

collection in this area consists primarily of fiction, a small collection of popular non-fiction, and selected circulating magazines. More in-depth non-fiction and other media titles are available for this age group in other areas within the library.

"Weeding", the review and removal of materials from the collection, is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Other factors taken into consideration are frequency of use, community interest, and availability of other material on the subject. Materials removed from the collection are given to the JFHML Friends Foundation for sale, use, or distribution. To accommodate the space limitations of the library, the physical collection generally does not exceed 45,000 volumes.

Intellectual Freedom

A democracy presupposes an informed citizenry and the public library has an integral role in achieving that goal. The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Jessie F. Hallett Memorial Library had adopted the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements. These principles guide the JFHML's materials selection and use policies.

Collection development and management decisions are based solely on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The Library recognizes that many materials are controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

Access to Collection Materials

All library materials are available for use by all patrons. Access to materials is ensured by the way materials are cataloged, organized, managed, and displayed, through staff interaction, and through the delivery of materials.

The Library organizes its collection through a standards-based cataloging and classification system. Staff is available to assist patrons in the selection and location of materials of interest. Electronic resources, such as the catalog and e-books, are also made accessible through the JFHML website, <http://www.hallettlibrary.org>.

To ensure equitable and efficient access, materials may be subject to use limitations. Remote electronic access to the library catalog and electronic resources is provided within technical, budgetary, and licensing constraints.

Reconsideration of Library Materials