

COLLECTION DEVELOPMENT POLICY

Altoona Area Public Library and District Center

OVERVIEW

Description of the Library:

At the end of the fiscal year 2008-09, the Altoona Area Public Library served a population of 61,448 in its direct service area. As a District Center for Blair, Bedford and Huntingdon Counties that service population expanded to 220,444 persons. In addition, we have been designated to serve as the library for the Greater Altoona Career and Technology Center. The Altoona Area Public Library has a cataloged collection of more than 199,087 items. There are over 181,824 books; 15,496 audio visual items; and 218 periodical and serials titles. The Youth Room provides more than 42,190 holdings for preschoolers through age 12. As of November 13, 2009, there are 2,838 holdings for Young Adults.

The Library offers free Internet access at 25 computers, provides rentals of audio-visual equipment, is headquarters for the Blair County Library System and the Blair County Literacy Council, and houses special collections which include Altoona and Blair County local history and railroad history.

In addition, the Library is designated as a Federal and State Depository Library. As such, we receive 11% of the federal documents printed and made available to the public. We also receive the publications of all Pennsylvania state agencies and make them available as well. Most other government publications are available on line and can be accessed through our public computer.

Mission Statement:

It is the mission of the Altoona Area Public Library to serve our patrons

- as a **Popular Materials Library** providing a collection of best-selling books and popular magazines, videos and music recordings for borrowing;
- as a **Reference Library for Personal Information** which patrons seek;
- as a **Preschooler's Door to Learning** providing preschool children with picture books, story hours, and educational programs so that they can have fun and learn to appreciate learning;
- as a **Formal Education Support Center** providing students, both children and adults, with books, magazines and other services they need to do their schoolwork;
- as an **Internet Public Access Center** providing public access terminals and dial-in capabilities for patrons to access the Internet; and,
- to assume roles and provide basic miscellaneous services normally associated with community libraries.

The Library will use the Mission Statement as a guide when deciding what it will or will not include in the collection. Because of size limitations and budget constraints, the Library cannot and will not attempt to provide everything for everybody. The Library will strive to provide an up-to-date and well-balanced collection within these guidelines.

POLICIES OF SELECTION:

I. Responsibility for Selection:

The responsibility for selection of materials is shared by the professional library staff and the Director of the Library. Nonfiction, fiction, audio books, videos, and children's materials are each selected by a designated staff person. Selections are made based on professional review sources, patron needs and interests, accuracy and quality of materials. The collection must be kept up-to-date and timely; therefore, older outdated materials must be removed and/or replaced as necessary to assure that only accurate information is made available to our patrons.

Review sources currently subscribed to for staff use include: *Library Journal*, *Booklist*, *Horn Book*, *School Library Journal*, *New York Time's Book Review* and *Publisher's Weekly*.

II. General Policies:

Recognizing that the purpose and function of a library is to collect, maintain, and facilitate access to the books and other materials which best satisfy the clientele of the library within budget limitations, we therefore adhere to the following policies:

- A. A primary obligation of the library is to uphold the doctrine of Freedom of Speech and Press. We thereby subscribe to the "American Library Association's Bill of Rights" [Appendix I] and the "Freedom to Read" statement [Appendix II]. (Please see attached.)
- B. The Library will try to maintain a balance in the collection by making available honest presentations of all sides of any public questions without allowing itself to be used as a propaganda agency.
- C. The Library will assert its right and duty to keep on its shelves a representative selection of materials on all subjects of interest to its readers and not prohibited by law, including books on all sides of controversial issues. The Library will not overemphasize one subject at the expense of another or one side of a controversial topic without regard to the other sides.
- D. Contemporary and popular authors are to be included as well as those of enduring worth and classics. Titles are to be selected on the basis of content as a whole, without regard to the personal history of the author.
- E. The overall value of material will be the chief criteria for selection. Books written obviously to trade on sensationalism and pornographic tastes will not be selected. However, serious works which present an honest picture of some problem or aspect of life need not be excluded because of coarse language or frankness.

III. Policies by Age, Group and Subject:

A. Selection of Children's Materials:

The basic policy of book selection for children is to choose the best new books and replace and duplicate the older titles which have proven their worth. The selection includes books for recreational reading, inspirational books of lasting value, and books of information covering a wide range of knowledge.

Each book, magazine, or non-print item is judged on its own merits, in relation to the collection as a whole and to the children for whom it is intended.

Books which supplement school assignments are bought according to demand and budgetary limits.

Factors to be considered in the selection of books include a blend of common sense and experience in book selection, as well as, literary quality, suitability in content and vocabulary, need for the subject matter, and a healthy and fair picture of the subject.

The policy includes print (books, magazines, pamphlets, etc.) as well as media materials (CDs, DVDs, CDRoms, etc.) for children.

CHILDREN'S SPECIAL COLLECTIONS:

1. Family Place – As a Family Place Library, the Altoona Area Public Library strives to ensure that parents and caregivers of young children perceive the library as a place to play, learn, and grow. A designated play area equipped with developmentally appropriate toys and games is open for the public to use during regular library hours. Parents and/or caregivers can play with the children or select a book from our special parenting and child development collection to peruse (See section B). Connecting families with the services and information they need to raise successful children is an important goal of the Altoona Area Public Library. Because of this, the library has formed many partnerships with local human service agencies, non-profit agencies, and service groups. We encourage parents to use our staff as a valuable resource in seeking services or activities appropriate for their specific needs.
2. Parenting and Child Development Collection - This special collection is located right beside the Family Place play area and offers to parents and/or caregivers research materials covering a variety of topics such as toilet training, sibling rivalry, special needs, bedtime, and developmental milestones.
3. Braille Collection – This collection is offered as a service to the visually impaired community in partnership with LICC (Local Interagency Coordinating Council). The criteria used to determine what to purchase is based on what other children are reading.

4. Home School Collection– Parents of home schooled children are consulted on their needs for their children. The criteria used to determine what to purchase is based on what is needed to support their curriculums.

Currently, the Children’s Services Director is responsible for selecting children’s materials.

B. Selection for Young Adults:

Young adults are in a transitional period of their lives and attention needs to be given to providing materials that meet the needs of those patrons who have outgrown the children’s collection, but are not yet ready for adult themes or advanced reading levels. The collection should include a wide range of reading levels and content selected with that in mind. Young adult books should guide the young person in establishing independent judgment about books and a thirst for reading which will continue into their adult years. Every effort will be made to keep the collection balanced and current. (Refer to Policies of Selection, General Policies section, subsection 5.)

Currently, the Reference Librarian is responsible for selecting the Young Adult collection.

YOUNG ADULT SPECIAL COLLECTIONS:

1. Graphic Novels – This collection is offered to enhance essential literacy skills in young adults. The reader develops the ability to understand the sequence of events, interpret characters’ nonverbal cues, discern a story’s plot, and make assumptions. A graphic novel is more brain stimulating than a conventional book. The reader is required to interpret print, art, setting, plot, and action in bubbles and panels. Reluctant readers, or visually dependent readers, are attracted to the visual elements. When selecting a graphic novel, examine the artwork and story plotlines – some are very mature and artwork can be objectionable. Some are rated R. When selecting a graphic novel, you should consider the age of the child, makeup of the community (conservative or open-minded). Some graphic novels have very dark storylines and/or provocative or sexually explicit artwork.

C. Selection for Adults:

The purpose of the adult collection is to make available books and other materials that will meet the particular needs and interests of the community it serves. These needs will be met by selecting materials in a variety of types and formats.

Books in the adult collection are selected for adult readers. Adults should not be limited in their access to these materials, even though this may make them available to young adults and children. Children and Youth are not barred from using materials in the adult collection. The Library expects parents to assume responsibility for what their children select and borrow from the Library.

1. Fiction: This collection includes a selection of representative novels of the past and the present. These represent all types and styles of literature as well as representing authors from diverse cultural backgrounds. While novels may be read primarily for pleasure, they also serve as an educational tool, as a means of recording and molding public opinion, and changing individual attitudes. An attempt will be made to satisfy a public varying in educational interests, tastes and reading skills. In many cases, multiple copies of popular new fiction will be necessary to provide readers with an opportunity to read the most popular titles in a timely manner. A rule of thumb for purchasing multiple copies shall be one copy purchased for every five patrons on the holds list for that title as the budget permits.

Currently, the Senior Reference Librarian is responsible for selecting Fiction.

2. Nonfiction: The factors to consider when selecting nonfiction materials will be authority, accuracy, currency, the integrity of the author, and the readability of the material. By nature, some subject areas will need to be replaced more often than others. Subjects that are particularly time sensitive are medicine and health, legal advice, science, travel, computer, secondary education guides, finance, and price guides. Special effort will be made to keep the nonfiction collection as current as possible.

Currently, the Assistant Director is responsible for final selection of Non-Fiction materials. Materials are selected from sources as well as from gathering input from other professional librarians and staff. Front line staff are more aware of gaps and weaknesses in the collection that become apparent when offering assistance to patrons.

ADULT SPECIAL COLLECTIONS:

- a. Local Authors and Local History: It is the general aim of the library to collect and maintain as much material as possible in books, as well as pamphlets, pictures, videotapes, and newspaper clippings by and about local authors, artists, and local history. Any books or pamphlets that are published about Altoona or Blair County will be considered for the collection. These materials will be purchased in duplicate, so that one copy will be archived in the Pennsylvania Room and other copies may be made available for circulation.

Currently, the Assistant Director is responsible for selecting the materials for Local Authors and Local History. Recommendations are made from all staff.

- b. Reference: Reference books are referred to in order to find specific bits of information. They are seldom read from cover to cover. These books need to be very current and accurate, and they need to stay in the Library so that the information is always accessible when an information need arises. Many of the books in the reference collection will need to be replaced often to keep the information current and useful. Almanacs and directories may need to be replaced annually. Print Encyclopedias will be replaced on a rotating basis, one set per year as the budget permits. Budgetary restraints will prevent replacing all sources yearly, but every attempt will be made to keep the collection as current as possible.

Currently, the Assistant Director is responsible for selecting the Reference titles. Joint recommendations are made by the Reference staff.

- c. Large Print: This collection is offered as a service to the visually impaired community. The criteria used to determine what to purchase is based on what other adults are reading.

Currently, the Senior Reference Librarian is responsible for selecting Large Print.

IV. Policies By Format:

A. Printed Materials:

1. Textbooks: The Library will provide supplemental materials for courses being taught at local educational institutions, but the Library will not purchase textbooks for our collection. Donations of textbooks will be considered if the textbook fills a need in the collection.
2. Paperbacks: Generally hard cover books are preferred, but trade paperbacks may be purchased if that is the only format available, or if the material is the type that becomes outdated rapidly (i.e., price guides, catalogs, directories). Mass market paperbacks will only be purchased if there is patron demand for a title that is not available in trade paper or hard cover.
3. Periodicals and Newspapers: Periodicals will be selected for their usefulness as a research tool and also for leisure reading interest of the patrons. Preference will be given to periodicals that are indexed in the *Readers' Guide to Periodical Literature* or EBSCO. Most indexed magazines will be kept by the Library for a period of five years for research purposes. A few of the most heavily used magazines will be purchased and retained in microform format. Newspapers are selected on the basis of relevance to the local district. Newspaper issues will be retained for only three months, then discarded to make room for newer issues. Microfilm copies of the *Altoona Mirror* will be purchased and maintained. The Library will accept gift subscriptions with the same provisos as it does other gifts and does not guarantee that more than the current issue will be kept.

Currently, the Assistant Director is responsible for selecting and deselecting periodical titles.

4. Pamphlets and Clippings: Pamphlets and clippings are selected for the vertical file as materials supplementary to the library collection. They provide topical and timely information that is not readily available elsewhere. Standards for their selection follow the general selection policies already stated. Because of the ephemeral nature of these pamphlet materials, they should be discarded when outdated or superseded. Care will be taken to maintain those clippings which record local history so that the historical record will be preserved.

Currently, the Senior Reference Librarian and Reference Librarian are responsible for the selection and maintenance of the vertical files.

B. Non-Print Material:

1. Videos/DVDs: Videos/DVDs will be selected in both educational and entertainment categories for their usefulness and appeal to our patrons. Subject matter will be given the same consideration as print materials. Videos selected for the Youth Room collection will have a rating of GP or GP-13. R-rated materials will be selected with care for addition to the adult collection. X-rated movies will not be added to the collection.

Currently, the Assistant Director, Children's Services Director and Reference Librarian are responsible for selecting Videos/DVDs.

2. Sound Recordings: Music recordings will be selected in CD format and will be comprised of popular, classical, opera and show tunes. Children's stories and music will also be selected on CDs. Audio books for adults will be selected in both CD and MP3 format. Content will be evaluated using the same criteria as print materials.

Currently, the Senior Reference Librarian is responsible for selecting Music; the Children's Services Director is responsible for selecting Children's stories and music; and, the Executive Director is responsible for selecting Audio Books.

3. Other Non-Print Materials: Items in other formats such as toys, games, and puzzles, will be selected with consideration for the age and interests of the users of those materials. At the present time we do not collect any eBooks, however, we anticipate adding them in the future.

Currently, the Children's Services Director is responsible for selecting Other Non-Print Materials.

C. Memorials and Honorariums:

The Library welcomes Memorial and Honorarium donations. A minimum donation of \$30.00 is required to place a book plate in a book. An acknowledgment will be sent to the donor and the family will be notified. A gift plate will be placed in each memorial book showing the name of the donor and the person honored.

The Library reserves the right to select titles for memorial donations. Donors may suggest an area of interest and leave the selection to the Library staff.

If a donation less than \$30.00 is received, it will be added with other donations to purchase appropriate material. No book plate will be placed in a book.

Currently, the Assistant Director and the Children's Services Director are responsible for selecting Memorial and Honorarium books.

D. Gifts:

The Library willingly accepts gifts, especially of local materials, without commitment as to final disposition. Gifts will not be accepted with restrictions which necessitate special housing or which prevent integration of the material into the general collection. The same criteria applied when selecting books for purchase will be applied when adding gift material to the collection. If material presented is not needed, it may be offered to another library or sold.

E. Weeding:

Weeding is just as important a function as selection and must be done on a regular basis. This is especially necessary as our available space continues to fill. Older books which may contain misleading facts (superseded records, incorrect geographical information, old directories,

etc) or which have outlived their usefulness should be weeded from the library shelves. A definite plan for weeding should be followed, so that the entire collection will be reviewed and weeded, replacing titles as necessary on a two-year cycle. The procedure for withdrawing federal documents is covered in the U.S. Government Documents Procedure Manual. Rules for withdrawing documents are established by the Regional Librarian at the State Library.

F. Replacement:

The Library will replace a book which has been withdrawn for reasons of loss, damage or wear, if there is a demand for this specific title or if the title makes a significant contribution to its field or to literature as a whole.

G. Duplication:

Duplication of a title will be made if there is a significant demand for a title. In some cases duplicates of nonfiction titles will be purchased so that there will be a circulating copy as well as a reference copy available. In the case of fiction, multiple copies of a title will be purchased according to demand. When the need for extra copies declines, the extra copies will be withdrawn to make space for newer titles.

H. Complaint Procedure:

Individual or group pressure may not govern the inclusion or exclusion of materials which otherwise meet the selection policy. The director and librarians will discuss and consider the interpretation of the selection policy with an individual or group after a "Reconsideration of the Library Material" form [Appendix III] has been completed and submitted. The material in question must be identified and specific objections must be given. If the Director cannot resolve the issue, the matter will be taken before a committee of Library Board members.

The Library shall use professional journals (*Library Journal*, *Booklist*, etc.) and other major review journals (*New York Times Book Review*, *Book Review Digest*, etc.) as sources of statements about appropriateness of any material in question. Upon this basis the Director and the librarian, and a committee from the Board, if necessary, will make a decision as to the retention or exclusion of the materials in question.

Approved by the Altoona Area Public Library Board on February 24, 2010.

THE FREEDOM TO READ STATEMENT

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

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

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

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

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

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

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

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

We therefore affirm these propositions:

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.

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.

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.

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.

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.

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.

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.

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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

****REQUEST WILL NOT BE CONSIDERED WITHOUT YOUR SIGNATURE**

Title _____ Book _____ Periodical _____ Other _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent:

_____ Yourself

_____ An Organization (Name) _____

_____ Other Group (Name) _____

1. To what in the work do you object? (Please be specific. Cite pages) _____

2. Did you read the entire work? _____ What parts? _____

3. What do you feel might be the result of reading this work?

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work?

6. Are you aware of judgments of this work by literary critics?

7. What would you like your library to do about this work? _____

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

9. If you feel the library's collection is lacking in certain areas, and you wish particular materials added, please state the name, author, and publisher of the material and the specific reason for its inclusion.

10. Do you wish to be notified of action taken? (Circle one) Yes No

Signature: _____

Date: _____