

**ROY ROW, SR. AND IMOGENE ROW JOHNS LIBRARY
UNIVERSITY OF ARKANSAS
COMMUNITY COLLEGE
AT BATESVILLE
POLICY MANUAL**

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MISSION, GOALS, AND OBJECTIVES

Mission:

The Roy Row, Sr. and Imogene Row Johns Library provides educational opportunities, personal enrichment, and support for those we serve: students, workforce, and community.

Goals:

1. **Administration**

To prepare and use appropriate management, budgeting, planning, and evaluating processes which will lead to effective library functions.

2. **Services**

To access information for patrons in academic support, personal enrichment, and individual enjoyment/recreation with consideration for different learning levels (revising and improving the collection, equipment and operational hours when needed) through a variety of methods (Inter-Library loan, electronic media and other means).

3. **Facilities**

To adapt the physical facility to accommodate the ever-changing library services and to plan for adjustments as the library grows.

4. **Collection development**

To cultivate and maintain active and selection methods for acquiring and identifying library materials which:

- A. Support instruction.
- B. Provide patron enrichment.
- C. Contribute to scholarship.

Mission and Goals cont.

5. **Cooperation**

To explore and implement measures for cooperation with other libraries in this vicinity (with regard to collection development, reference and information, technical process and interlibrary loan, and, perhaps, through on-line systems).

6. **Personnel**

To strive for the most efficient staff which will include professional growth for librarian and other staff members.

7. **Community relations**

To promote the Library's services and materials in relation to local, state, and regional needs.

8. **Financial management**

To manage financial resources in terms of long- and short-term goals; to prudently use the state funds for specific needs; and to facilitate methods for non-state ways of library financing.

9. **Intellectual freedom**

To abide by the precepts of the LIBRARY BILL OF RIGHTS and FREEDOM TO READ STATEMENT adopted by the Council and the American Library Association (Appendixes A and C).

The Library accepts the values of these statements and will refrain from any action that might result in censorship or other hindrance to intellectual freedom. The Row-Johns Library is committed to making its resources available to all citizens regardless of race, creed, sex, national origin, or physical impairment.

POLICY FOR SELECTION OF MATERIALS

Selection of materials for the Roy Row, Sr. and Imogene Row Johns Library will be guided by the basic policies established by the American Library Association and the American Book Publishers Council (See Appendix A).

Responsibility

The selection of the materials for the Library's collection lies with the College faculty, staff, librarian, and students. The library staff will make a concerted effort to accommodate requests that conform to the collection policy.

Selection objectives

Roy Row, Sr. and Imogene Row Johns Library will attempt to access information and materials for patrons, faculty, and students that will foster knowledge and assist in strengthening motivation toward cultural, artistic, and scholastic views.

The Library is committed to making materials available to all citizens regardless of race, creed, sex, national origin, or physical impairment.

Materials for the Roy Row, Sr. and Imogene Row Johns Library will be based on the following criteria:

- * curricular support;
- * potential use of the material;
- * recommendations from the instructional staff, other staff members, students and librarians;
- * respect for learning and teaching styles;
- * reputation of the author and/or publisher;
- * valid and reputable aids (reviews, prescribed lists, etc.);
- * appropriation of library funds;
- * available physical space in the library.

Collection development will be determined by the following:

- * most materials will be written in the English language at levels commensurate with the levels of understanding for the patrons;

Policy for selection of materials cont.

- * currency of materials will be paramount, especially for those materials which are quickly dated (yearbooks, statistical sources, etc.)
- * materials will be directed toward local, national, and global perspectives,
- * "ready reference" materials will be represented with those for advanced and lower levels of comprehension;
- * audio-visuals and other non-print materials, which complement the needs of the College and correspond to accessible equipment, will be included;
- * textbooks generally will not be selected (there may be occasional exceptions).

(Also refer to Appendix E)

Duplication

Generally, only one copy of a title will be purchased for the Library. However, additional copies of an item may be bought if there is high demand for the material.

Replacement

Lost or missing items will not automatically be replaced unless the following criteria are met:

- * significance of the material to the collection
- * demand for the item
- * availability for acquisition.

Desiderata

Plans for networking will be investigated and considered.

GIFT POLICY

The Roy Row, Sr. and Imogene Row Johns Library gratefully accepts any gift materials and monetary donations. However, the Library accepts the gifts if the following criteria are met:

- * the library is not obligated to retain any gifts which fail to meet its selection criteria;
- * the library has the right to discard any gifts in poor physical condition (e. g. brittle paper, water or mildew damage, underlining in the text, torn or missing pages);
- * the library has the right to offer to another agency any gifts which duplicate materials already in the collection;
- * the library is not obligated to retain issues of gift periodical subscriptions that are of limited interest or are not indexed in any standard source;
- * the library has the right to determine inclusion in the reference or circulating collections;
- * the library cannot make a commitment to keep any collection or group of books on shelves apart from other books in the library -- the library by necessity reserves the right to shelve gifts with other library materials;
- * the library has the right to remove the gift from the collection when warranted.

All donations of "in memory of" and "in honor of" books and other library materials will receive written acknowledgment upon receipt of items. A special bookplate will be placed in a gift material that is designated as being given "in memory of" or "in honor of" an individual. All other gifts will receive a written acknowledgment if requested.

The Library of Row-Johns does not make appraisals of gifts or materials owned by patrons who desire an appraisal. The Library subscribes to the STATEMENT ON APPRAISAL OF GIFTS (Appendix B) of the Association for College and Research Libraries of the American Library Association. Donor will determine the market value of the gift for tax purposes.

DONATIONS

NAME OF DONOR (S) _____

ADDRESS

MATERIAL DONATED

IN HONOR OF _____ IN MEMORY OF _____ DONATED BY _____

NAME AND ADDRESS

The materials I have donated to the Roy Row, Sr. and Imogene Row Johns Library, University of Arkansas Community College at Batesville will have no restrictive use or dissemination. All claims of ownership have been relinquished with this donation.

Signature

Date

WEEDING POLICY

Collection management and evaluation is an on going process which includes the removal of materials no longer appropriate for the collection and the replacement of outdated materials with more current information. Weeding is necessary to maintain a collection of relevant curricular materials and the needs of the patrons; not only do obsolete and inappropriate materials occupy expensive storage space but they also distract from other more current and needed items.

Weeding from the collection will be ascertained by the following:

- * poor physical condition,
- * outmoded contents or obsolete subjects,
- * inappropriateness for the curriculum,
- * information superseded by more current information, and
- * number of copies needed in the library.

Responsibility for weeding will be required of the librarian. However, faculty will be encouraged to make recommendations about materials, which no longer have relevance to specific subject areas, and provide assistance in removal of materials no longer needed.

CHALLENGES TO THE LIBRARY MATERIALS

As stated in the library selection policy (refer to page 3), materials will be primarily selected by the Librarian, with faculty, administration, staff and patron recommendations considered.

The "LIBRARY BILL OF RIGHTS" (Appendix C) and the "FREEDOM TO READ" (Appendix A) policies of the American Library Association will serve as guidelines in making material selections.

Because the Roy Row, Sr. and Imogene Row Johns Library exists first and foremost to support the institutional and learning needs of the programs offered by the college, materials are mostly used by the college students, faculty, administration and staff. Patrons from outside the college may access the library materials with the understanding that the collection is acquired for persons who are studying at the college level. Therefore, some library sources may contain textual or other forms of information, which may be inappropriate to some persons. As a result challenges to materials may occur.

Any challenges to materials or requests for removal must follow the procedure outlines in the Procedures for Challenged Materials as given in the following pages.

PROCEDURES FOR CHALLENGED MATERIALS

Objections to materials for Roy Row, Sr. and Imogene Row Johns Library collection may occur, despite the careful selection process. The college supports the principle of intellectual freedom proposed in the First Amendment of the Constitution of the United States and expressed in the "Liberty Bill of Rights" as well as the "Freedom to Read" statement of the American Library Association. (Appendixes A and C) In the event that materials are challenged, the principles of the intellectual freedom, the right to available materials, and the integrity of the program should be defended, rather than the materials. Any resident of the community may question the appropriateness of resources in the Library collection. A procedure of challenge is for the purpose of considering the opinions of those persons not directly involved in the selection process.

If objection is made to material, the following procedure will be followed:

1. To the challenger, the librarian will explain the College's selection process and criteria as well as the background of those who make selection of materials.
2. The librarian will explain the particular place the questioned material occupies in the educational program, its intended educational usefulness, and additional information regarding its use or the challenge shall be referred to someone who has pertinent knowledge on the material.
3. If the challenger wishes to file a formal challenge, a "Roy Row, Sr. and Imogene Row Johns Request" form will be given or mailed to the challenger.
4. Upon receipt of the completed form, the librarian will request a review within two weeks of the challenged by a committee. The committee will be composed of three faculty members, two students, and a librarian from another college.
5. The review committee will:
 - a. review the entire material in question
 - b. determine if the materials support the curriculum or the goals of the Library and the College

Procedure for challenged material cont.

- c. judge the material for its strength and worth as a whole
 - d. present a written recommendation to the Chancellor.
6. After reading the report the Chancellor will either retain or withdraw the materials.
 7. The written copy of the committee's report will be discussed with challenger.

Basic Principles

- * Materials may be challenged by any resident of the community or student even though selection was made using proper procedures and selection policies.
- * No one has the right to make choices for reading, viewing, or listening material for anyone but himself and his/her minor children.
- * University of Arkansas Community College at Batesville adheres to the LIBRARY BILL OF RIGHTS and "Freedom to Read" statement (Appendixes A and C) of the American Library Association.

(Also refer to Appendix D)

CIRCULATION POLICY

Materials from the Roy Row, Sr. and Imogene Row Johns Library may be circulated to the following:

- * students from University of Arkansas Community College at Batesville,
- * instructors and staff from University of Arkansas Community College at Batesville,
- * students from area schools who are twelve (12) years or older, and
- * citizens who are twelve (12) years or older who live in the area.

Student and faculty/staff picture ID cards, issued by UACCB Student Services, are used as library cards. Each student/faculty/staff wishing library privileges will need to have his/her personal information entered into the Library automated system; a bar code label will be affixed to the back of the ID. After displaying a picture ID (current Driver's license, etc), area residents and/or Adult Education students will be issued a "library pass" library card with the bar code affixed to the back.

Guidelines

Students

1. Three (3) library items per person may be checked out.
2. Library circulating materials (excluding audio/video materials, which will be circulated for three days) will be circulated for a two-week period. If the patron wishes to extend the check out period, the items must be brought to the library for re-stamping, or if necessary, the patron may telephone the library for an extension of the check out time.
3. Materials will not be loaned to persons who have "overdue" items.

Circulation policy cont.

4. "Reserve" materials must be checked out from the circulation desk for a limited time and must be used in the library unless the item is designated for "overnight" check out; the "reserve" section will be on shelves close to the circulation desk.

Materials will be recalled one week before the end of a given semester in order to facilitate the return of library materials and the clearance of any library obligations.

Library patrons, (who have outstanding fines - overdue or lost materials) will not be able to check out additional materials until the items have been returned or other compensation has been made for the materials. If a fine, etc. remains at the end of the semester, transcripts for the borrower will not be issued or registration clearance will not be allowed for UACCB classes until all Library obligations have been rectified.

Faculty/Staff

Faculty may check out an item or items for a semester. Provision may be made for this request with the understanding that the item is subject to recall upon request by another patron.

General guidelines for special materials

The following resources are not to be taken from the library:

- * Reference (designated by the letter "R" or "Ref" above the call number)
- * Magazines
- * Newspapers
- * Vertical file material
- * Telephone directories
- * Designated A/V materials

Circulation policy cont.

Exceptions may be made at the discretion of the Librarian.

Faculty/Administration may check out reference materials through special arrangement with the librarian for a specific length of time (hours) if the material is needed for planning or instructing a class.

INTER-LIBRARY LOAN POLICY

In order to facilitate materials from other libraries, University of Arkansas Community College at Batesville participates in the Arkansas Libraries Online Network (Al@n) which is an affiliate of the Amigos Bibliographic Council Inc. Therefore, UACCB Library adheres to the stipulations of the Amigos Bibliographic Council, Inc.

UACCB patrons have access to interlibrary loan services through the Roy Row, Sr. and Imogene Row Johns Library. As part of the agreement with Al@n, no charges are required for borrowing materials within the state of Arkansas.

Normally requests for the following may not be made:

- * Materials supplied in-house (Row/Johns Library).
- * Rare books or rare documents, etc.
- * Reference materials
- * High demand books, etc. (ex. best sellers or new publications).
- * Volumes of bound periodicals.
- * Audiovisual materials.

Books borrowed through interlibrary loan will be checked out for a period of two weeks.

Copyright guidelines state no more than five (5) articles from the same periodical title, published within the past five (5) years, may be requested through interlibrary loan by a particular library. Row-Johns Library complies with those guidelines.

RESERVE POLICY

"Reserves" are collections of books or other materials segregated and withdrawn from the general circulation at the request of an instructor. The books, etc. are circulated for one hour or overnight (due by 8:00 a.m. the next day) as designated by the instructor. Library staff should be notified of the class for which the materials are to be used, the name of the faculty member requesting the reserve, the length of the charge-out period, and the date for removal from the reserve shelf.

Faculty members may also send non-library materials to the library for student use on reserve. Such materials should arrive at least one week before they will be needed by the students to allow ample time for preparing the materials for the reserve area.

Reserve materials will be removed from the reserve shelf at the end of each semester unless the instructor notifies the librarian of other specifications.

FINES, OVERDUE BOOKS, DAMAGES, LOSE--POLICY GUIDELINES

Presently, no fines are charged on overdue items. Nevertheless, the library patron who has checked out materials is fully responsible for any library items which are not returned.

The value of lost materials is ascertained by prices quoted in Books in Print or other suitable sources plus a \$6.00 processing fee. If no price can be found, items will be appraised at a \$30.00 fee for each book, \$50.00 fee for a single videotape or DVD, \$10.00 for a single audiotape.

Damaged books will be assessed with an appropriate fee. If damage of materials is beyond repair, the borrower is liable for replacement plus a \$6.00 processing fee.

Library borrowing privileges will be suspended to patrons who have unpaid Library obligations; grades, transcripts, or registration clearance will be denied to those persons who have outstanding obligations.

CONFIDENTIALITY

In accordance with Arkansas law, circulation records and lists of borrowers' names are confidential, regardless of the source of inquiry. The Roy Row, Sr. and Imogene Row Johns Library will abide by this regulation, as noted in Act 903, 1989, as quoted:

Section 2

- (a) Library records which contain names or other personally identified details regarding the patrons of public, school, academic and special libraries and library systems supported in whole or in part by public funds shall be confidential and shall not be disclosed except as permitted by this act.
- (b) A library may disclose personally identifiable information concerning any patron:
 - (1) to the patron;
 - (2) to any person with the informed, written consent of the patron given at the time the disclosure is sought;
or
 - (3) to law enforcement agency or civil court, pursuant to a search warrant.
- (c) Personally identifiable information obtained in any manner other than as provided in this act shall not be received in evidence in any trial, hearing, arbitration or other proceeding before any court, grand jury, department, officer, agency, regulatory body, legislative committee or other authority of the state or political subdivision of the state.

(Appendix F)

LIBRARY PLANNING COMMITTEE

The University of Arkansas Community College at Batesville Library Planning Committee is structured as follows:

Charge

To oversee the development and maintenance of the plan that guides the expansion of library space, the purchase of books and other instructional materials, and the augmentation of computer-based research and cataloging capabilities.

Overall, the efforts of the committee will be focused on reviewing the progress the College is making toward completing plans for the current fiscal year, considering objectives for the upcoming fiscal year and beyond, and developing and reformulating plans where and when needed.

Formation of the Committee

1. The Director of the Library will chair the committee.
2. There will be five at large faculty members.
3. One student will serve on the committee for a one-year term; the name will be submitted to the Chancellor, who will appoint the student officially by letter.
4. Committee should meet AT LEAST once per semester.

Officers and Responsibilities

1. Recording secretary whose duties will include: 1) taking minutes at each meeting; 2) typing minutes and giving them to the chair for distribution to committee members.
2. The committee chair is responsible for: 1) setting the agenda and meeting time and place; 2) keeping a folder with agendas and minutes of each meeting plus all other materials related to the committee's activities.

Library Planning Committee Membership

Chair: Director of the Library
5 – At-Large Faculty Members
1 – Student

LIBRARY FACILITY GUIDLINES

The Library Facility contains circulating, reference, and audio visual materials; tables and chairs, study rooms (Appendix H) with TVs and white boards; computer workstations; a reading area with comfortable seating; and a copier.

The Library provides two ADA computer work stations which are wheelchair accessible. Also a special magnifying reader is available for use by the visually impaired.

Specific facility guidelines include:

- Food and drinks are allowed in the facility, except in the computer and reference areas.
- Cell phone use is not allowed.
- The facility is monitored by a security camera.

LIBRARY AND COMPUTER LAB SERVICES

Computer Lab

An open computer lab is located in the library facility and a lab work study staff member is assigned to assist students or community patrons who need computer help. The lab provides internet access as well as research databases. In order to use the computers, students must have a current UACCB identification card; community patrons must follow procedures as assigned by the computer lab staff. (Appendix G)

Guidelines for Library/Computer Lab Use

No Downloading

No Chatting

No Food or Drinks

No Cell Phone Use

No Children Left Unattended

COPYRIGHT POLICY

Copyright is the legally protected right, for an author/creator, of a work to prevent others from copying or making certain uses of the work. As professionals and as educators, our College has both an ethical and legal responsibility to adhere to the laws, which protect copyrighted materials.

It is the intent of University of Arkansas Community College at Batesville that the Roy Row, Sr. and Imogene Row Johns Library complies with the U.S. Copyright Law (Title 17, U.S. Code, Section 101, et seq.). This policy represents a sincere effort to observe the copyright law.

Patron and library staff members are prohibited from copying copyrighted works unless the action is authorized by:

- * specific exemptions in the copyright law,
- * the principle of fair use,
- * the fair-use guidelines, or
- * licenses or written permission from the copyright owner.

Patron or library staff members are prohibited from "performing" copyrighted works unless the performance is authorized by:

- * Title 17, U.S. Code, Sect. 110 (1) (4) or (8),
- * performance licenses,
- * purchase order authorization, or
- * written permission from the copyright owner or the owner's agent.

The library staff shall:

- * make patrons aware of the copyright law,
- * answer questions about the copyright law,
- * maintain appropriate records of permissions, agreements, and licenses,

Copyright policy cont.

- * place appropriate copyright warning notices on or near copying equipment, and
- * other related duties, as needed.

Patrons, who willfully disregard the Copyright Policy, do so at their own risk and assume all liability.

The following warning notice is posted by the copier in the Library:

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP, OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

The following warning notice will be attached to any copyrighted computer software discs that are part of the Library collection:

UNDER THE COPYRIGHT LAW OF THE UNITED STATES, THIS SOFTWARE MAY NOT BE COPIED. PLEASE RESPECT THIS LAW AND THE ROY ROW, SR. AND IMOGENE ROW JOHNS LIBRARY COPYRIGHT POLICY.

APPENDIX A

THE FREEDOM TO READ

A Statement prepared by the Westchester Conference on the American Library Association and the American Book Publishers Council, May 2 and 3, 1953.

The freedom to read is essential to our democracy. It is under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books to, to distribute lists of "objectionable" books or authors, need 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 avoid the subversion of politics and the corruption of morals. We as citizens devoted in the use of books and as librarians and publishers responsible for disseminating them, wish to assert the interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens. We trust Americans to recognize propaganda, and to reject obscenity. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a large pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressure leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

Any 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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the small audience. They are the natural medium for the new idea and the untried voice from which comes the original contributions to social growth. They are essential to the extended discussion which 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 of 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 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 reader to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men 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 which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept, which 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 wisely 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 also why we believe it.

2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books 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 pattern 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 man can read should be convinced to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. 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 men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal 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 expressions.

To some, much of modern literature is shocking. But is not much of life shocking? We cut off literature at the source if we prevent serious artists 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 taste differs, and taste cannot be legislated; nor can machinery be devised

which will suit the demands of one deplore the catering to the immature, the retarded or the maladjusted taste. But those concerned with freedom have the responsibility of seeing to it that each individual book or publication, whatever its contents, price or method of distribution, is dealt with in accordance with due process of law.

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

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. 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.

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 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.

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 of thought and expression. By the exercise of this affirmative responsibility, bookmen 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 a little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 their freedom and integrity, and the enlargement of their services to society, require all Bookman the utmost of their faculties, and deserve all citizens 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 books. We do so because we believe that they are good, possess 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 unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Endorsed by: American Library Association Council,
June 25, 1983
American Book Publishers Council,
Board of Directors. June 18, 1953

Intellectual Freedom Statement

An Interpretation of the Library Bill of Rights

The heritage of free men is ours.

In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to unrestricted access to those opinions. As citizens committed to the full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.

Through continuing judicial interpretations of the First Amendment to the United States Constitution, freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy—who has faith in the political and social integrity of free men—must stand firm on those Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.

We, therefore, affirm these propositions:

1. We will make available to everyone who needs or desires them the widest possible diversity of views and modes of expression, including those which are strange, unorthodox or unpopular.

Creative thought is, by its nature, new. New ideas are always different and, to some people, distressing and even threatening. The creator of every new idea is likely to be regarded as unconventional—occasionally heretical—until his idea is first examined, then refined, then tested in its political, social or moral applications. The characteristic ability of our government system to adapt to choose freely from among conflicting opinions. To stifle non-conformist ideas at their inception would be to end the democratic process. Only through continuous weighing and selection from among opposing views can free individuals obtain the strength needed for intelligent, constructive decisions and actions. In short, we need to understand not only what we believe, but why we believe as we do.

2. We need not endorse every idea contained in the materials we produce and make available.

We serve the educational process by disseminating the knowledge and wisdom required for the growth of the mind and the expansion of learning. For us to employ our own political, moral, or esthetic views as standards for determining what materials are published or circulated conflicts with the public interests. We cannot foster true education by imposing on others the structure and content of our own opinions. We must preserve and enhance the people's right to a broader range of ideas than those held by any librarian or publisher or church or government. We hold that is wrong to limit any person to those ideas and that information another believes to be true, good, and proper.

3. We regard as irrelevant to the acceptance and distribution of any creative work the personal history or political affiliations of the author or others responsible for it or its publication.

A work of art must be judged solely on its own merits. Creativity cannot flourish if its appraisal and acceptance by the community is influenced by the political views or private lives of the artists or the creators. A society that allows blacklists to be compiled and used to silence writers and artists cannot exist as a free society.

4. With every available legal means, we will challenge laws or governmental action restricting or prohibiting the publication of certain materials or limiting free access to such materials.

Our society has no place for legislative efforts to coerce the taste of its members, to restrict adults to reading matter deemed suitable only for children, or to inhibit the efforts of creative persons in their attempts to achieve artistic perfection. When we prevent serious artists from dealing with truth as they see it, we stifle creative development of our children-parents, teachers, religious leaders, scientists, philosophers, statement-must assume the responsibility for preparing young people to cope with life as it is and to face the diversity of experience to which they will be exposed as they mature. This is an affirmative responsibility that cannot be discharged easily, certainly not with the added burden of curtailing one's access to art, literature, and opinion. Tastes differ. Taste, like morality, cannot be controlled by government, for governmental action, devised to suit the demands of one group, thereby limits the freedom of all others.

5. We oppose labeling any work of literature or art, or any persons responsible for its creation, as subversion, dangerous, or otherwise undesirable.

Labeling attempts to predispose users of various media of communication, and to ultimately close off a path to knowledge. Labeling rests on the assumption that persons exist who have special wisdom, and who, therefore, can be permitted to determine what will have good and bad effects of other people. But freedom of expression rests on the premise of ideas vying in the open marketplace for acceptance, change, or rejection by individuals. Free men choose this path.

6. We, as guardians of intellectual freedom, oppose and will resist every encroachment upon the freedom by individuals or groups, private or official.

It is inevitable in the give-and-take of the democratic process that the political, moral and esthetic preferences of a person or group will conflict occasionally with those of others. A fundamental premise of our free society is that each citizen is privileged to decide those opinions to which he will adhere or which he will recommend to the members of a privately organized group or association. But no private group may usurp the law and impose its own political or moral concepts upon the general public. Freedom cannot be accorded only to selected groups for it is then transmuted into privilege and unwarranted license.

7. Both as citizens and professional, we will strive by all legitimate means open to us to be relieved of the threat of personal, economic, and legal reprisals resulting from our support and defense of the principles of intellectual freedom.

Those who refuse to compromise their ideals in support of intellectual freedom have often suffered dismissals from employment, forced resignations, boycotts of products and establishments, and other insidious forms of punishment. We perceive the admirable, often lonely, refusal to succumb to threats of punitive action as the highest form of true professionalism: dedication to the highest form of true professionalism: dedication to the cause of intellectual freedom and the preservation of vital human and civil liberties.

In our various capacities, we will actively resist incursions against the full exercise of our professional responsibility for creating and maintaining an intellectual environment, which fosters unrestrained creative endeavor and true freedom of choice and access for all members of the community.

We state these propositions with conviction, not as easy generalizations. We advance a noble claim for the value of ideas, freely expressed, as embodied in our belief that a free intellectual climate fosters creative endeavors capable of enormous variety, beauty and usefulness, and thus worthy of support and preservation. We recognize that application of these propositions may encourage the dissemination of ideas and forms of expression that will be frightening or abhorrent to some. We believe that what people read, view, and hear is a critically important issue. We recognize, too, that ideas can be dangerous. It may be, however, that they are effectually dangerous only when opposing ideas are suppressed. Freedom, in its facets, is a precarious course. We espouse it heartily.

Adopted by the ALA Council, June 25, 1971

Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

Therefore, we affirm these principles:

1. Is the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas? Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling of pre-judging a film on the basis of the moral, religious, or political belief of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Educational Film Library association's Freedom to View Committee and was adopted by the EFL Board of Directors in February 1979. Libraries and educational institutions are encouraged to adopt this statement and display it in their catalogs or libraries. The text of the statement may be reprinted freely: permission is granted to all educational institutions to use it.*

Adopted by the Council, American Library Association, June 1979.

APPENDIX B

AMERICAN LIBRARY ASSOCIATION
STATEMENT ON APPRAISAL OF GIFTS

Developed by the Committee on Manuscripts Collections of the Rare Books and Manuscripts Section. Approved by the Association of College and Research Libraries Board of Directors on February 1, 1973, in Washington, D.C. This statement replaces the 1960 policy on appraisal (*Antiquarian Bookman*, v. 26, December 19, 1960, p. 2205).

1. The appraisal of a gift to a library for tax purposes generally is the responsibility of the donor since it is the donor who benefits from the tax deduction. Generally, the cost of the appraisal should be borne by the donor.
2. The library should at all times protect the interests of its donors as best it can and should suggest the desirability of appraisals whenever such a suggestion would be in order.
3. To protect both its donors and itself, the library as an interested party, ordinarily should not appraise gifts made to it. It is recognized, however, that on occasion the library may wish to appraise small gifts, since many of them are not worth the time and expense an outside appraisal requires. Generally, however, the library will limit its assistance to the donor to:
 - a. providing him with information such as auction records and dealers' catalogs:
 - b. suggestions of appropriate professional appraisers who might be consulted:
 - c. administrative and processing services which would assist the appraiser in making an accurate evaluation.
4. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the library.
5. An archivist, curator, or librarian, if he is conscious that as an expert he may have to prove his competence in court, may properly act as an independent appraiser of library materials. He should not in any way suggest that his appraisal is endorsed by his library (such as by the use of the Library's letterhead), nor should he ordinarily act in this fashion (except when handling small gifts) if his institution is to receive the donation.

APPENDIX C

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.

1. 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 origin, background, or views of those contributing to their creation.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, June 27, 1967, and January 23, 1980.
by the ALA Council.

DIVERSITY IN COLLECTION DEVELOPMENT

An Interpretation of the LIBRARY BILL OF RIGHTS

Throughout history, the focus of censorship has vacillated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, and/or sexual forms of expression.

Some examples of this may include removing or not selection materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to issuing bibliographer and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user and policies should not unjustly exclude materials even if offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the LIBRARY BILL OF RIGHTS: "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." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, equitable, and to give all library users equal protection in guarding against violation of the library patrons' liberty to read, view, or listen to materials and resources protected by the selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable Library services, promotes no causes, furthers no movements, and favors no viewpoints. It only provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

(NOTE: This policy replaces the policy, RACISM, SEXISM, AND OTHER - ISMS IN LIBRARY MATERIALS.)

Adopted July 14, 1982 by the ALA Council.

EVALUATING LIBRARY COLLECTIONS

An Interpretation of the LIBRARY BILL OF RIGHTS

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles 1 and 2 of the LIBRARY BILL OF RIGHTS, which state:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. 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.
2. 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.

The American Library Association opposes such “silent censorship” and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Adopted February 2, 1973 amended July 1, 1981, by the ALA Council. (ISBN 8389-5406-5)

EXPURGATION OF LIBRARY MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

Books and other library resources are selected for their value, interest, and importance to the people of the community the library serves. Since books and other library resources are acquired for these reasons and in accordance with a written statement on materials selection, then expurgating them must be interpreted as a violation of the LIBRARY BILL OF RIGHTS. Expurgation as defined by this interpretation includes any deletion, excision, alteration, or obliteration of any part (s) of books or other library resources by the library. By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work intended to express; such action stands in violation of Articles 1,2, and 3 of the LIBRARY BILL OF RIGHTS, which state that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict complete access to that material. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of any books or other library resources imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Adopted February 2, 1973 amended July 1, 1981, by the ALA Council.

[ISBN 8389-5419-7]

POLICY ON GOVERNMENTAL INTIMIDATION

The American Library Association opposes any use of governmental prerogatives, which leads to the intimidation of the individual or the citizenry from the exercise of free expression. ALA encourages resistance to such abuse of governmental power, and supports those against whom such governmental power has been employed.

Adopted February 2, 1973; amended July 1, 1981, by the ALA Council.
(ISBN 8389-5421-9)

CHALLENGED MATERIALS

An interpretation of the LIBRARY BILL OF RIGHTS

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the LIBRARY BILL OF RIGHTS, and which is approved by the appropriate governing authority.

Challenged materials, which meet the materials selection policy of the library, should not be removed under any legal or extra-legal pressure. The LIBRARY BILL OF RIGHTS states in Article 1 that “Materials should not be excluded because of the origin, background or views of those contributing to their creation,” and in Article 2, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981, by the ALA Council.
(ISBN 8389-6083-9)

APPENDIX D

INSTRUCTIONS TO EVALUATING COMMITTEE

Consider the principles of the freedom to learn and to read as you judge the material; base your decision on these broad principles rather than on defense of individual materials. Freedom to inquire is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluations aids and local holdings in other colleges.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and opinions based on the material as a whole.

Your report, presenting both majority and minority opinions, will be presented by the librarian to the complainant at the conclusion of the discussion on the questioned material.

SAMPLE LETTER TO COMPLAINANT

Dear _____,

We appreciate your concern over the use of _____ at the Roy Row, Sr. and Imogene Row Johns Library, University of Arkansas Community College at Batesville. Our College has developed policies for selecting materials, but we realize that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the Roy Row, Sr. and Imogene Row Johns Library's:

- * Materials Selection Policy
- * Procedure for Handling Challenged Material
- * American library Association's "Bill of Rights" to which this library adheres

If you are still concerned after you review this material, please complete the "Collection Request" form and return it to me. You may be assured of prompt attention to your request.

If you have not replied with the request form within two weeks, assumption will be made that you no longer wish to file a formal complaint.

Sincerely,

Librarian

APPENDIX E

**ROY ROW, SR. AND IMOGENE ROW JOHNS LIBRARY COLLECTION
REQUEST**

I, _____, do hereby request the Roy Row,
Sr. and Imogene Row Johns Library to _____
(add/reconsider) the following material:

Title: _____
Author: _____
Publisher: _____ Copyright date: _____

If this is a request to add material to the Library collection, please list on a separate page a reply to the following:

- * Those patrons most likely to use the material.
- * Ways the material will add to the present collection.
- * The function of this title in supporting the curriculum.

If this is a request to reconsider material, please reply on a separate page to the following:

- * What is objectionable about this material?
- * What would result from using this material?
- * Did you find any good qualities in this material?
- * Do you know of any professional opinions about the material (ex. reviews, etc.)?
- * What would you recommend instead of this material and why would you recommend it?
- * Can you recommend another material, which could provide an opposing view?

Name of organization or group you represent (if any):

Address of Organization: _____

APPENDIX F

ACT 903 1989
AS ENGROSSED 3/17/89

State of Arkansas AS ENGROSSED 2/09/89 AS ENGROSSED 2/14/89

77th General Assembly AS ENGROSSED 2/26/89 AS ENGROSSED
2/23/89

Regular Session, 1989 A BILL HOUSE BILL

By: Representative Lendall

For An Act to be Entitled

**"AN ACT TO PROVIDE THAT LIBRARY RECORDS
CONTAINING NAMES OR OTHER PERSONALLY
IDENTIFYING DETAILS REGARDING THE PATRONS OF THE
LIBRARY SHALL BE CONFIDENTIAL; AND FOR OTHER
PURPOSES."**

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF
ARKANSAS:

SECTION 1:

- (a) "Patron means any individual who requests, uses or receives services, books or other materials from a library.
- (b) "Confidential library records" means documents or information in format retained in a Library that identify a patron as having requested, used or obtained specific materials including, but not limited to, circulation of library books, materials, computer data base searches, inter-library loan transactions, reference queries, patent searches, requests for photocopies of library materials, title reserve requests or the use of audio-visual materials, films or records.

SECTION 2:

- (a) Library records which contain names or other personally identifying details regarding the patrons of public, school, academic and special libraries and library systems supported in whole or in part by public funds shall be confidential and shall not be disclosed except as permitted by this act.
- (b) A library may disclose personally identifiable information concerning any patron:
 - (1) to the patron;
 - (2) to any person with the informed, written consent of the patron given at the time the disclosure is sought; or
 - (3) to law enforcement agency or civil court, pursuant to a search warrant.
- (c) Personally identifiable information obtained in any manner other than as provided in this act shall not be received in evidence in any trial, hearing, arbitration or other proceeding before any court, grand jury, department, officer, agency, regulatory body, legislative committee or other authority of the state or political subdivision of the state.
- (d) No provision of this act shall be construed to prohibit any library or any business operating jointly with a library from disclosing information for the purpose of collecting overdue books, documents, films or other items an/or materials owned or otherwise belonging to such library. Nor shall any provision of this act be construed as to prohibit or hinder any such library or business office from collecting fines on such overdue books, documents, films or other items and/or materials.
- (e) Aggregate statistics shown from registration and circulation records with all personal identification removed may be released or used by library or library systems for research or planning purposes.

- (f) any person who knowingly violates any of the provisions of this act shall be guilty of a misdemeanor and shall be punished by a fine of not more than two hundred dollars (\$200.00) or thirty (30) days in jail, or both, or a sentence of appropriate public service or education, or both.
- (g) No liability shall result from any lawful disclosure permitted by this act.
- (h) No action may be brought under this act unless such action is begun within two (2) years from the date of the act complained of or the date of discovery.
- (i) Public libraries shall use an automated or Gaylord type circulation system that does not identify a patron with circulated materials after materials are returned.

SECTION 3:

All provisions of this act of a general and permanent nature are amendatory to the Arkansas Code of 1987 Annotated and the Arkansas Code Revision Commission or shall incorporate the same in the Code.

SECTION 4:

All laws and parts of laws in conflict with this act are hereby repealed.

APPROVED: March 23, 1989.

APPENDIX G

Community Patron Computer Usage Guidelines

Access to the UACCB network is a **privilege**, not a right. Appropriate use should always be legal and ethical. Users should demonstrate respect for intellectual property; ownership of data; system security mechanisms; individual rights to privacy; and to freedom from intimidation, harassment, and annoyance.

- Community Users must present a valid photo identification when signing User Agreement.
- UACCB Students who are doing research have priority use.
- Community Patrons will be assigned to the front computers in each row (in front of Circulation Desk).
- UACCB is not responsible for information either transmitted or received by users of the computer network/system.
- Never assume that electronic mail messages or the use of any UACCB computing resources are private; others may be able to read or access a user's e-mail.
- Users will not send abusive or otherwise objectionable messages to others.
- Users should not create, disseminate, or run a self-replicating program ("virus"), whether destructive in nature or not.
- Tampering with switch settings or anything that could damage files, terminals, computers, or printers is prohibited.
- Never collect, read, or destroy output other than your own work.
- Copying any copyrighted software is not permitted.
- Do not use log-in information belonging to another person.
- Children under 12 years may not log in or be left unattended in the Computer Lab or Library Area.
- Using UACCB computers is not allowed for the purpose of playing games.
- No chatting may occur.
- Users will not use the computers to annoy, harass, terrify, intimidate, threaten, offend, or bother another person with obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family.
- UACCB Computer Services reserves the right to suspend computer and network privileges of an individual.
- No food or drinks are allowed in the Computer Lab or designated areas of the Library.

**FOR MORE SPECIFIC INFORMATION ON COMPUTER USE REFER TO THE
*UACCB COMPUTER USAGE POLICY DOCUMENT.***

APPENDIX H

Study Room Policies

1. If you are not on schedule the study room will be available after 15 minutes for other patrons.
2. If you do not need a study room please call in advance to notify us.
3. Rooms will be assigned according to the number of patrons in a group. (Small rooms will be used for groups of 4 or less; up to 10 people can use the large study room.)
4. Faculty/Staff will have scheduling precedence.
5. Library Staff must schedule for the study rooms.
6. The person signing for a study room is responsible; you must sign your name to the log.
7. Do not move chairs from study rooms.