



L.E. Phillips Memorial
Public Library

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The Board of Trustees of the L.E. Phillips Memorial Public Library adopts and incorporates the following two statements, approved by the Council of the American Library Association, as part of the policy on Library Programs.

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

**LIBRARY-INITIATED PROGRAMS AS A RESOURCE:
AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS**

Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education, and recreation. Article I of the Library Bill of Rights states: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.”

Library-initiated programs take advantage of library staff expertise, collections, services and facilities to increase access to information and information resources. Library-initiated programs introduce users and potential users to the resources of the library and to the library’s primary function as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its own effort to address information needs and to facilitate information access in the community the library serves.

Library-initiated programs on site and in other locations include, but are not limited to, speeches, community forums, discussion groups, demonstrations, displays, and live or media presentations.

Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those for whom English is a second language. Library-initiated programs that cross language and cultural barriers introduce otherwise underserved populations to the resources of the library and provide access to information.

Library-initiated programs “should not be proscribed or removed [or canceled] because of partisan or doctrinal disapproval” of the contents of the program or the views expressed by the participants, as stated in Article II of the *Library Bill of Rights*. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of material for the library collection constitutes an endorsement of the contents of the material or the views of its creator.

Library-initiated programs are a library resource, and, as such, are developed in accordance with written guidelines, as approved and adopted by the library’s policy-making body. These guidelines should include an endorsement of the *Library Bill of Rights* and set forth the library’s commitment to free and open access to information and ideas for all users.

Library staff-select topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library-initiated programs because of possible controversy. Concerns, questions or complaints about library-initiated programs are handled according to the same written policy and procedures that govern reconsiderations of other library resources.

Library-initiated programs are offered free of charge and are open to all. Article V of the *Library Bill of Rights* states: “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.”

The “right to use a library” encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries do not deny or abridge access to library resources, including library-initiated programs, based on an individual’s economic background or ability to pay.

**Adopted January 27, 1982; amended June 26, 1990; July 12, 2000, by the ALA
Council.**

CRITERIA FOR SELECTION OF LIBRARY-INITIATED PROGRAMS

The L.E. Phillips Memorial Public Library initiates programs and may also co-sponsor programs with community groups. Selection of library-initiated and co-sponsored programs must be flexible and broad. Library-coordinated and produced programs promote the library's goals of public information, education, recreation and cultural programming. In these programs the library presents a range of points of view and does not advocate a single approach.

-Library-initiated programs will be tested by the following standards:

1. Reliability of information
2. Timeliness
3. Popular interest
4. Integrity of presenters
5. Availability elsewhere in the community

PROCEDURES FOR HANDLING A CITIZEN'S COMPLAINT CONCERNING LIBRARY-INITIATED PROGRAMS

1. To receive consideration by the library, all complaints concerning library-initiated programs (including complaints from Library Board members) must be made in writing and address the following points:
 - a. Specifically, what is it about the program that causes concern to the complainant (speaker, performer, subject matter, location, etc.)?
 - b. Why does this cause concern to the complainant?
 - c. What action does the complainant suggest?
 - d. Did complainant attend the program?
2. The library-initiated programs about which a complaint has been made will not be canceled, nor be restricted in any way, before final action is taken by the Library Board on the complaint, unless the Library Director finds substantive justification for the program to be delayed or canceled until further investigation can be completed.
3. Within 30 days of the filing of the written complaint, the manager of Programming and Communication Services will confer with the library director, then send a written response to the complainant, explaining in detail their decision regarding the complaint. The response will also inform the complainant that he or she may appeal the decision within 30 days.
4. Within 30 days following the written response, if it is the desire of the complainant, the Library Director will review the complaint and submit the complaint, along with his or her recommendations, to the Library Board.

5. Within 90 days of the filing of the written complaint the Library Board will review the complaint and take final action on it. In making its decision regarding the complaint the Library Board will employ all of the Criteria for Selection of Library-Initiated Programs listed above, along with the American Library Association's statements entitled "Library Bill of Rights" and "Library-Initiated Programs as a Resource"
6. The complainant will be notified in writing of the Library Board's decision in the matter.

***PROGRAMS AT THE LIBRARY NOT
INITIATED OR SPONSORED BY THE LIBRARY***

The Library's "Policy on Meeting Rooms and Study Rooms" and the "Library Bill of Rights" govern programs at the library that are not initiated or sponsored by the library.

The Library Board of Trustees subscribes to the Library Bill of Rights, adopted January 23, 1980. Article VI states:

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.

See policy on Meeting Rooms and Study Rooms