

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

June 13, 2024

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
**SUBJECT: REVISION OF THE DISPLAYS IN LIBRARIES AND MATERIALS
SELECTION POLICIES**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners ("Board"):

1. Approve the revision to the Board of Library Commission Policies, Section: 1:323 Displays in Libraries Policy.
2. Approve the revision to the Board of Library Commission Policies, Section: 1:340 Library Materials Selection Policy.

B. STATEMENT OF FACTS:

1. The Displays in Libraries policy underwent its last revision on June 9, 2005. Limited in scope, the previous version only addressed community bulletin board postings. The updated policy expands the section on community bulletin boards and now incorporates language that specifically covers staff-curated physical and digital material displays within libraries and describes the purpose of displays.
2. The Library Materials Selection Policy underwent its last revision on April 5, 2013. Since then, there have been shifts in the type of materials the library acquires and the formats in which the materials are published and produced. This revision to the Board policy deletes outdated terminology and provides updated language that has changed due to evolving technologies. The Materials Selection Policy guides the library in its acquisitions decisions.
3. The principal changes to the Materials Selection Policy involve updating selection criteria. The revisions include considering demographic data on languages spoken, collecting materials representative of the city's diverse communities, and modernizing the selection criteria for digital content.

4. A staff committee, comprised of members with diverse roles and responsibilities, thoroughly reviewed and updated the Displays in Libraries and Materials Selection policies to ensure their relevance and modernness.
5. The City Attorney has reviewed the updated policies.

Attachments

Prepared by: Jené Brown, Director of Emerging Technologies & Collections
Reviewed by: Susan Broman, Assistant City Librarian

1:323 Displays in Libraries:

The purpose of this policy is to establish guidelines for creating and managing displays at Los Angeles Public Library. Displays serve as a means to promote educational, cultural, and intellectual enrichment in the community.

This policy applies to all displays within Los Angeles Public Library, including but not limited to books, artwork, exhibits, informational materials, and promotional materials.

Displays Created by Library Staff:

The Los Angeles Public Library creates physical and online displays and exhibits to draw interest to the library's collections, events, and programs and to provide free and easy access to information, ideas, books, and technology that enrich, educate and empower every individual in our city's diverse communities.

Library staff plan, organize, and assemble topical displays of library materials based on the following:

- Celebration and reflection of diverse heritages, interests, and cultures people of Los Angeles
- Historical, educational, or regional significance
- Connection to current local, regional, or national events or trends
- Relation to library collections, resources, exhibits, and programs
- Space availability

Library staff design displays to appeal to various ages, interests, and information needs. Staff-initiated displays and exhibits may include topics, books, media, artifacts, photographs, artwork and other appropriate materials or resources.

Community Bulletin Boards:

Limited space is available in most library facilities for bulletin board postings to promote library programs and services. If additional space is available, the library may accept material from non-profit organizations and institutions for cultural and educational value to the community.

The material must be submitted to the head of the appropriate branch or department for approval. Material will be posted if space is available on a first-come, first-served basis and will be removed at the library's discretion. The following will be the priority order for accepting material from an agency: Library and Library Support groups, the City of Los

Angeles, Neighborhood Councils, county, state, and federal agencies, and general cultural or educational organizations.

The library reserves the right to refuse any display that is inconsistent with its mission or policies. The following materials will not be accepted for posting:

- Materials that advocate for or against current candidates or ballot measures;
- Materials advertising, soliciting, or promoting commercial products or services other than from a historic perspective;
- Materials that do not clearly identify the entity responsible for the posting;
- Materials which could lead to a breach of peace or which advocate the violation of criminal law;
- Defaming or obscene materials as defined by the United States Supreme Court;
- Recruitment materials for volunteer participation in medical trials.

~~Material for political and for-profit activities will not be accepted. Anonymous notices, or those that do not clearly indicate the identification of the group or agency responsible for the posting, will not be accepted.~~

The library is not responsible for **any** ~~loss or damage or~~ posted materials **that are lost, damaged or stolen.**

The library may remove any posting that does not comply with this policy.

The library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of library displays or community bulletin boards.

Revised 8/22/22; 5/10/23; 8/7/2023; 6/7/24

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SELECTION AND MAINTENANCE OF LIBRARY COLLECTIONS

1:340 MATERIALS SELECTION POLICY

PURPOSE

The Materials Selection Policy is designed to support the Library's mission to provide free and easy access to information, ideas, books, and technology that enrich, educate, and empower every individual in our City's diverse communities. The Los Angeles Public Library recognizes that the residents of Los Angeles have widely diverse interests, backgrounds, cultural heritages, social values, and information needs. Through proactive selection and procurement of resources, Los Angeles Public Library places a strong emphasis on accessibility and takes into careful consideration the diverse needs of all patrons.

This policy is meant to document current collection management policy, further public understanding of the purpose, nature, and philosophy behind the library's collection management practices, and guide library staff in developing and maintaining the collection.

POLICY

Library Materials Definition

"Library materials" include, but are not limited to, print (e.g., books, magazines, newspapers, zines), non-print (e.g., audiobooks, compact discs, DVDs, and paraphernalia), and digital formats (e.g., databases, e-books, digital audiobooks, streaming video and music, and podcasts.)

Authority and Selection Responsibility

Library materials selection is vested in the City Librarian and delegated to professional staff members.

Materials Selection Criteria

Staff chooses popular, research, and retrospective materials for varying reading and age-level interests for informational, educational, and entertainment purposes. The collection offers patrons a variety of formats, languages, viewpoints, and subjects to provide meaningful "mirrors, windows, and sliding glass doors"* to the City's diverse communities.

* Bishop, Rudine Sims. "Mirrors, Windows, and Sliding Glass Doors." *Perspectives: Choosing and Using Books for the Classroom*. v.6 no.3 Summer 1990. Ohio State University.

Although the Library attempts to provide material on every subject and grade level, the ability to meet textbook needs of all levels is limited. Textbooks may be selected when they are the best or only source of information on the subject and not because a textbook is assigned as the school curriculum.

~~Library materials are selected based on interest, popularity, informational content, collection and subject strengths, and relevance to and for the people of Los Angeles.~~ The general criteria considered in selecting Library materials include:

- Attention given to the item by reviewers and general media
- Availability of materials in other libraries or through interlibrary loan
- Budget
- Contemporary significance and value to the collection
-
- Cost and availability through approved vendors
- Currency or timeliness of material
- Demographic data on languages spoken
- Level of expertise, experience, and knowledge of the author or creator (for nonfiction titles)
- Local and regional interest
- Popularity and anticipated or demonstrated demand by patrons
- Relation to the existing collection and other materials on the subject
- Representation of the rich diversity of Los Angeles both within and across groups, as well as significant movements, genres, or trends
- ~~Professional Level of expertise, experience, and knowledge of the author or creator (for nonfiction titles)~~
- ~~Contemporary significance and value to the collection~~
- Space limitations
- Suitability and quality of format for library use
- Suitability of subject and style for the intended audience
- Technical quality of non-book materials

In selection, consideration is given to the work as a whole. Materials need not meet all of the above criteria, nor are they to be excluded because of:

- The author or creator's race, national origin or ethnicity, ancestry, gender, gender expression or identity, sexual orientation, age, religion, creed, marital status, affiliations, disability, or medical condition.
- Frankness or coarseness of language
- Controversial nature of an item, including cover and interior art
- Endorsement or disapproval of an item by an individual or organization
- The possibility that the materials may inadvertently come into the possession of children
- Status as a non-traditionally published item.

Materials in Digital and Emerging Non-Traditional Formats

The selection criteria remain the same for materials in digital formats and emerging non-traditional formats that are selected by the library.

In addition, the following criteria are considered for digital e-content:

- Accessibility and consideration of the needs of users with disabilities
- Availability and price of content in other formats and available licensing models
- Compatibility with personal devices prevalent among the library's users
- Content and coverage
- Design and ease of use
- Relationship of the resource to the print collection
- Remote accessibility-

- Sustainability of the technology
- Usage statistics for digital content inform the library's decision to renew or cancel subscriptions to digital resources

Internet and Library Website

Information found on the internet is provided by millions of people and organizations worldwide. Not all information found on the internet is accurate, up-to-date, legal, or acceptable to all individuals. The library does not control the information found on the internet and cannot be held responsible for its content. Patrons who use the internet are responsible for evaluating the validity and appropriateness of the information they access.

The library homepage and landing pages are designed and maintained by library staff. The library assumes responsibility only for the information provided on its homepage and landing pages.

The library's homepage and landing pages also feature links to other internet sites. In choosing second- and third-party sources to link, staff follows the library's Materials Selection Guidelines. The library has not participated in developing these other sites and does not exert any editorial or other control over the sites. Links are not endorsements of these sites, and the library assumes no responsibility for these sites (excerpt from the Internet Use Policy revised August 2022). The Library website's links to outside pages are reviewed regularly and updated as needed.

Access

The Los Angeles Public Library subscribes to the provisions of the *Library Bill of Rights* and the *Freedom to Read Statement* as adopted by the American Library Association. These documents are attached as part of the Materials Section Policy. All individuals have the right to choose which library materials they will use. However, no individual or group has the right to restrict the freedom of others to read or view whatever they wish.

At the Los Angeles Public Library, children and young people can access all parts of the library. Materials are cataloged or placed within the Adult, Young Adult/Teen, and/or Children's collections within a branch or agency at the discretion of the selector/library staff for anticipated interest level. The library does not assume the role of the parent but rather encourages parents, guardians, or caregivers to be involved with their child's use of the library resources and to guide their child's selection of library materials in supporting their individual family values. Library staff do not monitor or assign the materials children choose to check out or the child's usage of digital resources. The responsibility for children's reading, viewing, and giveaway choices rests with parents and legal guardians.

Requests for Reconsideration of Materials

The Los Angeles Public Library welcomes interest in its collection and recognizes that a library with a diverse collection may cause individuals to take issue with the selection of specific items. No book or other material is automatically removed from the collection because of individual objections. Library patrons questioning materials in the library collection may complete a Request for Reconsideration of Library Materials/Resources form for staff response. Please note that reconsideration requests are accepted only from library cardholders.

Collection Maintenance

To maintain the quality and relevancy of the collection, the library regularly withdraws or replaces worn and outdated materials and unnecessary duplicate copies that are no longer useful to the collection. Due to space or digital licensing limitations, materials may also be withdrawn if they are not relevant, are superseded by a new edition or more authoritative work on the same subject, or are no longer available. Items may also be deleted if a more desirable format for the content has been added to the collection.

Material Donations

All material donations become the property of the Los Angeles Public Library and may be used, sold, or discarded by the library. If the donation is accepted, the library reserves the right to decide whether items donated should be added to the collection. Items donated will not be returned. Material donations may not be added to the collection if the materials are outdated or not of reference or circulating value to the library; in poor condition; or if the material is a duplicate of an item of which the library already has a sufficient number of copies. All donated material is judged by the same selection standards as those for purchasing new materials.

Library staff make s no judgment as to the monetary value of donated materials.

Sale of Withdrawn and Gift Books

Withdrawn and gift books that are determined to be surplus by the Library may be sold by LAPL support groups for the benefit of the library. The library does not directly sell surplus library materials.

Intellectual Freedom

This Materials Selection Policy is based on the library's mission statement and the established principles of the [Library Bill of Rights](#), [Freedom to Read Statement](#), and the [Freedom to View Statement](#) as adopted by the American Library Association (ALA).

Appendices

Library Bill of Rights

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

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

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

III. Libraries should challenge censorship to fulfill their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting the 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.

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

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 safer, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons.

We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the

American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association; Association of American Publishers

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

Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

SELECTION AND MAINTENANCE OF LIBRARY COLLECTIONS

1:340 MATERIALS SELECTION POLICY

PURPOSE

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- Availability of materials in other libraries or through interlibrary loan
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- Currency or timeliness of material
- Demographic data on languages spoken
- Local and regional interest
- Popularity and anticipated or demonstrated demand by patrons
- Relation to the existing collection and other materials on the subject
- Representation of the rich diversity of Los Angeles both within and across groups, as well as significant movements, genres, or trends
- Level of expertise, experience, and knowledge of the author or creator (for nonfiction titles)
- Contemporary significance and value to the collection
- Space limitations
- Suitability and quality of format for library use
- Suitability of subject and style for the intended audience
- Technical quality of non-book materials

In selection, consideration is given to the work as a whole. Materials need not meet all of the above criteria, nor are they to be excluded because of:

- The author or creator's race, national origin or ethnicity, ancestry, gender, gender expression or identity, sexual orientation, age, religion, creed, marital status, affiliations, disability, or medical condition.
- Frankness or coarseness of language
- Controversial nature of an item, including cover and interior art
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- The possibility that the materials may inadvertently come into the possession of children
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Materials in Digital and Emerging Non-Traditional Formats

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Access

The Los Angeles Public Library subscribes to the provisions of the *Library Bill of Rights* and the *Freedom to Read Statement* as adopted by the American Library Association. These documents are attached as part of the Materials Section Policy. All individuals have the right to choose which library materials they will use. However, no individual or group has the right to restrict the freedom of others to read or view whatever they wish.

At the Los Angeles Public Library, children and young people can access all parts of the library. Materials are cataloged or placed within the Adult, Young Adult/Teen, and/or Children's collections within a branch or agency at the discretion of the selector/library staff for anticipated interest level. The library does not assume the role of the parent but rather encourages parents, guardians, or caregivers to be involved with their child's use of the library resources and to guide their child's selection of library materials in supporting their individual family values. Library staff do not monitor or assign the materials children choose to check out or the child's usage of digital resources. The responsibility for children's reading, viewing, and giveaway choices rests with parents and legal guardians.

Requests for Reconsideration of Materials

The Los Angeles Public Library welcomes interest in its collection and recognizes that a library with a diverse collection may cause individuals to take issue with the selection of specific items. No book or other material is automatically removed from the collection because of individual objections. Library patrons questioning materials in the library collection may complete a Request for Reconsideration of Library Materials/Resources form for staff response. Please note that reconsideration requests are accepted only from library cardholders.

Collection Maintenance

To maintain the quality and relevancy of the collection, the library regularly withdraws or replaces worn and outdated materials and unnecessary duplicate copies that are no longer useful to the collection. Due to space or digital licensing limitations, materials may also be withdrawn if they are not relevant, are superseded by a new edition or more authoritative work on the same subject, or are no longer available. Items may also be deleted if a more desirable format for the content has been added to the collection.

Material Donations

All material donations become the property of the Los Angeles Public Library and may be used, sold, or discarded by the library. If the donation is accepted, the library reserves the right to decide whether items donated should be added to the collection. Items donated will not be returned. Material donations may not be added to the collection if the materials are outdated or not of reference or circulating value to the library; in poor condition; or if the material is a duplicate of an item of which the library already has a sufficient number of copies. All donated material is judged by the same selection standards as those for purchasing new materials.

Library staff make no judgment as to the monetary value of donated materials.

Sale of Withdrawn and Gift Books

Withdrawn and gift books that are determined to be surplus by the Library may be sold by LAPL support groups for the benefit of the library. The library does not directly sell surplus library materials.

Intellectual Freedom

This Materials Selection Policy is based on the library's mission statement and the established principles of the [Library Bill of Rights](#), [Freedom to Read Statement](#), and the [Freedom to View Statement](#) as adopted by the American Library Association (ALA).

Appendices

Library Bill of Rights

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

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

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

III. Libraries should challenge censorship to fulfill their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting the 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.

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

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 safer, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons.

We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee;
amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

A Joint Statement by:

American Library Association; Association of American Publishers

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

Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council