

HENNEPIN COUNTY





LIBRARY BOARD

The public is welcome at all library board meetings


September 25 2019, 5-7:00 p.m.

Plymouth Library | Meeting Room | 15700 36th Avenue N | Plymouth, MN 55447

Library Board Agenda

1. Call to order
-  2. Approval of agenda*
-  3. Consent*
 - A. Approval of Minutes of August 14, 2019
 - B. Acceptance of Donations
4. Public comment
5. County commissioner update
 - A. Commissioner Jeff Johnson, 7th District
6. Staff presentation
 - A. Plymouth Library
7. President's report
 - A. Announcements
 -   B. Budget and Long Term Planning*
 - C. 2020 Meeting schedule and locations*
8. Library board dialogue
 - A. e-Books
9. Library board policies
 - A. 2019 Policy Review
 - I. Lending Policy
 - II. Policy Review
 - B. Second Read
 - I. Collection Development
 - II. Freedom to Read
 - III. Freedom to View
10. Director's report
 - A. Library, Community, and County Updates
11. Committee reports
 - A. Friends of Hennepin County Library, Erin Vrieze Daniels
 - B. Executive Committee, Katherine Blauvelt
 - C. Director Selection Process Committee, Katherine Blauvelt
12. Unfinished business
13. New business
-  14. Adjourn*

The next meeting of the Hennepin County Library Board will be held Wednesday, November 20, 2019, 5:00 p.m. at Walker Library, Bde Maka Ska Meeting Room, 2880 Hennepin Ave., Minneapolis, 55408.

 *Denotes board action item.

Library Board

Katherine Blauvelt, President | Chris Damsgard | Tim Dolan | Jonathan Gaw, Secretary | Rahfat Hussain | Adja K. Kaba
Sheila Letscher | Margy Ligon | LaBelle Nambangi | Samuel Neisen | Erin Vrieze Daniels, Vice President

Interim Library Director

Janet Mills



HENNEPIN COUNTY

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Hennepin County Library Board Special Meeting

Meeting Minutes

The Hennepin County Library Board held a special meeting Wednesday, August 14, 2019, Northeast Library meeting room.

Attendees

Present: Katherine Blauvelt, Jonathan Gaw, Rahfat Hussain, Adja K. Kaba, Sheila Letscher, Margy Ligon, and Erin Vrieze Daniels.

Hennepin County Staff: Commissioner Debbie Goettel, County Administrator David Hough, Chief Financial Officer David Lawless, Interim Library Director Janet Mills, and Nancy Palmer.

Public: Shannon Adkins, Erin Bogle, Carrie Brunsberg, and Angel Gardner-Kocher.

Call to Order

President Blauvelt called the Hennepin County Library Board special meeting of August 14, 2019, to order at 5:00 p.m., and welcomed all in attendance.

Approval of Agenda

Changes to the agenda included removing acceptance of donations from the consent agenda as there were none. President Blauvelt made a motion to approve the amended agenda; seconded by Sheila Letscher. Motion passed.

Consent Items

Margy Ligon made a motion to approve the consent items; seconded by Sheila Letscher. Motion passed.

Public Comment

Erin Bogle, Librarian at Webber Park Library, shared thoughts on staffing and funding in our libraries needing to be aligned with community needs. She recognized budget constraints, but feels strongly that [staff] do essential work and shared examples from her library.

President's Report

None.

Director's Report

Interim Library Director Janet Mills shared she has hired a new library board clerk who will start early September. Hosmer Library will reopen August 16 and an opening event will be held Monday August 19. A Social Worker will be hired to work at Franklin, East Lake and Hosmer libraries.

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2020 Budget

County Administrator David Hough and Chief Financial officer David Lawless reviewed the county budget process with the board, county core values, increased operating costs of remodeled libraries, loss of revenue due to automatic renewals, security services comprehensive review, increasing security and information technology costs.

Commission Goettel spoke highly of the ways the Library has been innovative.

Shelia Letscher asked about thinking ahead of the challenges and opportunities of future budgets and reiterated the board's request for a multi-year projection. Administrator Hough said that statute only allows the county to levy for the next year; Mr. Lawless further discussed the challenges to project the budget in the future.

Vice President Vrieze Daniels requested a budget reconciliation be included in future annual reports.

President Blauvelt asked about innovation and ways that the library is trying to save money, to support board members in being better Library advocates. Ms. Mills shared a list of examples of some ways the Library is doing this work. Letscher inquired how staff gather innovative ideas and Ms. Mills spoke about how they share ideas.

Mr. Hough spoke about the all employees' survey that happens yearly and the vision of disparity reduction. Ms. Mills spoke about the funding equity work the Library is doing with the Friends of the Hennepin County Library.

Shelia Letscher moved that the Library Board recommend the Library budget; seconded by Jonathan Gaw. Motion passed.

Committee Reports

Director Selection Process Committee will reconvene on Wednesday, September 18, 2019.

Unfinished Business

None.

New Business

None.

Adjourn

There being no further business, President Blauvelt made a motion to adjourn the meeting at 6:04 p.m.; seconded by Rahfat Hussain. Motion passed. The next meeting of the Hennepin County Library Board will be held at 5:00 p.m., Wednesday, September 25, Plymouth Library, meeting room, 15700 36th Avenue North, Plymouth, Minnesota 55446.

Jonathan Gaw, Secretary

HENNEPIN COUNTY

LIBRARY BOARD

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List of Donations Recently Received

As of September 16, 2019

[Hennepin County Library funding recently received from the Friends of Hennepin County Library](#)

Friends of Hennepin County Library Support - \$250,000

Local Friends of Hennepin County Libraries Support - \$35,738.04

- \$4,500 for Champlin Library: funded by Friends of Champlin Library
- \$1,057.74 for Edina Library: funded by Friends of Edina Library
- \$3,525 for Excelsior Library: funded by Friends of Excelsior Library
- \$1,110 for Golden Valley Library: funded by Friends of Golden Valley Library
- \$800 for Hopkins Library: funded by Friends of Hopkins Library
- \$3,000 for Linden Hills Library: funded by Friends of Linden Hills Library
- \$325 for Minneapolis Central Library: funded by Friends of Minneapolis Central Library
- \$72 for Minnetonka Library: funded by Friends of Minnetonka Library
- \$650 for Nokomis Library: funded by Friends of Nokomis Library
- \$250 for Penn Lake Library: funded by Friends of Penn Lake Library
- \$8,045 for Plymouth Library: funded by Friends of Plymouth Library
- \$4,875 for Ridgedale Library: funded by Friends of Ridgedale Library
- \$2,295.30 for Rogers Library: funded by Friends of Rogers Library
- \$500 for Roosevelt Library: funded by Friends of Roosevelt Library
- \$1,073 for St. Anthony Library: funded by Friends of St. Anthony Library
- \$2,750 for Walker Library: funded by Friends of Walker Library
- \$910 for Washburn Library: funded by Friends of Washburn Library

Private Sources Support - \$37.81

- \$37.81 for Outreach Services to Seniors

Grand Total = \$285,775.85

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Interim Library Director

Janet Mills



HENNEPIN COUNTY

LIBRARY BOARD

Budget and Longer Term Planning Committee Charter

Size

3 people

Purpose

Give full board clear understanding of financials to support long-range planning and to aid in the fulfillment of the Board's responsibility to "review the annual operating budget for submission to the County Board of Commissioners" (bylaws Article I, section 2).

Roles and Responsibilities

- Prep for next year budget
 - What is needed for board approval / recommendations
- Understand how the library used the budget year over year
 - By category, by percentage
- Long-range planning based on prior trends
- Report to full board on
- Budget process milestones, show support for library administration during presentations, follow up with overview of final approval
- Track; share information and actively participate in issues around state and local funding sources

Process

Per Article V of the Hennepin County Library Board bylaws;

1. The President, with the concurrence of the Library Board, may appoint standing and ad hoc committees. The President shall designate the chair who shall preside at all meetings of the committee. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair, the committee shall elect a Chair pro tem. No committee shall consist of less than three members.
4. Each committee shall fix its own rules of procedure and shall meet where and as provided by the rules or by resolution of the Board. A quorum shall consist of a majority of the committee members.

This charter is reviewed every [x] years by the [?]. Upon completion of the review, the charter is revised or reaffirmed.

Charter History

Next Review Date: TBD

Date Adopted: TBD

Library Board

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HENNEPIN COUNTY

LIBRARY BOARD

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Library Board Schedule

2020

Library Board Meetings

DATE	TIME	LOCATION
January 22, 2020	5:30 – 7:30	Rockford Road Library, Meeting Room
March 25, 2020	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
Annual Meeting May 6, 2020	5:30 – 7:30	Ridgedale Library, Robert H. Rohlf Meeting Room
June 24, 2020	5:30 – 7:30	Brookdale Library, ABC Meeting Room
September 23, 2020	5:30 – 7:30	Walker Library, Bde Maka Ska Meeting Room
November 18, 2020*	5:30 – 7:30	Eden Prairie Library <i>(to be reserved upon reopening)</i>

Executive Committee Meetings

DATE	TIME	LOCATION
Feb. 26, 2020	5:30 – 7:30	Hosmer Library, TBD <i>(to be reserved upon reopening)</i>
June 3, 2020	5:30 – 7:30	Oxboro Library, TBD <i>(to be reserved upon reopening)</i>
Aug 12, 2020	5:30 – 7:30	Maple Grove Library, Meeting Room
Oct. 14, 2020	5:30 – 7:30	Northeast Library, Meeting Room

*Meeting in week three of November due to Thanksgiving holiday.

HENNEPIN COUNTY
LIBRARY BOARD

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Library Board Schedule

2021

Library Board Meetings

DATE	TIME	LOCATION
January 27, 2021	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
March 24, 2021	5:30 – 7:30	Ridgedale Library, Robert H. Rohlf Meeting Room
Annual Meeting May 5, 2021	5:30 – 7:30	Walker Library, Bde Maka Ska Meeting Room
June 23, 2021	5:30 – 7:30	Brookdale Library, ABC Meeting Room
September 22, 2021	5:30 – 7:30	Minneapolis Central Library, Doty Board Room
November 17, 2021*	5:30 – 7:30	Golden Valley Library, Meeting Room

Executive Committee Meetings

DATE	TIME	LOCATION
Feb. 24, 2021	5:30 – 7:30	Augsburg Park Library, Meeting Room
June 2, 2021	5:30 – 7:30	Brooklyn Park Library, Mississippi Room
Aug 18, 2021	5:30 – 7:30	Northeast Library, Meeting Room
Oct. 13, 2021	5:30 – 7:30	Hosmer Library, TBD <i>(to be reserved upon reopening)</i>

*Meeting in week three of November due to Thanksgiving holiday.

Lending Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to articulate the underlying principles for lending library materials to patrons and define the roles and responsibilities for establishing lending rules.

Principles

In its mission to nourish minds, transform lives, and build community together, the Library makes a significant part of its collection available to patrons to borrow and use outside of the library. Providing access and lending library material to patrons is a core library service.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- ~~We value patron service; we serve individuals and the community as a whole.~~ We value service to patrons; we serve individuals, and the community as a whole.^[JS1]
- We strive to make limited resources available to all.
- We support the use of library material.
- We seek to provide ease of access to desired library materials.

Roles and Responsibilities

Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

Associated Policies and Laws

- Hennepin County Library Board. [Collection Development and Management](#)
- Hennepin County Library Board. [Fee and Fine Policy](#)
- Hennepin County Library Board. [Freedom to Read](#)
- Hennepin County Library Board. [Freedom to View](#)
- Hennepin County Library Board. [Library Bill of Rights](#)
- Hennepin County Library Board. [Patron Data Privacy](#)

Process

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review Date: 2023

Date Approved: 2019 (anticipated)

Policy Review Policy

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to ensure the regular review of Hennepin County Library Board policies and to ensure that new policies are developed as needed.

Principles

- Library Board policies articulate the underlying principles that guide and support Hennepin County Library.
- Library Board policies reflect socio-economic and technological changes that continue to shape and reshape public library services.
- Library Board policies reflect the Hennepin County Library's mission and its innovative reputation.

Policy Review

Each Library Board policy will be reviewed at least once every five years. Newly created Library Board policies will receive an initial review after one or two years of their adoption.

Roles and Responsibilities

- As needed, the Library Director (or designee) will consider whether any new Library Board policies should be developed and will forward any recommendations to the Library Board for action by a Library Board committee.
- The Library Director (or designee) recommends policy revisions to the Library Board Program/Policy Committee.
- The full Library Board reviews the new or revised policy and may move to adopt, defer action to the Library Board's next meeting, or appoint a committee for further revision.

Policy History

Next Review Date: 2023

Date Approved: 2019 (anticipated)

Hennepin County Library Board Policy

Purpose

It is the Library Board's role to "determine the contents of the collections of the library system" per Minnesota Statute 383B.239. This policy defines the scope of the collection and articulates the overarching principles which shape the development and management of the Hennepin County Library's (the Library) collection. This policy guides the Library's responsibility to select, acquire, make accessible, maintain and preserve the Library's collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing those concerns.

Principles

The collection is one of the Library's major assets. It advances the Library's mission to "nourish minds, transform lives, and build community together." It helps create a future where every person has the opportunity and resources to read, graduate, engage, work and learn.

- We, the Library Board, value intellectual freedom and the importance of an individual's right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. We affirm that equity, diversity and inclusion are central to the promotion and practice of intellectual freedom.
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We value the role the Library plays as a repository of the community's cultural heritage.
- We recognize the importance of resource sharing with other libraries throughout the state and nation because it broadens all library patrons' access to resources and information.
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is created, disseminated, accessed and used.
- We value having a collection that provides many viewpoints.

Definitions

The Library's collection is the body of materials selected for and made accessible to library patrons.

"Materials" has the widest possible meaning and includes books and other print media, audiovisual, digital, and electronic formats. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library's website.

"Selection" refers to the decision that is made by Library staff to add a specific item to the Hennepin County Library collection and make it accessible either in a physical location or via the Library's website.

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

Collection Scope

The Library's collection is designed to support the cultural, informational, educational, and recreational interests of the residents of Hennepin County. It reflects the interests of the general public and supports the demographics and **racial, ethnic, and cultural** diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty. It contains materials of contemporary, historical, and archival significance. The collection has a wealth of retrospective and archival books, local history documents, and digitized material.

The Library is a designated Patent and Trademark Resource Center and a member of the Federal Depository Library Program.

Access and Resource Sharing

Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Patrons access the collection via the Library's catalog, the Library's website, [vendor application software](#) and through their interactions with staff. Items located at one library location may be requested for pick up at a more convenient Hennepin County Library location. The Library's outreach services enable greater access to the collection.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library's collection may be obtained on behalf of the patron from another library system via established interlibrary loan networks. Conversely, Hennepin County Library's materials may be lent to other organizations that also participate in the networks.

The Library collaborates with the following organizations to ensure the widest possible access to library materials:

- Metropolitan Library Service Agency (MELSA)
- Minitex, an information and resource-sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries
- OCLC, a worldwide cooperative that supports the acquisition, cataloging and lending of library materials
- ~~Minnesota Library Access Center~~
- Minneapolis Athenaeum
- Digital Public Library of America-

Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians have the responsibility for their minor's child's or ward's use of library materials.

The Library's selection of materials for the collection does not constitute an endorsement of the content. 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.

The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements support intellectual freedom and are adopted policies of the Hennepin County Library Board. In addition, the American Library Association's [Intellectual Freedom and Censorship Q & A](#) provides additional guidance on this subject.

Roles and Responsibilities

The Hennepin County Board of Commissioners approves Library funding, which includes funding for the collection. Additional funding support is provided by the Friends of the Hennepin County Library, local Friends of the Library groups, trusts, and other donations.

The Library Director works under the direction of the Hennepin County Board of Commissioners and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Staff in a centralized work unit provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Staff in each library participate in collection development and management. They:

- Engage in open, continuous two-way communication with patrons and other staff
- Handle all requests equitably
- Work in partnership with one another to understand and respond to patron needs
- Understand and respond to rapidly changing demographics, as well as societal and technological changes
- Recognize that materials of varying complexity and formats are necessary to serve all members of the community
- Balance individual and community needs
- Seek continuous improvement through ongoing measurement.

Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

Selecting Materials for the Collection

Patron interest, both expressed and anticipated, as well as the Library's strategic plan, are the primary influences for is-a driving force in the materials and formats that are selected. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, that there is a choice of materials or formats on the subject, and that multiple viewpoints are expressed. The Library's strategic plan also influences material selection.

Collection development staff use a set of criteria to guide selection decisions. Not all criteria are applied to each selection decision.

General criteria for selection:

- Patron requests which are gathered through the public website, emails, phone calls or in-person visits

- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style is suitable for intended audience
- Publicity, critiques, and reviews
- Importance of the item as an artifact
- Historical significance
- Price of material
- Relevance to current trends and events
- Relation to the existing collection
- Potential appeal
- Relation to other resources in the community-

Content criteria for selection:

- Competence, reputation and qualifications of author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Representative of movements, subjects, genres or trends of lasting patron interest
- Artistic presentation and/or experimentation
- Sustained interest or demand
- Usefulness of the information
- Relevance to local history collections
- Provides unique contribution to a field of study.

Additional considerations for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Remote access
- Technical and support requirements

- Vendor data privacy practices
- ~~Not restricted by location.~~

Reconsideration of Library Materials

Individuals may request a selection decision to be reconsidered by submitting a written “Request for Reconsideration of Materials” to any Hennepin County library using established Library procedures and guidelines, available at any library service desk. Library Administration responds in writing to an individual's written request.

The Library Board, upon request, hears appeals of the Library’s response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Library Board and will be taken up at ~~publically~~ held Board meetings.

Collection Maintenance

Physical materials are distributed and maintained in libraries and community partnership locations throughout Hennepin County. Electronic formats are maintained on the Library’s website.

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, re-catalogued or preserved for long-term retention.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection:

- Format or physical condition is no longer suitable for library use
- Content is available in multiple formats
- Obsolescence – information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- Little or no relevance to current trends and events
- No long-term or historical significance
- Space limitations
- Sufficient number of copies in the collection
- Easy availability in other collections locally or nationally

Not all criteria are applied to each de-selection decision.

Withdrawn materials may be reused by the Library’s Outreach Services, donated to community partners, sold, or recycled.

Materials of long-standing value are preserved. Preservation methods used include the following: preservation photocopying, preservation enclosures, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

The Library has a number of special collections ~~maintained at Minneapolis Central~~. Once determined to be a special collection, that collection as a whole is considered to be a permanent part of the Hennepin County Library collection. Removing a special collection will be considered if it does not advance the Library’s mission and vision, or if the Library

no longer has the resources to house, manage, and maintain the collection. In order to remove a special collection, ~~library staff the Library Board~~ would make a recommendation for its removal subject to the approval of the ~~County Library Board~~.

Items associated with the Patent and Trademark Resource Center or the Federal Depository Library Program are maintained in accordance with the terms of those partnerships.

Associated Policies and Laws

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- Hennepin County Library Board. [Library Bill of Rights](#)
- Hennepin County Library Board. [Freedom to Read](#)
- Hennepin County Library Board. [Freedom to View](#)
- Hennepin County Library Board. [Donation Policy](#)
- Minnesota Statute 383B.239. [Hennepin County Library] [Board](#)

Process

This policy is reviewed every four (4) years by the Library Director (or designee) and the Library Board ~~Policy Committee~~. ~~Upon completion of the review, the policy is revised or reaffirmed. The Committee revises the policy as needed, endorses, and advances to the full Library Board for approval.~~

Policy History

Next Review Date: 3/2019

Last Reviewed/Revised Date: 8/19/2015

Date Adopted: 2015

Hennepin County Library Special Collection Policy

Hennepin County Library Administrative Policy

Purpose

To establish a process for defining and deaccessioning special collections in Hennepin County libraries.

Objectives

- Define what Hennepin County Library considers to be a special collection
- Follow the overall guidelines for collections as laid out in the Hennepin County Library Board's Collection Development & Management Policy
- Keep the deaccession process as clear and simple as possible

Definitions

- HCL seeks to make all of its collections as accessible as possible to patrons. There are certain collections of items where HCL may limit access because of the items rarity, value, uniqueness, fragile physical condition, or a combination of these factors. Those collections are considered special collections for the purpose of this policy.
- Currently, there are two main types of "special collections" within Hennepin County Library:
 - The first type of special collection refers to the various collections housed in the James K. Hosmer Special Collections on the 4th floor of Minneapolis Central Library.
 - The second type of special collections are the various collections of materials that are unique in terms of format or content. Many of these collections were once circulating collections of the Library but as technology and patron preference has shifted, these collections are no longer being added to and often do not circulate. Some examples include: lantern slides, LPs, 78 records, and picture file.
- Deaccession: Permanent removal of an entire special collection from Hennepin County Library's collection.

Library Guidelines

- The Library values making all collections as accessible as possible.
- This policy refers to a special collection as a whole; it does not refer to an individual item.
- If the Library wishes to deaccession an entire special collection, the Library will prepare a recommendation and bring it to the Hennepin County Library Board for discussion and approval.

Reasons for deaccession

- Removing a special collection will be considered if it does not advance the Library's mission and vision, or if the Library no longer has the resources to house, manage, and maintain the collection.

Deaccession Process

Special collection considered for deaccession will use the following process:

- Collection will be evaluated by library staff who may recommend deaccession to the manager of Collection Management Services (CMS)
- CMS manager will review the collection, engaging internal and possibly external subject matter experts and make a recommendation to Resource Services Division Manager and Library Director, who will review the recommendation.
- Recommendation for deaccession will be brought to Library Board for final decision.

Policy Review

This administrative policy is reviewed every five years by the Library Director (or designee). Upon completion of that review, this policy is revised or reaffirmed.

Policy History

Next Review Date: 9/2024

Adopted: 9/2019

Freedom to Read

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to affirm and endorse the following Freedom to Read statement as adopted by the American Library Association.

The Freedom to Read Statement

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.

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.

Process

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review Date: 2023

Date Approved: 2019 (anticipated)

Freedom to View

Hennepin County Library Board Policy

Purpose

The purpose of this policy is to affirm and endorse the following Freedom to View statement as endorsed by the American Library Association.

Freedom to View Statement

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:

1. 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.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. 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.
4. 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.
5. 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

Process

This policy is reviewed by the Library Director (or designee) every four years, or more frequently as needed. Recommendations are forwarded to a Library Board committee. The committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

Policy History

Next Review Date: 2023

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