

COLLECTION DEVELOPMENT POLICY

**Alvin Sherman Library, Research, and Information Technology Center, a
Joint-Use Facility with Broward County Board of County
Commissioners**

2006

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1. Purpose and Audience

The Collection Development Policy states the principles by which the Nova Southeastern University, Inc. (NSU) and Broward County Library System select materials for the Joint Use Library (Alvin Sherman Library). The Agreement between Broward County and Nova Southeastern University, Inc., for design, construction, and operation of a Joint-Use Library and Parking Garage, December 14, 1999, is the basis that supports this collection. It informs users, administrators, governing bodies, and their libraries in the area of the scope and nature of this library collection.

Although many definitions exist for collection development, the definition guiding this policy is:

“Collection development is the selection, acquisition, evaluation, and maintenance of a collection of materials and resources that meets the needs of the people it is intended to serve.”

2. Clientele or Audience

This facility serves two diverse clientele: the students, faculty and staff of NSU and the Broward County community. The population of Broward County as of 2004 was 1,754,893. The total enrollment for NSU in the fall of 2004 was 23,522. The facility includes areas with materials for children, young adults, and adults. Materials are catalogued using the Library of Congress, Dewey Decimal, or ANSCR classification system.

3. Mission Statement

To support, enhance, and collaborate in the instructional, research, and service activities of NSU’s faculty, students, staff, and the Broward County community, by acquiring, organizing, preserving, communicating, and making readily available collections of scholarly materials and other learning/recreational resources in all media and formats, regardless of geographic location.

4. Intellectual Freedom and Censorship

The Alvin Sherman Library recognizes its responsibility to keep in its collection materials on all matters of interest to its users, including materials that support all sides of controversial subjects. Censorship will not be exercised based on frankness of language, partisan or doctrinal concerns, or the manner an author may use in dealing with controversial subjects.

Material selection for children reflects the concept of children as individuals with greatly varying needs at any given time in their development. The Alvin Sherman Library is deeply committed to the conviction that a library should provide all children with the freedom to select books and materials without being limited to an artificial grouping by age or grade level. Segregation of children’s material by

location is not required. Responsibility for children's use of library materials rests with their parents or legal guardians. Selection of adult materials will not be inhibited by the possibility that materials may come into the possession of children.

To challenge an item, a patron may complete the Request for Reconsideration of Library Material (see Appendix A). The Alvin Sherman Library Collection Development Committee or its designee(s) will consider the complaint and draft a response to the complainant, referring to this section of the Collection Development Policy and the ALA Statements "Library Bill of Rights" (see Appendix B) and "Freedom to Read" (see Appendix C). The patron may appeal to the library director for a final decision.

5. History of the Joint-Use Library

On December 14, 1999, Broward County Commissioners and Nova Southeastern University, Inc. signed the agreement for a joint-use library to continue in force for the next forty (40) years. The library's research and technology capabilities serve a public purpose and benefit the Broward County community, along with the research needs of NSU's students, faculty, and staff.

6. History of the Alvin Sherman Library at Nova Southeastern University, Inc.

The first main library at NSU opened in 1967 on Las Olas Boulevard in downtown Fort Lauderdale. It moved in 1968 to the Parker Building on the Davie campus and became known as the Science Library (subsequently the George English Library). The smaller Social and Behavioral Sciences Library was located in the Rosenthal Center, moving later to what is now the Hollywood Mailman Building. As the University and its programs grew, the Social and Behavioral Sciences Library, known as the Einstein Library, became the de facto main library. By 1989, the two libraries had merged in Parker under the Einstein name.

The Library, Research, and Information Technology Center opened in October 2001, with 325,000 square feet housing an opening collection of 240,000 volumes. In September 2003, the facility's name changed to the Alvin Sherman Library, Research, and Information Technology Center. By the end of 2005, the library's collection numbered approximately 395,000 volumes.

7. History of the Broward County Library System

The Broward County Library System was chartered in 1974 by the Broward County Commission, with municipal libraries in Fort Lauderdale and Hollywood. The county system expanded through bond-issue programs, capital programs, and the inclusion of existing municipal libraries. Today, Broward County Library serves the needs of a large and diverse population with the flagship Main Library, the African-American Research Library and Cultural Center, five regional

libraries, 29 branch libraries, three reading centers, and two shopping-mall computer-information kiosks. In 1996, Broward County Library was named “Library of the Year” by *Library Journal*—the highest honor a U.S. public library can receive.

8. Organization of the Collection Management and Development Program: Selection Responsibilities

- a. The Public Library Services (PLS) department of the Alvin Sherman Library consists of print and non-print materials suggested or selected by NSU librarians, faculty, subject specialists, staff, and/or public patrons.
- b. The academic library collection of the Alvin Sherman Library consists of materials suggested or selected by NSU librarians, faculty, subject specialists, staff, and/or public patrons.

9. Policies and programs for Management of Collection

- a. Selection criteria – Factors to be considered in selection of materials for purchase and acceptance of donations:
 - i. Favorable review in standard library review media
 - ii. Favorable review in noted periodicals or newspapers
 - iii. Profile in noted periodicals or newspapers
 - iv. Credentials of the author to write or produce the title
 - v. Currency and accuracy of content
 - vi. Quality of content (writing style, grammar, etc.)
 - vii. Quality of illustrations for juvenile materials
 - viii. Suitability of content and presentation for intended audience
 - ix. Balance of presentation of controversial issues
 - x. The population diversity of NSU and Broward community
 - xi. Quality of binding (print titles, for multiple circulations), or quality of physical items (audiovisual titles, for multiple playbacks)
 - xii. Consistent printing style for print titles and lack of typographical errors
 - xiii. Quality of production values (sound and picture) for audiovisual titles
 - xiv. Value of material in relation to the existing collection and the Library’s collection goals
 - xv. Demand for the material
 - xvi. Space and budgetary considerations
 - xvii. Translator’s reputation, if the book is a foreign-language work
- b. Preservation – The library applies the same principles to the preservation of materials such as newspapers, journals, and out-of-

print books as it does for the entire collection. The best media available for the material are chosen. Binding and mending decisions regarding worn books are made as needed. Each decision is based on the actual condition of the book, the number of duplicate copies in the collection, the current validity of its contents, availability of the title for reorder, and the cost of mending versus the cost of replacement. Decisions regarding preservation of digital content include consideration of new technologies, formats, and services as they become available.

- c. Replacement – The library does not automatically replace all materials withdrawn from the collection because of loss, damage, or wear. Decisions to replace an item are based on the following considerations:
 - i. Demand for specific title
 - ii. Number of copies held: Although duplication of titles is not generally encouraged, multiple copies may be purchased
 - iii. Existing coverage of the subject within the collection
 - iv. Availability of newer and revised materials on the subject
- d. De-selection – De-selection or weeding is the withdrawing of damaged or obsolete materials from the library’s collection. This process is an integral part of collection development and maintenance. In general, the same criteria apply to weeding as to the selection of new materials. Materials that fall into the following categories may be considered for withdrawal:
 - i. Superseded editions, unless an edition is considered a classic
 - ii. Items that are worn, mutilated, moldy, badly marked, pest-riddled, smoke-damaged or water-damaged.
 - iii. Duplicate copies of seldom-used titles
 - iv. Materials that contain outdated or inaccurate information
- e. Out-of-Print – The library does not normally purchase out-of-print materials. However, when such materials are necessary to the integrity of the collection, an effort is made to purchase them.
- f. Collection Levels (Collection Depth) – In determining the levels of collection development appropriate for the Alvin Sherman Library, the following categories have been established:

0 Out of Scope

Library does not intentionally collect materials in any format for this subject.

- 1 Minimal Information Introductory**

Supports general inquiries about the subject. Materials should be current, classic, or standard retrospectives. Material should introduce and define a subject and indicate the variety of information available elsewhere. The print collection may include dictionaries, encyclopedias, standard and significant core works, handbooks, manuals, films, and sound recordings.
- 1a Basic Information Augmented**

Includes basic information on a wider range of topics and with more depth, to support students in basic undergraduate courses. Material should include a broader selection of basic explanatory works, historical descriptions, and reference works that introduce and define the subject.
- 2 Instructional Support**

Contains a broad range of resources adequate to support upper-level undergraduate instruction, sustained independent study, work-based interests, or specialized inquiries. Adequate to impart and maintain knowledge of a subject at less than research intensity. The collection includes a wide range of basic works, fundamental reference works and bibliographic works, significant number of classic retrospective materials, complete collections of works of more important authors, selections from the works of secondary writers, and a selection of works to represent adequately a wide variety of perspectives.
- 3 Research**

The collection supports postgraduate and independent research and includes all major published source materials. A very extensive collection of general and specialized monographs and reference works. Extensive collections of the works of better-known writers as well as other important but less well-known writers. Extensive collections of appropriate foreign-language materials.
- 4 Comprehensive**

The collection supports postgraduate and independent research and acquires all published materials in all formats to provide an all-inclusive holding on a subject area.

10. Cooperative Collection Development Agreements

As a member of SEFLIN (Southeast Florida Library Information Network), FLIN (Florida Library Information Network), ICUF (Independent Colleges and Universities of Florida), and SOLINET (Southeastern Library Information Network), the library makes its collections available to other institutions. The Alvin Sherman Library benefits from these agreements by having reciprocal access to the collections of other libraries.

11. General Collection Management and Development Policy

- a. Types of publications collected:
 - i. Books, including monographs and books in series
 - ii. Periodicals
 - iii. Newspapers
 - iv. Textbooks
 - v. Reprints
 - vi. Dissertations and theses
 - vii. Paperback books
 - viii. Microforms
 - ix. Audio and visual materials
 - x. Computer Software
 - xi. Electronic formats
 - xii. Realia
- b. Local history, rare books, manuscripts, realia, and archival materials are not systematically collected.
- c. Children's materials – Children's materials are aimed at meeting the informational, recreational, and cultural reading needs of children. Materials chosen reflect both the general demands of the majority of children and the unique demands of children with special needs, problems, or talents. The Alvin Sherman Library children's materials are intended to comprise a collection that, supplemented by the adult collection, satisfy a child's basic needs for recreational and informational reading, viewing, or listening.
- d. Fiction – The adult fiction collection consists of popular bestsellers, short stories, translations of novels from other languages, mysteries, spy novels, romances, historical fiction, westerns, science fiction, fantasy, and classics. This collection intends to provide a range of older titles and lesser-known authors to satisfy browsers and students of literature.
- e. Languages and translations – The Alvin Sherman Library collects popular materials in selected international languages that mirror the ethnic and racial diversity of the community. Careful consideration is

given to population shifts, immigration patterns, and circulation statistics. The collection contains representative fiction and nonfiction, including classics, standard authors, modern writers, materials describing cultural traditions, and reference materials. The Alvin Sherman Library collects academic materials in areas that support international NSU programs and the international-student community.

- f. Local Authors and faculty publications:
 - i. All appropriate NSU faculty publications are purchased
 - ii. Purchase of local authors' works is considered based on the Alvin Sherman Library collection-development criteria
- g. Popular works – Popular Materials consists of a rotating collection of current bestsellers and enduring titles, fiction and non-fiction, popular magazines, newspapers, cassettes, CD-ROMs, DVDs, and CDs for children and adults on a variety of subjects.
- h. Scholarly works – the academic library collection consists of materials of lasting and scholarly value, including serials, monographs, books in series, etc. The material collected is essential for instruction or research in the disciplines taught at NSU, but other disciplines may be identified based on need.
- i. Multiple copies – Multiple copies may be purchased based on anticipated or demonstrated demand from patrons.
- j. Ready Reference – The Ready Reference collection is used to answer frequently asked queries from the library's patrons. Criteria for placing materials in Ready Reference:
 - i. Selected Florida material or general quick-reference
 - ii. Timeliness of information
 - iii. Frequency of use
 - iv. Loose-leaf in nature and easily stolen
 - v. Books or special issues of journals that are frequently stolen
- k. Reference works – The library's reference collection is designed to meet the basic research, verification, location, and information needs of the Alvin Sherman Library's patrons. An attempt is made to provide reference material in print and electronic formats in all subject areas. The material in the reference collection is reviewed regularly, and outdated resources are removed or updated.
- l. Government publications – Government publications of all types (international, foreign, local, etc.) are not systematically collected.

m. Acquisitions procedures affecting collection policies:

The Alvin Sherman Library standing orders are selected with the following criteria:

- i. Materials that are considered titles in series; titles that are significantly revised each year; annual reference books such as almanacs, dictionaries, and encyclopedias; and annual circulating books. The material must have continuing value and relevance to the collection.
 - ii. An approval plan is used for the selection of materials in specific disciplines.
 - iii. Gifts – The selection of worthwhile items from books, periodicals, etc. received as gifts is governed by the same criteria that govern the selection of purchased items. The library reserves the right to dispose of duplicate and unwanted materials as it sees fit. The library is not responsible for a monetary statement to the donor for tax purposes but will acknowledge receipt of the gift (see Appendix D, Gift Policy)
- n. Expensive purchases – If the price for a purchase is over \$1000.00, the following steps are necessary to add an item to the permanent collection. A designated committee will consider the following:
- i. Criteria stated elsewhere in the Alvin Sherman Library collection development policy
 - ii. Review of approval copies or trials of the product, if appropriate
 - iii. Review by NSU faculty, if appropriate
- o. Electronic Databases – Criteria for selection of electronic databases include the extent to which a new database enhances the library's bibliographic access to information, improves the overall collection, or is relevant to the curriculum. Decisions for acquisition and renewal are based on user needs; regional access; price considerations; content evaluation; usage statistics; availability of compatible hardware; licensing and copyright requirements; and rights for archiving, downloading, printing, and remote access.
- p. Textbooks – For the purpose of this policy statement, a textbook is defined as a monograph that indicates in the preface or introduction its design for use in supporting specific courses, and which may have one or more of the following characteristics: use of colors in the text to distinguish main points or supplementary material; provision of questions or answers for review at the ends of chapters; frequent revision schedules (1-3 years); separate supplemental materials such as

workbooks, etc; and plastic-over-paper binding that provide colorful but poor-wearing covers. A textbook's main function is to provide a general overview and summary of a discipline's literature. The high cost, frequent revision, and generally poor binding make most textbooks a poor investment for the library; however, there are occasions when very selective acquisition of textbooks may be warranted.

- i. The textbook is recognized as a classic by experts in the field
- ii. The textbook is written by a current NSU faculty member
- iii. Other materials in the curricular area are insufficient
- iv. Materials that support upper-level undergraduate and graduate-level study only.

The Alvin Sherman Library does not purchase or add to the collection textbooks adopted as required texts for any given course at NSU, as the library does not compete with the University Bookstore.

Other types of college-level textbooks deserve special attention as well:

- i. Anthologies: From time to time, anthologies of collected works, (essays, literature, etc) may be utilized as course materials. There is a distinction between these monographs and textbooks, as anthologies usually become value-added material to the general collection.
 - ii. Workbooks: The library does not collect workbooks that supplement a specific college-level textbook. ALA's definition of a workbook is: "a learning guide, which may contain exercise, problems, practice materials space for recording answers and, frequently, means of evaluating work done."¹
 - iii. Coursepacks: The library does not collect coursepacks that supplement course materials. Coursepacks are usually compilations of periodical and newspaper articles, and chapters from books. Content in coursepacks is available from the original sources.
- q. Audio Books – The Alvin Sherman Library provides a well-balanced collection of both fiction and nonfiction works with an emphasis on popular titles. The library strives to maintain a representative collection that includes current and emerging technology. Unabridged versions are collected.

¹ Young, H. (Ed.). (1983). *The ALA glossary of library and information science*. Chicago: American Library Association.

- r. Media – Popular and academic music and visual media in current and emerging technological forms are collected. Music must meet curricular needs; music for the popular collection meets the needs of public patrons. Films selected for academic use must meet “Freedom to Read” guidelines and be justified to balance the collection.
- s. E-books – The Alvin Sherman Library e-book collection provides diversity in forms of recorded knowledge resources to support NSU curricula; it meets the research needs of Broward County residents by encouraging the use of new technologies. The Alvin Sherman Library will investigate all access and usage types offered through various vendors. License agreements vary for access and use of e-books such as perpetual rights, leasing, and sharing. Perpetual rights are defined as the library owning outright an e-book with a one-time purchase. This may or may not include a nominal annual access fee and may or may not include free access to subsequent editions and revisions. Leasing is defined as owning an e-book for a finite time period. Purchasing a print monograph can sometimes include access to the electronic equivalent either temporarily or for the life of the print edition.
- t. Dissertations, MARPS and Practicums – All Nova Southeastern University dissertations are collected, subject to University dissertation-submission requirements of graduating doctoral students. Beginning 2006, all NSU dissertations are available in ProQuest’s “Dissertations and Theses” database, provided the student has given authorization.

Appendix A

Procedure for Reconsideration of Library Material

This procedure sets forth the following steps that will be taken when a patron requests reconsideration of library material in the Alvin Sherman Library Research and Information Technology Center.

1. The Collection Development Librarian will acknowledge receipt of the patron's complaint. A copy of the Collection Development policy, the Library Bill of Rights and the Request for Reconsideration of Library Material will be given to the patron or mailed if the complaint is registered by mail. If the patron complains in person, the reference librarian should make brief notes, noting the date of the complaint and the circumstances.
2. The patron will complete the "Request for Reconsideration of Library Material" and return it to the Reference librarian who then forwards it to the Collection Development Librarian along with a copy of the material in question. If the complaint is written, the librarian will include a copy of any correspondence. If the complaint was made in person, the librarian will submit notes that detail the content of the original conversation with the form.
3. When the "Request for Reconsideration of Library Material" is received, a committee composed of the collection development committee or its designees and one other professional librarian or faculty member selected for his/her expertise in the subject materials. The members of the committee will each read the book or listen to or view the work in question, gather professional reviews and prepare a written evaluation of the work to determine whether it meets the criteria of the Alvin Sherman Library Research and Information Technology Center Collection Development Policy.
4. From these evaluations the Collection Development Committee or its designees will prepare a written consensus of opinion as to the appropriateness of the material and forward this to the Library Director for his or her information.
5. A letter prepared by the Collection Development Committee summarizing this consensus report will be sent to the patron. The patron should receive a response within 30 days after the library's receipt of the "Request for Reconsideration of Library Material".
6. Administrative staff will be advised of the complaint and its final disposition for information purposes only.

SAMPLE LETTER TO PATRON CONCERNING MATERIALS SELECTON POLICY

Date

Dear

This is to acknowledge receipt of your letter expressing concern as to the appropriateness of _____ at the Alvin Sherman Library Research and Information Technology Center.

Enclosed are a copy of our collection development policy and a copy of the Library Bill of Rights of the American Library Association, a standard document supported by Nova Southeastern University, Inc. and Broward County Library.

After reading these items, please complete the enclosed form and mail it to the library to the following address for further handling.

Head of Collection Development
Alvin Sherman Library, Research and Information Technology Center
Nova Southeastern University
3100 Ray Ferrero Jr. Blvd.
Ft. Lauderdale, FL 33314

You may expect a reply within thirty days (30) of our receipt of the form.

Sincerely,

Request for Reconsideration of Library Materials
Alvin Sherman Library Research and Information Technology Center

Note: Print or Type

Name: _____ Telephone: __ (__) _____

Address: _____

City: _____ Zip Code: _____

Title of Item: _____

Author/Artist: _____

Please specify: _____ (book, sound recording, video, etc.)

1. What do you object to in the material? (Please be specific: If print, cite pages. If audio or video, specify sections or parts).

2. Why do you object to the material?

3. Did you read, see, listen to or otherwise use the material in its entirety? If not, which sections?

4. What do you believe is the theme of the material?

5. Do you think that people who want to use this material should be able to find it in the library? If not, why not?

6. Do you think that parents have the right and responsibility for guiding their own children's reading/ viewing/listening and deciding what limits, if any, they place upon it?

7. Do you think other people should be able to tell you what you or your children should not read, view or listen to?

8. Have you read any reviews of this material? If yes, please cite.

9. Have you read the Alvin Sherman Library Research and Information Technology Center Collection Development Policy?

10. What would you like the library to do with this material?

Date _____

Signature _____

Signature _____

Appendix B

Library Bill of Rights

(<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>)

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.

Appendix C

THE FREEDOM TO READ

(<http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm>)

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

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Appendix D

Gift Policy

Introduction

The Alvin Sherman Library, Research, Information and Technology Center welcomes cash and in-kind donations, as well as personal book collections. Monetary gifts are welcome for the purchase of specific items consistent with the Library's Collection Development Policy.

Any materials given to the library are evaluated by the same standards as purchased materials. The library reserves the right to dispose of any portion of a gift that does not meet collection-development criteria. Gifts offered with restricting conditions may require a gift agreement, as determined by the Vice President for Information Services/University Librarian or his designee(s). The library determines final disposition of gifts or donations.

Monetary Donations

Monetary contributions to the Library support the purchase of books and materials necessary to maintain the Library's status as a premier facility. All contributions to Nova Southeastern University are tax deductible. NSU and the Alvin Sherman Library accept contributions of cash, stocks, or other appreciable assets.

Personal Book Collections or In-Kind

The Alvin Sherman Library, Research, and Information Technology Center accepts donations of books, videos, DVDs, CDs, audiobooks, manuscripts, photographs, equipment, realia, artifacts, or other documents from personal collections. Donations from any field of academic study are desired and appreciated.

Rare books and manuscripts will be evaluated on a case-by-case basis by the appropriate staff members, in conjunction with the Head of Collection Development.

Memorial/Tribute Book Donations

A donation to the Alvin Sherman Library, Research, and Information Technology Center may be in the form of a memorial or tribute to an individual, or a commemoration of a special occasion, such as a birthday, anniversary, or graduation or other special occasion. The library respectfully requests a minimum contribution of \$50 per book.

Once a donation is received, the library will send an acknowledgement to the family of the honored person(s), notifying them of the gift. Each book purchased through a memorial/tribute donation will bear a personalized bookplate commemorating the person or event.

How to Donate

The Collection Development Department receives all in-kind donations. Anyone wishing to make a cash or in-kind contribution may contact either the Head of Collection Development or the Director of Library Development.

To donate materials to Nova Southeastern University, please call the Collection Development Department at (954) 262-4542. If requested, we will arrange for NSU's Physical Plant to pick up the items. The appropriate subject specialists and the Head of Collection Development will review all donated materials.

The Library's Development Department administers monetary donations. All cash and in-kind donations are forwarded to the NSU's Office of Development for university processing.

Acknowledgements

The NSU Office of Development officially acknowledges all donations to NSU. All cash gifts of \$1,000 or more will be personally acknowledged by the university president. Upon request or as deemed appropriate, the library will send a formal written letter.

Appraisals

The Alvin Sherman Library will not appraise gift materials. The library is prohibited by conflict-of-interest concerns from providing estimates of monetary value for any donation. If desired, appraisals should be sought from qualified third parties. The Alvin Sherman Library adheres to all federal and state regulations governing donations, including rulings on appraisals for tax deduction. Donors must comply with all IRS regulations in force before delivery of gifts or donations to Nova Southeastern University. The acceptance of a gift that has been appraised by the donor or a third party in no way implies the library's endorsement of the appraisal.

Donations Not Accepted

Anything containing mold, mildew, or insects is potentially dangerous to the existing collection. Any material that is damaged by water, ripped or torn, showing extensive wear, or that is written in or highlighted will not be considered for addition to the collection. The library does not accept *National Geographic* magazines or daily or weekly news magazines such as *Time*, *Newsweek*, *People*, etc.

Alvin Sherman Library, Research, and Information Technology Center Gift Policy
Revised 12/2005