

Board of Regents, University System of Georgia

Georgia Public Library Service

Collection Management Manual

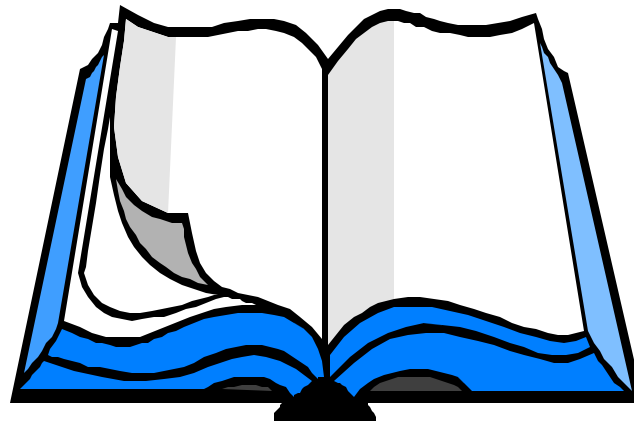
(For Staff)

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TABLE OF CONTENTS

Collection Management: Guidelines.....	3
Professional Collection.....	3
Georgia Collection.....	6
Collection Maintenance.....	8
Collection Management: Order Procedures.....	10
Order Schedule.....	10
Order Requirements.....	10
Selection Assignments.....	12
Collection Management: Weeding Guidelines.....	14
Professional Collection.....	14
Georgia Collection.....	15
Periodicals (Subscriptions): Routing/Shelving Guidelines.....	16
Periodicals (Gifts): Routing/Shelving Guidelines.....	17
Periodicals (Gifts): Some Titles Received.....	18
Guidelines for Cataloging (Other) State Library Publications.....	20
Staff Account: Order Procedures.....	21
Appendix A: Materials Reconsideration Form.....	23
Appendix B: The Library Bill of Rights.....	24
Appendix C: The Freedom to Read.....	25



Collection Management: Guidelines

Mission of the Georgia Public Library Service (GPLS)

The Georgia Public Library Service, the designated state library agency for Georgia, works with Georgia's public libraries and other members of the library community to provide organized access to information and services to meet the educational, informational, recreational, and cultural needs of the people of Georgia.

In its effort to fulfill this mission, and in its capacity as the state library agency, the Georgia Public Library Service maintains two collections: a **Professional Collection** and a **Georgia Collection**.

Professional Collection

Goal

The Georgia Public Library Service has set the following goal for the Professional Collection: to assist administrative, consulting, public and technical services staff, as well as other members of the library community within Georgia by providing a collection of library and information science materials that is timely and broad in scope. This collection will then be used to develop, implement, maintain, and evaluate library programs so that Georgia's citizens will receive library services of the highest quality.

The Professional Collection will gather, make accessible, and circulate the broadest scope of materials that are pertinent to library and information services practitioners in Georgia. The Professional Collection will serve its customers by offering the most current materials in the field in a variety of formats, and in the timeliest fashion; historical materials will be included when they are indicators of trends or patterns of service. The Professional Collection will strive to be a model for other states.

Community Served

The Professional Collection will serve GPLS staff and library employees and members of the library community within the state of Georgia, including students engaged in the study of library and information sciences. When appropriate, it will provide state and local government officials with information about library and information services. Items from the Professional Collection will be available on a limited basis to the general public and to out-of-state customers via interlibrary loan.

Level of Collection Intensity

The Professional Collection will be a comprehensive collection of major published source materials required to effectively plan, implement, maintain, and evaluate all aspects of library services; however, the primary focus will be on public library services. Research level materials will be accessible through interlibrary loan.

- **Policy development, library administration, and management :**
Emphasis will be placed on materials that concern trends, best practices, and issues related to the management and administration of libraries. General library statistical data will also be collected.
- **Legal matters that apply to libraries:**
Emphasis will be given to legal materials that apply to or impact Georgia libraries (these will be materials in addition to Web-based sources, such as Attorney General's opinions and legal annotations that are not digitized).
- **Advocacy and promotion:**
Emphasis will be placed on materials that assist libraries with publicity, fund raising, developmental, and advocacy efforts.
- **Organization of information (cataloging and technical services):**
Emphasis will be given to materials that assist in making collections accessible to customers and staff.
- **Computer literacy, automation, and technology:**
Emphasis will be placed on collecting materials related to the equipment, systems, and techniques used to achieve the automated operation and control of library and office functions. Handbooks, how-to guides, and instructional materials may also be included.
- **Censorship and intellectual freedom:**
Emphasis will be given to materials that will aid librarians in addressing intellectual freedom issues.
- **Library staff development and training :**
Emphasis will be placed on materials, in a variety of formats, that will allow for the most up-to-date and well-trained library work force necessary to meet the needs of library customers.
- **Resource sharing and collection development:**
Emphasis will be given to current trends that allow library customers to access the greatest number of resources to meet their needs.

- **Facilities, library construction, buildings, and architecture :**
Emphasis will be given to materials which will support the informational needs of planners, design professionals, members of the library community, and GPLS staff regarding the construction of library facilities, with a focus on public libraries.
- **Literacy:**
Emphasis will be placed on general literacy materials, including family and emergent literacy, as well as on the use of the library in planning and implementing literacy programs and activities in the community.
- **Programs :**
Emphasis will be given to materials that will aid librarians in planning, implementing, and evaluating a variety of programming activities for all ages.
- **Services to special populations :**
Emphasis will be given to materials that will help with the education of and the planning of services for special populations, as well as make the public more aware of these populations. Consideration will be given to children and young adults, persons with special needs, the home-schooled, the elderly, and persons for whom English is a second language.
- **State library agency publications :**
Emphasis will be placed on collecting the publications of other state library agencies that represent innovative or model plans, policies, or programs.
- **Trustees and Friends of the Library :**
Emphasis will be given to the collection of materials that assist in the development of Friends of the Library groups and that support an informed body of public library trustees. These materials may include model publications from other states and webliographies, as appropriate.

Format

Materials that conform with the above guidelines and that meet the materials selection criteria will be collected in the formats necessary for optimum service. These will include, but not be limited to, monographs, videos, electronic sources, recordings, vertical file clippings, bibliographies, and webliographies.

Materials Selection Criteria

Materials selected for the Professional Collection must be current, factually accurate, timely, and authoritative. These materials will be primarily English-language publications. In addition, the materials must support the mission of the Georgia Public Library Service.

Responsibility for Selection

The Collection Development Consultant will be responsible for coordinating the selection and maintenance of materials in the Professional Collection. The professional staff of GPLS will be responsible for recommending materials to be selected in their areas of specialization. Other staff may also make recommendations for purchases. Additional input for collection development will be sought from library directors, professional librarians, paraprofessional and clerical staff, and other members of the library community.

Procedures for the selection and maintenance of materials are provided in “**Collection Management: Order Procedures.**”

Specific Segments of the Professional Collection

Reference: The Reference section will include materials that serve the immediate reference and research needs of the GPLS staff. Since these materials are needed for agency use, they often are non-circulating; however, some reference materials are available to Georgia libraries via interlibrary loan. Duplicate circulating copies are purchased as necessary.

Periodicals: The Periodicals section will be subject to the same collection management guidelines previously outlined. It is intended to serve the current information needs of the GPLS staff. These items will not circulate; however, photocopies of articles may be obtained via interlibrary loan.

Selection Sources

Professional journals, reputable general sources, and sources specializing in subject areas included in the Professional Collection will be consulted for the purposes of collection development. Also, reputable library and information science publishers offering standing order or approval plans will be considered as selection sources in an effort to ensure the broadest scope for the collection.

Georgia Collection

Goal

Since its establishment in 1897, the Georgia Public Library Service has collected a wealth of historical, genealogical, and literary materials relating to Georgia and its citizens. This Georgia Collection is a vital component in allowing GPLS to serve the cultural, educational, and recreational needs of the people of Georgia, and to fulfill its role as the state library agency for Georgia.

For the Georgia Collection, the Georgia Public Library Service has set the following goal: to preserve the valuable resources in the collection, to ensure that the collection continues to grow and develop in ways that are reflective of the state and its history, and to make these materials available to all Georgians.

Community Served

The Georgia Collection will serve the citizens of Georgia, either locally or through the interlibrary lending process. Service to Georgia customers is our first priority; however, most items from the Georgia Collection will also be available to out-of-state customers via interlibrary loan.

Level of Collection Intensity

The Georgia Public Library Service will maintain a comprehensive collection of materials relating to the rich cultural history of the state of Georgia. Currently held materials will be maintained, and gaps in the collection will be filled where necessary and possible. Georgia government documents will not be collected, except when the subject matter of such documents is pertinent to the library community.

Format

Materials that conform with the level of collection intensity and that meet the materials selection criteria will be collected in the formats necessary for optimum service. These will include, but not be limited to, monographs, serials, videos, electronic sources, recordings, vertical file clippings, bibliographies, and webliographies.

Materials Selection Criteria

Emphasis will be placed on Georgia county histories, Georgia history in general, works of nonfiction and fiction written by native Georgians or noted authors that maintain residence in Georgia, biographies of native Georgians or notable persons that maintain residence in Georgia, and nonfiction and fiction works that deal with subjects pertaining to Georgia. These materials will be primarily English-language publications and will include both adult and children's materials. In addition, the materials must support the mission of the Georgia Public Library Service.

Responsibility for Selection

The Collection Development Consultant will be responsible for coordinating the selection and maintenance of materials in the Georgia Collection. The Collection and Reference Librarian will be responsible recommending materials to be selected for this collection; however, all GPLS staff may make recommendations for purchases. Additional input for collection development will be considered from members of the library community throughout the state, including library staff, historians, archivists, and genealogists.

Procedures for the selection and maintenance of materials are provided in “**Collection Management: Order Procedures.**”

Specific Segments of the Georgia Collection

Georgia Newspapers: The Georgia Collection will include subscriptions to the following newspapers: The Atlanta Journal and The Atlanta Constitution. Back issues of these titles will be maintained on microfilm.

Georgia Census Microfilm: The Georgia Collection includes Georgia census microfilm for the following areas: population by county, 1820-1920; and population by family surname, 1880-1920. The following non-population schedules are included: agriculture census, 1850-1870; recapitulation census, 1870-1880; manufacturing census, 1880; social statistics census, 1850-1870; and dependents, delinquents, and defective classes census, 1870. Materials will be added to this collection if/when available.

Selection Sources

Sources specializing in Georgia and its cultural and historical development will be consulted for the purposes of collection development. Professional journals and reputable general sources will also be considered as selection sources in an effort to ensure the broadest scope for the collection.

Collection Maintenance

Gifts

Items donated to the Professional Collection or to the Georgia Collection must meet the same selection criteria as indicated for purchased items. GPLS does not accept donations with conditions attached and reserves the right to dispose of unsuitable materials or to recommend a more appropriate recipient. Large quantities of materials cannot be accepted without administrative approval. GPLS does not appraise the value of gifts.

Duplicates

Duplicates are acquired to ensure that materials are available to as many customers as possible in the quickest time frame. Also, specific items may be purchased in duplicate to allow one copy to be used as a “desk” copy and another to be a circulating copy.

Replacements

Replacement of items withdrawn due to loss, damage, or wear is governed by the selection criteria outlined in this policy and the availability of titles.

Weeding

In order to maintain an active collection, GPLS library staff will examine the collection for the purpose of withdrawing unused items, outdated materials, and worn or damaged items on a regularly scheduled basis. Procedures for the weeding and discarding of materials are provided in “**Collection Management: Weeding Guidelines.**”

Materials Reconsideration

Anyone who wishes to have materials reconsidered for removal from the Professional Collection or from the Georgia Collection of the Georgia Public Library Service shall complete the “**Materials Reconsideration Form**” (Appendix A) and return it to the Collection Development Consultant, Georgia Public Library Service, 156 Trinity Avenue SW, Room 102, Atlanta, Georgia 30303. A panel of three professional librarians appointed by the Director will review reconsideration forms. The panel will submit its recommendations to the Director, who will make the final decisions and provide written responses to requests.

Collection Management: Order Procedures

Overview

The Collection Development Consultant will be responsible for coordinating the selection and maintenance of materials in the Georgia Public Library Service (GPLS) Professional and Georgia Collections. The professional staff of GPLS will be responsible for recommending materials to be selected in their areas of specialization. Other staff may also make recommendations for purchases through the appropriate supervisor. Additional input for collection development will be sought from library directors, professional librarians, paraprofessional and clerical staff, and other members of the library community.

Order Schedule

Recommendations for purchases will be made on a *monthly* basis. Requests should be submitted to the Collection Development Consultant by the **last working day each month**. At that time, the Consultant will review the requests and forward them to the Collection Development Librarian for processing. *All requests should be submitted by the "main selector," the professional staff member designated to order materials in each of the areas collected by GPLS* (see pp. 12-13).

Emergency or urgent requests will be considered on a case-by-case basis by the Collection Development Consultant.

Order Requirements

Format

Submit a *photocopy of the review* for the item being recommended for purchase, if possible. If a review is not available, substitutes such as the following are acceptable: printout from Books in Print, photocopy of page from publisher's catalog, or publisher's advertisement. Always include the following order information if available: publisher's address, telephone number, order form, or similar information. It is the responsibility of the requester to keep a copy of the request for his/her own record.

Ownership/Previous Edition(s)

Search the GPLS PINES Catalog to determine *if the item is already in the collection*. If GPLS owns previous editions, write the current call number on the request and indicate the editions owned.

Verification of Order Information

It is not necessary to check the item being requested in Books in Print, unless you need that citation for placing your request.

Item Type

Desk Copy: Indicate “Desk Copy” if the item is for your own use and not to be added to the circulating collection.

Circulating Copy: Indicate “Circulating Copy” if you want the item added to the collection with a circulation period of five weeks.

Reference Copy: Indicate “Reference Copy” if you want the item added to the collection with a circulation period of two weeks. Videocassettes and microfilm also circulate for two weeks.

Non-Circulating Copy: Indicate “Non-Circulating Copy” if you want the item added to the collection and used by GPLS staff only.

If no item type is indicated, the Collection Development Consultant will assign an appropriate type to the item.

Number of Copies

If multiple copies are needed, indicate the *number of copies* you wish to order for each Item Type.

Item Location

Indicate where the item should be housed: *Trinity Avenue* location, *HQ* (Clairmont Road) location, or *GLASS* (Murphy Avenue) location.

Request to Review

If you wish to *review the item* after it is cataloged and before it goes into the collection, make that notation.

Identification of Requester

The name of the person recommending items for purchase should appear on each request. If this person is not the “main selector” in that subject area, the initials of the main selector should also appear on each request.

Selection Sources

Professional journals, reputable general sources, and sources specializing in subject areas included in the Professional Collection will be consulted for the purposes of collection development in that collection. Also, reputable library and information science publishers offering standing order or approval plans will be considered as selection sources in an effort to ensure the broadest scope for the Professional Collection. Sources specializing in Georgia and its cultural and historical development will be consulted for the purposes of collection development for the Georgia Collection. Professional journals and reputable general sources will also be considered as selection sources in an effort to ensure the broadest scope for that collection.

Selection Assignments

In each area of collection development, one professional staff member has been designated as the main selector. If other professional staff wish to make recommendations in an area for which he/she is not the main selector, requests should go *through the main selector*.

- ***Policy development, library administration, and management***: Library Director; Deputy Director
- ***Legal matters that apply to libraries***: Library Director; Deputy Director
- ***Advocacy and promotion***: Library Director; Deputy Director; Communications Manager
- ***Organization of information (cataloging and technical services)***: Collection Development Consultant
- ***Computer literacy, automation, and technology***: Information Technology Services Coordinator
- ***Censorship and intellectual freedom***: Library Director; Deputy Director
- ***Library staff development and training***: Research and Training Services Coordinator
- ***Resource Sharing***: Resource Sharing and Inter-Agency Services Consultant
- ***Collection Development***: Collection Development Consultant
- ***Facilities, library construction, buildings, and architecture***: Facility and FSCS Services Consultant
- ***Literacy***: Parents, Children, and Family Literacy Consultant
- ***Programs***: all professional staff
- ***Services to special populations (GLASS patrons)***: Georgia Library for Accessible Services (GLASS) Coordinator
- ***Services to special populations (others)***: Parents, Children, and Family Literacy Consultant
- ***State library agency publications***: Library Director; Deputy Director
- ***Trustees and Friends of the Library***: Library Director; Deputy Director

- ***Georgia Collection***: Collection and Reference Librarian (Library Information Specialist)

Collection Management: Weeding Guidelines

Overview

Weeding, or *de-selection*, is an important component of collection maintenance in both the Professional Collection and the Georgia Collection at the Georgia Public Library Service. This process ensures that GPLS continues to fulfill its mission, as well as to fulfill its role as the state library agency. Weeding eliminates inaccurate and out-of-date information and ensures that obsolete, damaged, and under-utilized materials are removed from the Collections.

Professional Collection

Responsibility

The professional staff of the Georgia Public Library Service will assume responsibility for weeding the Professional Collection. Each staff member will weed the subject areas for which that person is responsible for collection development, as outlined in “**Collection Management: Order Procedures.**” The Collection Development Consultant will be responsible for monitoring the weeding process.

Frequency

The Professional Collection will be systematically reviewed for the purposes of weeding on at least a semi-annual basis. Weeding will be an on-going process in relation to the *obsolescence* and *condition* criteria, as listed below.

Criteria

- Obsolescence:*
- a. Material contains inaccurate or outdated information;
 - b. New editions of this item have been published;
 - c. Material no longer conforms to collection management guidelines.
- Usefulness:* Circulation records or in-house statistics indicate lack of use.
- Duplication:* Multiple copies are no longer heavily circulated or used, or information contained is readily available in another source owned by the library.
- Condition:* Material is damaged or worn and no longer suitable for circulation; availability and need will determine replacement.

Other Considerations

- New editions: Previous editions of annual publications are not retained unless the older material serves a definite research purpose for the agency.
- Reference materials: These items are subject to the same semi-annual review process for weeding purposes.
- Historical materials: Material of an historical nature will be maintained in the collection when it provides needed information relevant to the agency, its mission, and its services.
- Periodicals: Periodical subscriptions are subject to annual review by the professional staff. The library retains the current five years of periodicals received.

Sources

Materials will be weeded in accordance with accepted professional practices outlined in sources such as the following: The Crew Manual, by Joseph Segal; Guide to Review of Library Collections: Preservation, Storage, and Withdrawal, ed. by Lenore Clark; and Collection Development: the Selection of Materials for Libraries, by William A. Katz.

Georgia Collection

Responsibility

The Collection and Reference Librarian (Library Information Specialist) will assume responsibility for weeding the Georgia Collection. The Collection Development Consultant will be responsible for monitoring the weeding process.

Frequency

The Georgia Collection will be reviewed for weeding purposes on an “as needed” basis.

Criteria

Due to the special nature of the Georgia Collection, these materials will be weeded on a limited basis. Overall, weeding will be based on two criteria: *Duplication* and *Condition* (see definitions under **Professional Collection**).

Periodicals (Subscriptions): Routing/Shelving Guidelines

GPLS subscribes to a number of periodicals for the Professional and Georgia Collections. Staff members may request to have items routinely routed to them for review. A database of titles routed to staff is maintained by the Library Assistant. Please note the following guidelines and procedures:

Requests

- Send all routing requests directly to the Library Assistant.
- Notify the Library Assistant of any adds/deletes to the list of titles routed to you.
- Contact the Library Assistant if you want/need a list of the items routed to you.

Routing Process

- Pass routed items along *as quickly as possible*.
- If you do not have time to review items, *pass them on*: let them return to you later OR just check your name off.
- Pass items first to staff who are in the office that day.
- Route items first at Chairmont (HQ) before sending to GLASS (note: GLASS receives its own copy of Library Hotline, Library Journal).
- When the routing process is completed, periodicals should be returned to Trinity.

Shelving

- Most periodicals are shelved at the Trinity location, with the following exceptions:
 - Journal of Education for Library and Information Sciences: shelved at Clairmont;
 - Disability Resources Monthly; Library Journal (1 copy); Library Hotline (1 copy): shelved at GLASS.

Retention

- All back issues maintained.

Periodicals (Gifts): Routing/Shelving Guidelines

GPLS receives many periodical-type items from state library agencies, the federal government, publishers, and others free of charge. *These items may be addressed to current or former library staff, or may be addressed to a position such as Library Director or Reference Librarian.* Many of these items might also be of interest to other library staff. This document is an attempt to offer some guidelines for handling these items in terms of routing and shelving.

Items Appropriate for Routing

- State library agency publications (magazines, newsletters, etc.).
- Federal government publications.
- Complimentary copies of journals.
- Publishers' catalogs/bibliographies.
- Anything else deemed of interest to GPLS staff.

Distribution Guidelines

- **Items addressed to a *current* staff member** will be placed in that mailbox.
- **Items addressed to a *former* staff member** will be placed in the mailbox of the person currently in that position.
- **Items addressed to a *library position*** will be placed in the mailbox of the staff member currently in that position.
- **Other items** will be given to Library Assistant.

Routing Process

- Two types of routing slips will be maintained by Library Assistant (all appropriate staff names will appear on the two routing slips: *initial and pass on any item you do not wish to review*):
 - 1) **Consultants/Coordinators** "short" list.
 - 2) **GPLS staff** "long" list.
 - **Items received by staff:**
 - Get appropriate routing slip from the Library Assistant and route, **or**
 - Give to the Library Assistant and let them route.
 - **Other items** will be routed by the Library Assistant as appropriate.

Shelving Guidelines

- Items will be shelved at Trinity (by the Library Assistant), unless otherwise instructed.
- Shelving process:
 - State library agency publications are shelved in State Files (**Note: *Retain last five years of Annual Reports, Annual Statistics, and Staff Directories***)
 - Federal government items are shelved in D.C. File.
 - Publishers' catalogs/bibliographies are filed separately.
 - Other items will be discarded unless other instructions are indicated.
 - Items will *not be cataloged* as part of the GPLS collection.

PERIODICALS (GIFTS): SOME TITLES RECEIVED

This list represents some of the items received free of charge at GPLS. Some of these items are appropriate for routing to staff. See **“ROUTING GUIDELINES/GIFTS: PERIODICAL-TYPE ITEMS”** for routing instructions.

Access (Library of Michigan)
Animal Welfare Information Center Newsletter (do not route-**discard**)
Big Sky Libraries (Montana)
Channel (Wisconsin Div. For Libraries...)
Clearinghouse on State International Policies (So. Growth Policies Bd.) (do not route-**discard**)
Communique (Louisiana)
DLA Bulletin (U. of California Div. Of Library Automation)
Directions for Utah Libraries
Director’s Chair (News Sources for Public Library Directors in Alabama)
FLICC Newsletter (Federal Library and Information Center Committee)
Footnotes-The Official Newsletter of the State Library of Iowa
Governors’ Bulletin (includes all states)
Granite State Libraries (New Hampshire)
Hitchhiker (New Mexico)
IC Bookletter (Illinois State Library, Illinois Center for the Book)
Insight (Illinois)
Idaho State Library Newsletter
Illinois Literacy (route to Parents, Children and Family Literacy Consultant)
LAN Times
Library of Congress Information Bulletin
Library of Virginia
Library Programs – News Notes for the Library of Rhode Island
MBLC Notes (Massachusetts Board of Library Commissioners)
Maine Entry
Missouri Census Update (do not route-**discard**)
Missouri Library World
Mosaic (Research Notes on Literacy) (route to Parents, Children and Family Literacy Consultant)
N Compass (Nebraska Library Commission)
News (Arkansas State Library)
News (State Library of Ohio)
News for South Carolina Libraries
Newsline (Missouri State Library)
ODL Source (Oklahoma Dept. of Libraries)
OERI Bulletin (Office of Education Research & Improvement)
Orange Seed Technical Bulletin (Florida)
Packet (Mississippi Library Commission)
Peachstar Pipeline
Record (National Archives)
Southern Growth Update
Special Report on Library Telecom Discounts (route to Information Technology Services Coordinator)
TLA Cast (Texas Library Association)
Text Quarterly (Georgia State U. Center for the Study of Adult Literacy) (route to Parents, Children and Family Literacy Consultant)

Trails (Texas State Library & Archives Commission)
WLN Participant (Washington Library Network)

Guidelines for Cataloging (Other) State Library Publications

Catalog publications that might be of interest and use to the staffs of libraries around the state. Such items might include the following:

- Summer/Vacation Reading Club Materials (as directed by the Parents, Children and Family Literacy Consultant);
- Recommended Guidelines (Internet Use, Grant Writing, Trustee Training, etc.);
- Project Descriptions (Digitization, Literacy, Resource Sharing, etc.);
- Bibliographies (Subject Areas, Core Collections, etc.).

Note: Any item to be cataloged must be approved by the Collection Development Consultant.

Do Not Catalog publications such as the following:

- Annual Reports;
- Annual Statistics;
- Staff Directories.

These items should be filed in the appropriate State Files for use by GPLS staff. Retain last five years of these items (see Shelving Guidelines, p. 17).

Note: File only items approved by the Collection Development Consultant.

Staff Account: Order Procedures

The Georgia Public Library Service (GPLS) has a staff account with the book vendor Baker & Taylor. Not all books are available through the vendor. Discounts vary by publisher, from 0 to 43 percent. In some cases, a *service charge* may be added to the price of the book. *Taxes* and *shipping charges* also are added. Therefore, ordering through the vendor may in some cases cost more than ordering directly from the publisher or buying from a bookstore.

Order Schedule: Staff orders may be placed *at any time*.

Requirements: Give orders to the *Collection and Reference Librarian (Library Information Specialist)* via *phone, fax, or e-mail*.

Provide *order information*: title, author, edition, publisher, date, ISBN, quantity. The ISBN is particularly important if a specific edition of a book is desired.

Indicate any *special instructions* when the order is placed: if you want to order only if a discount is given (say so); if you want to order only if the book is currently in stock (say if you don't want to back order).

Order Process: Orders are placed by the *Collection and Reference Librarian (Library Information Specialist)* within 24 hours of receipt.

In Stock Books: usually received at Trinity Avenue *within a week*.

Back Orders: will take *several weeks* to arrive.

Unfilled Orders: orders not filled *within 90 days* are automatically canceled. Canceled requests can be ordered again if desired.

Notification of Receipt: the *Collection and Reference Librarian (Library Information Specialist)* will notify the requester when an order is received at Trinity Avenue. The person who requests the book *must make arrangements for picking up the book at Trinity Avenue (unless they wish to risk interoffice mail)*.

Payment: The invoice is not included with the book shipment but is received in a separate mailing a few days later.

Payments may be made by personal check or by money order, **made payable to Baker & Taylor**. *Send or give payments to the Collection and Reference Librarian (Library Information*

Specialist), who records the payment and sends the check to Baker & Taylor that same day.

Board of Regents, University System of Georgia

**Georgia Public Library Service
Materials Reconsideration Form**

Author _____

Title _____

Call Number _____

1. How was the material brought to your attention? _____

2. Have you read the entire book? _____

3. What objections do you have to the material? Cite specific pages and passages. Are your objections moral, political, religious, or aesthetic? (Use separate sheet if necessary.) _____

4. What reviews have you read or heard about the material? _____

5. What do you think is the theme of the material and the intention of the author? _____

6. How would you answer people who disagree with your opinion about this book? _____

Signature _____ Date _____

Name (Please print) _____

Home Phone _____ Work Phone _____

Address _____

Name of Organization (if appropriate) _____

Return to Collection Development Consultant
 Georgia Public Library Service
 156 Trinity Avenue SW, Room 102
 Atlanta, GA 30303

Appendix B

The Library Bill of Rights/American Library Association

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Adopted June 18, 1948, by the American Library Association.

Amended February 2, 1961, and January 23, 1980, inclusion of “age” reaffirmed January 23, 1996, by the ALA Council.

[**The Library Bill of Rights** statement is available at
<http://www.ala.org/alaorg/oif/lbr.html>]

The Freedom to Read/A Joint Statement by: American Library Association & Association of American Publishers

“The freedom to read is essential to our democracy. ...

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 which are unorthodox or unpopular with the majority. ...
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated. ...
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author. ...
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 to adolescents, or to inhibit the efforts of writers to achieve artistic expression. ...
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous. ...
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. ...
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. ...”

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

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

[**The Freedom to Read** statement is available in its entirety at <http://www.ala.org/alaorg/oif/freeread.html>]