is determined solely by the individuals or groups holding the meetings. The library does not support or endorse the viewpoints of the individuals or groups that meet in its facilities, individuals or groups using library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the library, unless permission to do so has been previously given by the Library Director. The library encourages the widest possible use of its meeting rooms by the community within the framework of this policy. Abuse of meeting room privileges may be grounds for denial of permission for future use.

- Adults 18 years and older, or 14 and older with authorization of library staff for educational purposes can use the meeting rooms. Users must complete a meeting room reservation form and may be asked to provide proof of insurance.
- Direct sales are prohibited and no fees can be charged by groups or individuals using library meeting space.
- Meeting rooms are available during scheduled Library hours only.
- Cancellations must be received 24 hours prior to the scheduled booking or limitations may be placed on the individual/organizations ability to book a meeting room in the future.
- Failure to arrive at the time of booking will result in the reservation being cancelled 30 minutes after the booking time to allow for other patrons to use the room.
- Library programs have priority over all other uses. Other programs will be scheduled on a first-come basis with priority given to governmental and non-profit use.
- AV equipment is available for use. Contact person must arrange training in advance with library staff. Use of this equipment may be restricted by the availability of library staff to assist with support.
- All meeting room users must abide by the library's Customer Code of Conduct.
- Reasonable care of the room and its furnishings will be the responsibility of any group using the facility. If excessive cleaning or repairs are necessary, the contact person is financially responsible.

Attendance must not exceed the fire code regulations.

- The Library Director and/or designated staff members have the authority to accept, renew, or reject requests for use of the room under the established

policy. To promote the accessibility of the meeting rooms to a wide variety of community groups, the library may limit meetings for any organization.

COLLECTION DEVELOPMENT POLICY (PROPOSED REVISIONS - FEB 2022)

Purpose of Collection Development Policy

The Collection Development Policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs and interests of the Petersburg community. It directly relates the collection to the library's mission statement and defines the scope and standards of the various collections.

As the community changes, PPL reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

PPL MISSION: WE CONNECT YOU TO THE WORLD OF IDEAS

In support of its mission "to connect you to the world of ideas," the library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, distasteful, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Scope of the Collection

The primary responsibility of Petersburg Public Library is to serve the citizens of the Petersburg Borough by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups and organizations in the effort to attain practical solutions to daily problems, and to enrich the quality of life for all community members.

Budget and space limitations, as well as local needs, preclude the library from duplicating the specialized and comprehensive collections that exist elsewhere in Alaska. Access to these collections is provided through cooperative networking, interlibrary loan, and direct referral.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under the Director's supervision, selection may also be delegated to library staff. All staff members and members of the public are encouraged to recommend materials for consideration.

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

Material Selection

For a well-rounded collection, staff select materials based on local and national demand, professional and popular media reviews, and recommendations from the public. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

Criteria

All materials, whether purchased or donated, are subject to the criteria listed below

- Current and anticipated needs and interests of the public
- Treatment of subject for intended audience
- Physical durability
- Creative, literary, or technical quality/merit
- Quality of the production
- Cost and availability
- Evaluations in review media
- Relation to existing collection and other materials on the subject
- Space and budgetary limits
- Suitability of the format for library use
- Availability in other formats
- Local content

An item need not meet all of these standards to be included in the library's collection. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or guardians.

Suggestions for Purchase

The library strongly encourages input from the local community concerning the collection. A suggestion for purchase procedure enables Petersburg citizens to request that a particular item or subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help staff in developing strong collections which serve the interests and needs of the community.

Formats

The library collects materials in a variety of formats including print, audiovisual, and digital. When choosing a format for a physical item, consideration is given to the condition and durability of the materials used in the item's construction and how the item will hold up over time. Materials which are delicate or require special handling may not be suitable for our collection.

When selecting audiovisual and digital materials, the most commonly used format is chosen. Formats rendered obsolete due to the prevalence of a new format will not be added to the collection.

Collection Maintenance

Deselection of material from the collection is a vital part of successful collection maintenance. The same guidelines used for selection of library materials provide the underlying principles for deselection, for which the library uses industry standard MUSTIE (from the CREW Method Guidelines for Weeding).

Continuous evaluation is necessary to ensure that the library's materials are useful and accessible. Items are regularly removed to keep the collection current, accurate, and appealing. Authority of the work and author, quality of the publisher, currency of the material, condition of the item, number of additional copies of the title, relevance to the needs of the community, circulation count and format are all considered when removing materials from the collection. "Last copy" status is not a consideration.

Gifts

The library accepts donations of library materials or money to purchase them, with the understanding that gifts to be added to the collection must meet established selection criteria. Gifts not retained for the collection may be given to other libraries, schools, or nonprofit groups, sold, or otherwise disposed of, the choice being the library's entirely.

No condition or restriction on gifts can be honored unless agreed upon by the librarian and donor before delivery of the gift. The library cannot legally appraise gifts for tax purposes.

Intellectual Freedom Policy

The Petersburg Public Library endorses the principles of the Freedom to Read Statement, the Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association.

As proclaimed in the Bill of Rights to the United States Constitution, freedom of expression, specifically the right to publish diverse opinions, is essential to the democratic form of government. A public institution committed to the principles of democracy and intellectual freedom, Petersburg Public Library recognizes its obligation to provide as wide a spectrum of materials as possible.

Diverse points of view, including controversial and unorthodox subjects, are available in this collection. Inclusion in the collection does not imply library approval of or agreement with the contents.

Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

No restrictions are placed on what anyone may read, view, or listen to. Selection of materials to include in the collection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the material in relation to building the collection and to serving the needs and the interests of all users.

Individuals or groups may occasionally question the inclusion of an item in the collection because of fear or doubt about the effects of the material on impressionable persons. Although the library understands this concern, it is the library's position that the risk to society is far greater if public access to ideas and information is restricted. While anyone is free to select or reject materials for themselves or their own minor children or wards, the values of one will not be imposed on the many. Parents and legal guardians have the responsibility for their child's or ward's use of Library materials.

The library is opposed to the removal from its shelves, at the request of any individual or group, materials which have been chosen according to the materials selection policy.

Reconsideration of Library Materials

Community members wishing to recommend the removal or reclassification of a particular item in the collection may submit a *Request for Reconsideration of Library Materials* form (see below). Once a written *Request for Reconsideration of Library Materials* form is received by the Library Director, the process is as follows

- The Library Director will review the item within the context of the library's Collection Development Policy and, as appropriate, the Library Bill of Rights, the Freedom to Read, the

Freedom to View Statements, and the American Library Association's (ALA) guidelines on intellectual freedom.

- Once this process is completed, the Library Director may issue a written response or, at their discretion, request that the Library Board consider the request at the next scheduled Board meeting.
- Once the review process is complete a written response will be mailed to the requester, stating the outcome of the review. If still unsatisfied, the requestor may present concerns to the Library Board, which is the final arbiter in matters of this nature.
- The final authority regarding removal or retention of library materials ultimately resides with the Library Board.

REQUEST FOR RECONSIDERATION OF MATERIAL

Petersburg Public Library, and the Library Board, supports the American Library Association's Library Bill of Rights. We also value the community member's right to express their concerns regarding materials that are a part of the library's collection. If there is an objection to an item being in the library's collection, there is an option to request that the item be re-evaluated. The requesting library patron must complete this form and submit it to library staff.

Once the completed form has been submitted the Library Director will review the item within the context of the library's Collection Development Policy and, as appropriate, the Library Bill of Rights, the Freedom to Read, the Freedom to View Statements, and the American Library Association's (ALA) guidelines on intellectual freedom. Once this process is completed, the Library Director may issue a written response or, at their discretion, request that the Library Board consider the request at the next scheduled Board meeting. Once the review process is complete a written response will be mailed to the requester, stating the outcome of the review. If still unsatisfied, the requestor may present concerns to the Library Board, which is the final arbiter in matters of this nature. The final authority regarding removal or retention of library materials ultimately resides with the Library Board.

Please respond to the following:

A. Description of item concerned:

- Book
- DVD
- Magazine
- Other (describe)

Author/Artist: _____

Title: _____

Publisher or Distributor: _____

B. Questions about the item:

What do you find objectionable and/or offensive about this item? Please give specific examples, including listing pages or sections (attach additional sheets if needed).

Did you read/view/hear the entire work? Yes No

If not, what parts did you read/view/hear?

Have you read any published reviews of this item? Yes No

If yes, please give name and date of publication:

What would you like the library to do about this item?

Do you have a recommendation for an alternative to this item?

C. In order to respond to your request, we need the following information:

Your name: _____

Address: _____

Telephones: Day _____ Evening _____

E-mail address: _____

Representing: Self Organization (Name) _____

Other (Identify) _____

D. Signature of person submitting the Reconsideration Form:

_____ Date _____

Petersburg Public Library appreciates your interest in the library's collection. *You will receive notification of the progress or decision of this request within thirty days from the date the form is received by the library.*

E. Signature of Library staff member receiving the Reconsideration Form:

_____ Date _____

CURRENT POLICY

1. SELECTION OF LIBRARY MATERIALS POLICY

Approved by the Petersburg Public Library Board 2/28/11

1.1. General Statement of Purpose

The Petersburg Public Library strives to inform, enlighten, and empower every person in our community. The Library and the Library Board upholds the democratic right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals the Petersburg Public Library offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution and Section 1.5 of the Alaska State Constitution. The Library Board endorses the American Library Association's Library Bill of Rights and all interpretations pertinent to the selection and use of library materials.

1.2. Objectives of the Collection

The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

The collection is presented to provide individual access to information and materials in various formats to serve a wide variety of needs:

- To enhance humanity and the enjoyment of life according to the full exercise of free choice
- To assist in developing the skills and abilities needed for economic success
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community
- To encourage and enhance personal, artistic, and intellectual growth

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Board considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject

materials for themselves or their own minor child(ren), the freedom of others to read, view or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

The Board recognizes that library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, and electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

1.3. Selection

The responsibility for the collection rests with the Borough Librarian under the authority of the Library Board. Direct selection of library materials is delegated to staff members qualified for this duty by education, training, interest and job classification.

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats.

Websites linked from the Library's homepage or catalog are subject to the same selection criteria as other materials.

The Board recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately

be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

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

Gift items are subject to the same selection criteria used for purchased materials.

1.4. Constitutional Protection

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Alaska State Constitution.

If a court having jurisdiction over Petersburg Public Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons until a final court ruling is made after all appeals are exhausted.

1.5. Withdrawal of Materials

The Board recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Withdrawal of library materials is vested in the Borough Librarian who may authorize qualified staff to assist. The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of library materials based upon any controversy. Such materials will be deemed to have been withdrawn by the Board according to the guidelines stipulated in the library's Intellectual Freedom/Reconsideration of Materials Policy.

1.6. Gifts

The library accepts donations of materials or money to purchase them, with the understanding that gifts to be added to the collection must meet established selection criteria. Gifts not retained for the collection may be given to other libraries, schools, or nonprofit groups, sold, or otherwise disposed of, the choice being the library's entirely.

No condition or restriction on gifts can be honored unless agreed upon by the librarian and donor before delivery of the gift. The library cannot legally appraise gifts for tax purposes. Gifts of money, real property, and/or stock will be accepted if any conditions attached to them are acceptable to the Library Board.

1.7. Copyright

The Petersburg Public Library intends to abide by copyright law. Patrons who use library materials are responsible for the legal use of those materials.

2. INTELLECTUAL FREEDOM POLICY

Approved by the Petersburg Public Library Board 4/2005

The library does not promote particular beliefs or views, nor does the selection of any item imply endorsement of its views. The purpose of the public library is to be a resource where individuals can examine many points of view and come to their own conclusions. The library attempts to provide materials representing different sides of controversial issues. Access to library materials will not be restricted beyond what is required to protect materials from theft or damage.

The Petersburg Public Library Board endorses the America Library Association’s *Library Bill of Rights* and *the Freedom to Read Statement*. These documents are considered guiding principles for this collection development policy and are appended to these policies.

Responsibility for the reading and information access of children rests with their parents and legal guardians. Parents who wish to limit or restrict the reading of their own child should personally oversee that child’s choice of library resources. Selection of library materials will not be inhibited by the possibility that items may be seen by children. The library encourages parents to be involved with their children’s reading and library use and will work with parents to find materials they deem appropriate for their children.

2.1. Reconsideration of materials

The content or manner of expressing ideas in material that is purposely selected to fill the needs of some library users, may, on occasion, be considered to be offensive by other library users. The library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material. The Library welcomes expression of opinion by patrons, but will be governed by the Materials Selection Policy in making additions to or deleting items from the collection.

Should a patron have a complaint about library materials, the following sequential process will be followed. Questioned materials will not be removed or restricted at any point in this process unless an official determination has been made to do so.

- Informal discussion with the Borough Librarian. The selection policy will be explained and a copy of the collection development policy provided if the patron wishes it.

- If the patron is not satisfied with the informal discussion, the patron may submit a written Materials Selection Inquiry to the Borough Librarian explaining his or her concerns and actions desired.
- Upon receiving the Inquiry, the Borough Librarian will make a decision whether to retain the material, remove it, or take other appropriate action. The patron will be notified immediately of the decision and given a full explanation of the decision. Information concerning the process to appeal the Librarian's decision will also be included.

If the patron is not satisfied with the decision of the Borough Librarian, he or she may file a written appeal with the Petersburg Public Library Board. The Library Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Petersburg Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director based on the library's Material Selection Policy. The board shall notify the complainant of its decision in writing. No further appeals will be heard. No other reconsideration of this material will be addressed unless the grounds for complaint are substantially different from the previous reconsideration