To request translation or disability-related accommodations, please contact us at **DTDcompliance@clackamas.us** | **503-742-4400**.

Si quiere solicitar servicios de traducción o adaptaciones para la discapacidad, contáctenos en/al **DTDcompliance@clackamas.us** | **503-742-4400**.

Чтобы запросить перевод или приспособления, связанные с инвалидностью, пожалуйста, свяжитесь с нами по:
DTDcompliance@clackamas.us | **503-742-4400**.

Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними:
DTDcompliance@clackamas.us | **503-742-4400**.

如需翻译服务或残障相关的协助，请与我们联系：
DTDcompliance@clackamas.us | **503-742-4400**。

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua **DTDcompliance@clackamas.us** | **503-742-4400.**

Clackamas County
www.clackamas.us

CLACKAMAS COUNTY

BUSINESS AND COMMUNITY SERVICES
Development Services Building
150 Beavercreek Road, Oregon City, OR 97045

Material Selection and Management Policy

The Clackamas County Library Advisory Board (Library Board) recognizes that the United States Constitution and the State of Oregon Constitution guarantee the right to free expression. People may speak, hear, view, and read what they choose, no matter how popular or unpopular it may be. In keeping with this principle, the Library Board adopted the American Library Association's Library Bill of Rights and Freedom to Read Statement.

Clackamas County's Oak Lodge and Gladstone Public Libraries (Libraries) are dedicated to the protection of free expression of ideas and the private reading, listening, and viewing rights of individuals. The Libraries' mission is to provide resources and services necessary to meet the evolving educational, recreational, cultural, and informational needs of the public, thus enhancing individual and community life. Materials should be selected that satisfy residents' needs as individuals and as members of a group with consideration given for all ages, backgrounds, interests, abilities, and levels of education. The Libraries strive to provide a dynamic collection that is available to currently viable physical and electronic formats. Though the Libraries attempt to give the best service possible for its regular users, they also have an obligation to collect materials and search for methods of service that will satisfy the needs of those in the community who have not traditionally been library users. It is vitally important that every citizen today have ready and free access to the world of ideas, information, and creative experience.

Access

The Libraries assure free access to their holdings. The choice of library materials by users is an individual matter. Responsibility for the reading, listening, and viewing by children and adolescents rest with their parents and legal guardians. While individuals may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials by others.

Responsibility

The responsibility for the selection of library materials is delegated by the Library Board to the Library Director and qualified staff who operate within the framework of this policy. The overall decision for purchase rests with the Library Director, subject to appeal to the Library Board.

Criteria for Selection

The evaluation of library materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of Clackamas County. The Libraries attempt to meet and anticipate community needs within the limitations of their budget, space and the availability of materials. Suggestions from citizens are welcome and are given serious consideration. Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the

collection because it presents an aspect of life honestly or because of frankness of expression or because of a particular point of view. All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria to be acceptable.

The following general criteria are used:

1. Present and potential relevance to the needs or interests of individuals and groups in the community;
2. Suitability of subject, style, and reading level for the intended audience;
3. Insight into human and social conditions;
4. Importance as a document of the times;
5. Appropriateness and effectiveness of medium to content;
6. Reputation and/or significance of author;
7. Demand for the material;
8. Reviews from professionals in the field or staff members;
9. Reputation of the publisher or producer;
10. Relationship to existing materials in the collection on the same subject;
11. Availability and accessibility of the materials in the Portland metropolitan area;
12. Reflection of varied opinions on a subject;
13. Accuracy;
14. Creative, imaginative, or entertaining presentation;
15. Artistic excellence;
16. Suitability of physical form for library use; and
17. Technical quality.

Gifts, Donations and Memorials

The Libraries welcome donations of books and other materials as well as financial contributions. The Libraries retain the authority to accept or reject gifts and reserve the right to decide the disposition of all gifts received. All offerings will be designated at the time of contribution to either the Oak Lodge Public Library or the Gladstone Public Library. Any financial contribution will be deposited to the library-specific fund and will not be comingled. Gifts accepted for addition become the property of the specific Library and will be placed where most appropriate. Materials not added to the collection will be transferred to the Friends of Oak Lodge Public Library (if contributed to the Oak Lodge Public Library) or the Gladstone Foundation (if contributed to the Gladstone Public Library) for use in their book sales. The proceeds from these sales are donated to the specific Library in support of its mission. The Libraries do not evaluate or appraise gift materials for tax purposes.

Maintenance, Replacement, and Withdrawal of Items

The Libraries continuously evaluate the collection to ensure its usefulness and relevance to the community. This evaluation relies on the professional expertise of library staff to assess the content of the collection for the ever-changing needs of the community.

The following criteria are used in selecting materials for withdrawal:

1. Meets the selection criteria;
2. Condition;
3. Timeliness, accuracy, or relevancy;
4. Current demand and frequency of use;
5. Number of copies in the collection;
6. Availability in other local collections;
7. Space or budget limitations; and
8. Local interest or enduring nature.

The Friends of the Oak Lodge Public Library serves as an instrument for the Oak Lodge Public Library, and the Gladstone Foundation serves as an instrument for the Gladstone Public Library, in reselling or redistributing library-specific withdrawn collection materials. The intent is for withdrawn materials from the Gladstone Public Library be donated to the Gladstone Foundation, and withdrawn materials from the Oak Lodge Public Library be donated to the Friends of the Oak Lodge Public Library. Therefore, any proceeds from the sale of these withdrawn materials benefit the specific Library in support of its mission.

Special Collections

The Libraries will evaluate the need for special collections, including language collections on a regular basis. Special collections will be evaluated according to community needs, selection criteria, space and budget needs.

Reconsideration Procedures

Whenever a citizen objects to the presence of a particular item in the collection, the objection is given a fair hearing using the following procedure:

1. Citizens wishing to make formal objections are provided with a “Request for Reconsideration of Library Materials” form by the staff;
2. The Library Director refers all objections concerning library materials to the Library Board;
3. Upon receipt of a formal objection, the Library Board reviews the subject materials in their entirety. The Library Board’s decision in the matter is based upon judgment, the Libraries’ Materials Selection Policy, and the American Library Association’s Freedom to Read Statement;
4. Materials subject to formal objection will not be removed from public access pending the Library Board’s decision; and
5. The citizen is notified in writing within 30 days of the Library Board’s decision.

Adopted October 21, 2021 by the Clackamas County Library Advisory Board.

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.

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

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

Inclusion of "age" reaffirmed January 23, 1996.

Reaffirmed June 1996, October 1998, and March 2014 by the Clackamas County Library Board of Trustees, and October 21, 2021 by the Clackamas County Library Advisory Board.

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound

responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.**

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.**

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.**

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous**.

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.**

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are 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.

Reaffirmed June 1996, October 1998, and March 2014 by the Clackamas County Library Board of Trustees, and October 21, 2021 by the Clackamas County Library Advisory Board.

Request for Reconsideration of Library Materials

Title:_____

Author:_____

Publisher:_____

Do you represent _____ yourself

_____ an organization or group (name) _____

What brought this title to your attention?

Did you read or review the entire work? If not, what sections did you review?

To what in the item do you object? (Please be specific; cite pages, or frames, or sections)

For which collection (children, teen, adult) do you think this material is acceptable?

What other material could you recommend in its place as conveying the same viewpoint?

In your opinion, what harmful effects might result from the use of the item?

Do you see any value in the use of this item?

What action do you wish the Library Board to take?

Signed _____

Address _____

_____

Phone _____

Date _____