

# **COLLECTION DEVELOPMENT POLICY LONGVIEW PUBLIC LIBRARY**

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**Developed by the**

## **Collection Development Team**

*Susan Berry*

*Cassandra Burford*

*Joshua Cade*

*Jennifer Eldridge*

*David Hamblin*

*Paula Medairy*

*Bronwyn Pegues*

*Christian Pippins*

*Leah Shreeves*

*Jenna Yeakley*

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## Community Analysis

The Longview Public Library is located at 222 W. Cotton Street, adjacent to the municipal city hall in downtown Longview. The single story facility was constructed in July 1987 and is approximately 35,000 square feet. It serves the city of Longview, Texas, population 82,055 and the 124,108 residents of Gregg County. The 2010 Census reported following percentages for the state of Texas:

Population by Race		Population by Age		Social Characteristics	
White	69.7%	Under 5	7.7%	Disabled	15.2%
Black	22.7%	5-14	15%	Disabled under 18 years	5.1%
Hispanic	17.6%	15-19	7.5%	Below Poverty	13.1%
Other	6.2%	20-24	7.3%	Married w/Children under 18 years	7.0%
		25-44	28.2%	Married w/Children under 5 years	8.1%
		45+	34.2%	Female householder, no husband present	34.8%

The City of Longview includes 4 public school districts serving approximately 20,000 students. In addition, there are three university and college campuses within the city and one other in Gregg County. The following is taken from the 2010 U. S. Census:

School Enrollment		Educational Attainment	
Nursery School	7.2%	Less than 9 <sup>th</sup> Grade	7.4%
Kindergarten	6.3%	9 <sup>th</sup> -12 <sup>th</sup> , no diploma	10.6%
Elementary School	42.7%	High School Graduate	28.1%
High School	20.9%	Some College, no degree	25.0%
College/Graduate School	23.0%	Associate Degree	8.5%
		Bachelor's Degree	14.3%
		Graduate Degree	6.1%

More than sixty percent (62.8%) of the population age 16 and over are in the labor force. Of those, almost five percent (4.9%) are unemployed. Approximately thirty (27.7%) of the workforce is employed in management, professional, and related occupations; nineteen percent (19.1%) is in service occupations; twenty five percent (25.1%) is in sales and office occupations; five percent (5.1%) is in farming, fishing, and forestry occupations; twelve percent (12.4%) is involved in construction, extraction, and maintenance occupations; and more than fifteen percent (15.7%) is production, transportation, and material moving occupations. More than seventy percent (70.8%) of families report that all parents in the home are working and 2.4% in Longview are reported working at home.

With full awareness of the pluralistic nature of its community, the Longview Public Library endeavors to make available materials and services reflecting the needs of all its citizens. The Library not only has an obligation to provide the best service possible to its regular patrons but to search for materials and methods that will assist those in the community who typically do not utilize the library. Toward this end, the library will regularly study its community to discern unmet needs and to anticipate future needs. The 2010 Census reported the population distribution in Longview:

Population by Age	
20-24	7.4%
25-34	14.5%
35-44	12.1%
45+	37.1%

Approximately twenty nine percent (28.9%) are below the age of twenty.

The 2010 Census indicates that more than thirteen percent (13.1%) of persons are below poverty level. The National Center for Education Statistics indicated 14% illiterate adults are reported in Gregg County.

The Longview Public Library recognizes the wide number of people being served and the diversity in their cultures, needs, and interests. It is in recognition of these factors that the Library adopts the following principles to assure the Library serves all its constituents well.

- ❖ The First Amendment to the United States Constitution protects the freedom to read. It is essential to our democracy and will be upheld by all Library staff in the selection and access to all library materials.
- ❖ The Library will uphold the freedom to read principles contained in the statements of the American Library Association and the Texas Library Association. Examples of these include the Library Bill of Rights, the Freedom to Read Statement, the Access for Children and Young People to Videotapes and Other Non-Print Material, and TLA's Intellectual Freedom Statement, all appended to this document.
- ❖ While it is this policy's intent to encourage free access to materials, the Library reserves the right to restrict the client's opportunity to remove select materials from the Library. These materials will be available only on site. Examples include, but are not limited to, reference, genealogy, local history, microform, and periodicals.
- ❖ Parents and/or legal guardians have sole responsibility for what children read, view, or hear. The Library and its associated authorities do not serve in loco parentis (in place of the parents). Only parents or guardians may restrict their own, and only their own, children's access to library materials. Selection of library materials will not be inhibited by the possibility that materials may inadvertently come in the child's possession.
- ❖ The Library will provide materials for use by all members of the community. Access to and use of material will not be denied or abridged because of origin, race, age, background, sex, or views. Likewise, none of these factors shall be cause to exclude from selection any material of authors, artists, publishers, or producers. However, library staff may legitimately consider other resources available to clientele groups through other local sources and Interlibrary Loan when selecting materials.
- ❖ Selection of materials by the librarian does not imply agreement with or approval of the content, viewpoint, implication, or expression of the material.
- ❖ Librarians will judge materials on the basis of the content and style of the work as a whole, not by selected or random passages or scenes.
- ❖ The public library is not a curriculum center and does not provide basic texts, curriculum resources, or materials in quantity for schoolwork. However, the individual student or teacher will often find the supplementary resources of the Library to be enriching and useful. The staff will not develop the collection nor arrange it by the curriculum needs of the local school districts, colleges, or universities.

These principles form the basis for the Library’s selection policy. Limiting factors include the large number of print and non-print materials available in physical form as well as online, the large number of interests and topics possible, and the reality of budget constraints. While recognizing these practical limitations and remembering the basic precepts listed above, Library selection staff will strive to maintain diversity, quality, and responsiveness to community interest patterns.

- ❖ Diversity of materials to meet the purposes of use, age levels, and educational levels will be maintained by actively seeking review sources that alternative and/or opposing views and unpopular as well as popular materials in order to reflect the diversity that exists in our culture. Subject specialists may be consulted as needed for selection in areas outside staff expertise.
- ❖ Quality of materials will be maintained by the application of professional discretion and standards established by the library profession and through the use of appropriate selection tools. A list of available selection tools is appended to this document.
- ❖ Responsiveness to interest patterns will be maintained by careful consideration of client requests for purchase, patterns of use of existing materials, patterns of purchase of similar materials from retailers such as “best seller lists”, and any other source of information which helps librarians to know of community interest patterns.
- ❖ The Library is committed to serving a diverse population without imposing the personal philosophy or preferences of staff in selection. The Library also reserves the right to not procure rare, overly expensive, or specialized materials that would be of interest to only a few of our patrons, which would constitute a waste of limited resources and would be better served by InterLibrary Loan services. The policy of “To do good and to do no harm” guides purchasing, meaning that no items that instruct or inform providing how-to’s in subjects intended to harm others will be included (e.g., bomb construction, etc).

### **Responsibility and Authority**

Final responsibility for selection and discarding is vested in the Library Director but is shared by other members of the professional staff. The Library Director has the authority to reject or select any item contrary to the recommendations of the staff. Responsibility for selection is divided among the Library Staff as follows:

Adult Non-Fiction (including Ref.)	Access Services Supervisor
Adult Fiction	Shared
Juvenile Materials	Youth Services Supervisor
Electronic Materials	Library Director

Though responsibility rests with these supervisors, additional qualified staff within the departments may be asked to assist. The appropriate supervisor approves staff selections before submitting them for purchase. Supervisors are responsible for ensuring that the principles and policies for selection are adhered to, that subjects in overlapping areas are not overlooked, and that new subjects are not neglected.

## **Fund Accounts**

The City of Longview has established the following funds for the purchase of Library materials.

- ❖ **Updates / Serials (2210)** : to purchase all print, periodical subscriptions. The Library Director has the primary responsibility for selection of these items.
- ❖ **Audio / Visuals (2250)** : to purchase audio CDs and DVDs. Audio refers to spoken word CDs only. Music CDs are not currently purchased. Funds in this account are expended primarily on subscriptions for audio books. Funds are available in this account for purchase of replacement CDs, client requests of audio/visuals, and staff requests for audio/visual materials.
- ❖ **Microforms (2255)** : to purchase periodical back files in microform and genealogy sources. Selection for this area is the responsibility of the Access Services Supervisor along with the Genealogy staff.
- ❖ **City Book Budget (2270)** : to purchase books for the general collection. Selection is divided among division supervisors in proportion to circulation levels, as adjusted for average cost of the materials. See “Selection Staff and Budget Allocations” appended to this document.
- ❖ **Gregg County Book Budget (2271)** : to purchase books for the circulating collection. Selection is divided among division supervisors in proportion to circulation levels, as adjusted for average cost of the materials. See “Selection Staff and Budget Allocations” appended to this document.
- ❖ **Subscription services (5180)** : to reference updates, electronic databases, and subscription services. Selection in this area is the responsibility of the Library Director with assistance from the Professional Staff.



## Specific Selection Policy by Collection

### ❖ Reference

The reference collection is a non-circulating collection of print and online materials designed to provide access to factual information in authoritative forms. It includes, but is not limited to, standard reference tools such as encyclopedias, dictionaries, almanacs, handbooks, directories, and biographical materials. Items are selected to satisfy the research and reference needs of the Library's clients. In general, hard cover copies are preferred for these items. Paperback is accepted when it is the only available format and when the item will be superseded within two years. Specific selection criteria for these materials include:

- ✓ Usefulness to quality reference service
- ✓ Accuracy
- ✓ Authority
- ✓ Currency
- ✓ Scope and depth of coverage
- ✓ Format (arrangement, indexing)

### ❖ Periodicals

The periodical collection is a non-circulating collection of magazines and a downloadable collection of magazines and newspapers selected for current local and regional news, local history information, recreational pursuits, research purposes, book selection, and professional reading. Archives of selected items are maintained for research purposes. The length of the archive is determined by the availability of the item in electronic format, the usefulness of the item for research purposes, available indexing, and public demand for the item. Specific selection criteria for these materials include:

- ✓ Available indexing
- ✓ Authority
- ✓ Objectivity
- ✓ Local Interest
- ✓ Available formats, including digital

### ❖ Fiction

The fiction collection is a circulating collection of new and classic works of fiction for the purposes of recreation, education, and research. Preference is given to hard cover copies due to the popular nature of these materials. Exception is made for those titles only available in paperback. The number of copies per title is generally limited to three with the exception of currently popular "best sellers."

- ✓ Quality of the writing
- ✓ Style
- ✓ Appeal
- ✓ Characterization
- ✓ Date of publication
- ✓ Literary merit

❖ Non-fiction

The non-fiction collection is a circulating collection of non-fiction popular and scholarly works for the general public. Textbooks are not selected to support local curriculums, but when it is the only, or best, format available for the topic. Preference is given to hard cover copies. Exceptions are made for titles only available in paperback format and for works that are likely to be outdated within a two-year period. Specific selection criteria for these materials include:

- ✓ Qualifications of the author on the subject
- ✓ Scope
- ✓ Accuracy
- ✓ Quality of writing
- ✓ Appeal
- ✓ Date of publication
- ✓ Organization of content (indexing, bibliographies, illustrations)
- ✓ Relationship to the existing collection

❖ Genealogy / Local History

The genealogy and local history collections are non-circulating monographic and serial works that support genealogical and local history research. Local history refers to non-fiction works about Longview, Gregg County and the surrounding counties, and Texas in general. Genealogy materials include basic genealogy research tools and sources in print, electronic, and microform formats with coverage of the entire United States. Genealogical materials are working copies for the genealogy researcher. No effort is made to collect rare, archival materials for the purpose of preservation. Specific selection criteria for these materials include:

- ✓ Suitability for research in the defined areas
- ✓ Authority
- ✓ Scope
- ✓ Qualifications of the author on the subject

❖ Government Documents

As a Federal Depository, the Longview Public Library provides physical and digital access to documents available through the Federal Depository Program. Materials are selected to extend and compliment other Library collections and to fill public demand. Selection criteria are the same as all other library materials.

❖ Audio / Visual Collection

The audio / visual collection is a circulating collection of audio CDs, MP3's, Blu-Rays and DVDs. Selection for "books on CD and MP3" follow the same selection criteria for print books which include:

- ✓ Quality of packaging
- ✓ Quality of recording
- ✓ Replacement policy of publisher
- ✓ Public demand
- ✓ Educational quality

❖ Children's Collection

Materials for the children's collection are selected for their value in meeting the informational, educational, recreational, religious, and cultural needs of children pre-school through age twelve. Preference is given to hard cover copies due to the popular nature of these materials. Exception is made for those titles only available in paperback and quality donated paperbacks. The number of copies per title is generally limited to three, unless the title is on a Summer Required Reading List in the surrounding schools of Gregg and or Harrison County. Occasionally, the Library may acquire more than 3 copies for works acclaimed for international and or statewide awards. Selection criteria for children's materials are the same as the criteria for adult materials with the following additions:

- ✓ Quality and appropriateness of the illustrations
- ✓ Quality of the binding
- ✓ Vocabulary appropriate for the intended audience

❖ Young Adult Collection

Materials for the young adult collection are selected to meet the unique needs of the children ages thirteen to eighteen. It includes fiction and general non-fiction works appropriate for the reading and educational needs of this age group, but no separate reference collection. Selection criteria for young adult materials are the same as for adult materials.

❖ Graphic Novels

Materials for the graphic novels collection are selected to meet the artistic and literary needs of young adults and adults. Selection criteria for graphic novel materials are the same as for adult materials. Subjects in this section may not be suitable for patrons younger than 17 years old. The appropriateness of the content in the graphic novels section is left to the reader's discretion.

❖ Comics

To better serve our patrons, all graphic novels targeted at patrons ages 12 or under have been branded as "Comics" and moved to Youth Services. Selection criteria are the same as those for the children's collection.

❖ Electronic Resources

Electronic resources refer to all library materials made available to the public through online database subscriptions and other Internet links. Selection criteria for these materials are the same as for all other materials.

❖ Paperback Collection

Fiction mass-market paperbacks, both purchased and donated to the Library, are cataloged and generally housed in a separate paperback section for ease of browsing. Purchased mass-market paperback fill a specific need in the collection such as completing a series or for the Young Adult collection will be housed on the shelves with the regular collection. Gift mass-market paperback in reasonably good condition that meet the same criteria used for adult fiction will be added to the collection. Due to budget cuts and poor circulation, MMPBs no longer have their own separate allocation. Instead, they will only be purchased when deemed necessary using funds from one of the other categories as appropriate.

#### ❖ Vertical File Materials

The vertical file collection consists of non-circulating folders of pamphlets and articles cut from newspapers and magazines. These items are selected for their content, timeliness, local interest, and as a supplement to the book and periodical collections. The Genealogy Department maintains this collection. Selection criteria is the same as for other reference and local history items with the following addition:

- ✓ Materials are not readily available in other sources

#### **Gifts**

The Longview Public Library gladly accepts and welcomes the support it receives from the citizens of this area in the form of gifts. The Library will accept used and new materials, gifts of money, real property, and/or stock if conditions of the gift are acceptable to the Longview City Council or its delegated representatives. However, the following policies apply to the acceptance of gifts:

- ❖ The Library will not guarantee that items in gift collections will be kept together as separate physical entities and reserves the right to decide the conditions of display, housing, and access to the materials.
- ❖ The Library cannot place a monetary value on any gifts.
- ❖ The Library will not accept for deposit materials that are not outright gifts, with the exception of exhibits. The owner may set up these exhibits for a limited time and at the owner's risk, upon approval of the Library Director.
- ❖ The Library reserves the right to dispose of all gift items as it deems appropriate. Acceptance of gift materials does not imply that the materials will be added into the collection. Only those materials that meet selection criteria will be added.

#### **Collection Maintenance**

The Library utilizes *The Crew Method*, a benchmark tool recognized and updated by the Texas State Library & Archives Commission. Weeding, or the withdrawal of materials from the collection, is a necessary part of the collection development process as it allows for the systematic withdrawal of worn, dated, or damaged library materials. Persons responsible for selection in a particular area of the collection are responsible for weeding in that area. The following should be considered when selecting items for withdrawal:

- ❖ Poor physical condition; not suitable for rebinding
- ❖ Duplicate copies of a title no longer in demand
- ❖ Obsolete content, relevance of the subject, currency of information
- ❖ Low circulation in the previous 3-5 year span

This process helps maintain the quality of the library collections and is not intended to sanction removal of library materials based upon any controversy surrounding the material.

## **Requests for Reconsideration of Library Materials**

The City Council recognizes the right of individuals to question both materials in the Library or those excluded from it. An individual questioning either selections or exclusions may state his or her opinion in writing on a form available at the Library. A client must complete the appropriate "Request for Reconsideration" form to initiate the review process. The Director, or any professional staff requested to assist, will make the first review of these "Requests for Reconsideration." The Library Director will notify complainants of the decision in writing. Complainants who disagree with the finding may appeal to the Review Board. The Library Director shall establish this Board as necessary. It will include a representative from City Administration, Friends of the Longview Public Library, the library staff; as well as representation from either an area college or university, a local school district, the local print media, faith based organizations, or a writers' club. One member may represent several of these groups. Appeals of Review Board decisions will be made to a court of competent jurisdiction. In the event that a complainant charges that a particular item is not protected under the First Amendment to the Constitution, the onus of proof rests with the Complainant. Material under question will remain in the active collection until such judicial determination is made.

# APPENDICES

## Intellectual Freedom Statements

- ❖ The Library Bill of Rights
- ❖ The Freedom to Read
- ❖ Access for Children and Young People to Videotapes and other Non-print formats
- ❖ Statement on Libraries and Intellectual Freedom
- ❖ The Texas Library Association Intellectual Freedom Statement

## Request for Reconsideration Form

Number of Items in the Collection

Selection Assignments and Budget Allocations

Selection Tools

## **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 bases, 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.

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>

## THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens 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. 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 misinformation, and to make their own decisions about what they read and believe. 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 a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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



We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

**We therefore affirm these propositions:**

*1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox 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 that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

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

*5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it 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 the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

*6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

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.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all 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 the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:  
American Library Association  
Association of American Publishers

Subsequently Endorsed by:  
American Society of Journalists and Authors  
The Media Institute  
National PTA

The Thomas Jefferson Center for the Protection of Free Expression

<http://www.ala.org/alaorg/oif/freeread.html>

# Access for Children and Young Adults to Nonprint Materials

## An Interpretation of the *LIBRARY BILL OF RIGHTS*

Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the [Library Bill of Rights](#) states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

The American Library Association's principles protect minors' access to sound, images, data, games, software, and other content in all formats such as tapes, CDs, DVDs, music CDs, computer games, software, databases, and other emerging technologies. ALA's [Free Access to Libraries for Minors](#): An *Interpretation* of the Library Bill of Rights states:

. . . The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

. . . [P]arents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Policies that set minimum age limits for access to any nonprint materials or information technology, with or without parental permission, abridge library use for minors. Age limits based on the cost of the materials are also unacceptable. Librarians, when dealing with minors, should apply the same standards to circulation of nonprint materials as are applied to books and other print materials except when directly and specifically prohibited by law.

Recognizing that librarians cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Libraries should provide published reviews and/or reference works that contain information about the content, subject matter, and recommended audiences for nonprint materials. These resources will assist parents in guiding their children without implicating the library in censorship.

In some cases, commercial content ratings, such as the [Motion Picture Association of America](#) (MPAA) movie ratings, might appear on the packaging or promotional materials provided by producers or distributors. However, marking out or removing this information from materials or packaging constitutes expurgation or censorship.

MPAA movie ratings, [Entertainment Software Rating Board](#) (ESRB) game ratings, and other rating services are private advisory codes and have no legal standing ([Expurgation of Library Materials](#)). For the library to add ratings to nonprint materials if they are not already there is unacceptable. It is also unacceptable to post a list of such ratings with a collection or to use them in circulation policies or other procedures. These uses constitute labeling, "an attempt to prejudice attitudes" ([Labels and Rating Systems](#)), and are forms of censorship. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people's access to materials and services that reflect diversity of content and format sufficient to meet their needs.

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Adopted June 28, 1989, by the ALA Council; amended June 30, 2004.

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/accesschildren.cfm>

## **STATEMENT ON LIBRARIES AND INTELLECTUAL FREEDOM**

IFLA (The International Federation of Library Associations and Institutions) supports, defends and promotes intellectual freedom as defined in the United Nations Universal Declaration of Human Rights.

IFLA declares that human beings have a fundamental right to access to expressions of knowledge, creative thought and intellectual activity, and to express their views publicly.

IFLA believes that the right to know and freedom of expression are two aspects of the same principle. The right to know is a requirement for freedom of thought and conscience; freedom of thought and freedom of expression are necessary conditions for freedom of access to information.

IFLA asserts that a commitment to intellectual freedom is a core responsibility for the library and information profession.

IFLA therefore calls upon libraries and library staff to adhere to the principles of intellectual freedom, uninhibited access to information and freedom of expression and to recognize the privacy of library user.

IFLA urges its members activity to promote the acceptance and realization of these principles. In doing so, IFLA affirms that:

- ❖ Libraries provide access to information, ideas and works of imagination. They serve as gateways to knowledge, thought and culture.
- ❖ Libraries provide essential support for lifelong learning, independent decision-making and cultural development for both individuals and groups.
- ❖ Libraries contribute to the development and maintenance of intellectual freedom and help to safeguard basic democratic values and universal civil rights.
- ❖ Libraries have a responsibility both to guarantee and to facilitate access to expressions of knowledge and intellectual activity. To this end, libraries shall acquire, preserve and make available the widest variety of materials, reflecting the plurality and diversity of society.
- ❖ Libraries shall ensure that the selection and availability of library materials and services is governed by professional considerations and not by political, moral and religious views.
- ❖ Libraries shall acquire, organize and disseminate freely and oppose any form of censorship.
- ❖ Libraries shall make materials facilities and services equally accessible to all users. There shall be no discrimination due to race, creed, gender, age or for any other reason.

- ❖ Library users shall have the right to personal privacy and anonymity.
- ❖ Librarians and other library staff shall not disclose the identity of users or the materials they use to a third party.
- ❖ Libraries funded from public sources and to which the public have access shall uphold the principles of intellectual freedom.
- ❖ Librarians and other employees in such libraries have a duty to uphold those principles.
- ❖ Librarians and other professional libraries staff shall fulfill their responsibilities both to their employer and to their users. In cases of conflict between those responsibilities, the duty towards the user shall take precedence.

**This statement was prepared by IFLA/FAIFE and approved by  
The Executive Board of IFLA  
25 March 1999  
THE HAGUE, NETHERLANDS**

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International Federation of Library Associations and Institutions  
www.ifla.org

<http://www.ifla.org/V/press/pr990326.htm>

# **THE TEXAS LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT**

## **PREAMBLE**

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

## **AREAS OF CONCERN**

**LEGISLATION.** The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement. The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

**INTERFERENCE.** The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.



**MATERIALS SELECTION POLICY.** The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.

**EDUCATION.** The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement

The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.

**LIAISON WITH OTHER ORGANIZATIONS.** The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.

**Adopted September 15, 1972  
by the TLA Council**

**Reaffirmed April 7, 1995  
by the TLA Council**

<http://www.tsl.state.tx.us/ld/pubs/plant/intellfreedom.html>

**REQUEST FOR RECONSIDERATION FORM**

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_

Request made on behalf of  Yourself  An organization  
(name) \_\_\_\_\_

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The item to be reconsidered is a  Book  Periodical  Audio  Video

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_ Date \_\_\_\_\_

1. Did you read/view/listen to the entire work?  Yes  No

2. What is your objection? Please be specific. Cite pages.

3. What is positive about the work?

4. For what library patrons would you recommend this work?

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

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

I want this item moved to a different area of the collection

I want this item removed from the collection

\_\_\_\_\_

**SIGNATURE** **DATE**



Longview Public Library Date received: \_\_\_\_\_

222 W. Cotton

Longview, TX 75601

Staff member: \_\_\_\_\_

## Number of items in collection by Item type

	Item Type	Number
ACD	ADULT COMPACT DISC	3,587
AF	ADULT FICTION	25,898
ANF	ADULT NON-FICTION	27,067
B	BIOGRAPHY	3,220
BLURAY	BLU-RAY	1,547
BRA	BRAILLE	156
DVD	DVD	8,109
E	EASY READER	15,388
EQU	EQUIPMENT	51
FCD	FEDERAL COMPUTER DISC	4
FPR	FEDERAL DOCUMENTS REFERENCE	3,682
FPC	FEDERAL PRINT CIRCULATING	177
GEN	GENEALOGY	9,739
GCC	GRANT CENTER CIRCULATING	6
GCR	GRAND CENTER REFERENCE	39
GN	GRAPHIC NOVELS	2,919
COMIC	GRAPHIC NOVELS 12 & UNDER	1,011
JB	JUVENILE BIOGRAPHY	1,920
JBB	JUVENILE BOARD BOOKS	709
JBC	JUVENILE BOOK-CD	51
JCD	JUVENILE COMPACT DISC	530
JDVD	JUVENILE DVD	1,425
JF	JUVENILE FICTION	9,214
JNF	JUVENILE NON-FICTION	10,503
LPF	LARGE PRINT FICTION	9,803
LPNF	LARGE PRINT NON-FICTION	757
MP3	AUDIO BOOK ON MP3 CD	256
REF	REFERENCE	6,106
SRL	SERIALS	3
SPA	SPANISH	1,195
SPAJ	SPANISH JUVENILE	1,204
SPAR	SPANISH REFERENCE	1
TEX	TEXANA	1,913
VFLH	VERTICAL FILES LOCAL HISTORY	877

VIDEO GAME	VIDEO GAMES	26
YA	YOUNG ADULT FICTION	6,943
YACD	YOUNG ADULT CD	241
YANF	YOUNG ADULT NON-FICTION	1,777
YASPA	YOUNG ADULT SPANISH	72
TOTAL		157,769

**SELECTION ASSIGNMENTS AND BUDGET ALLOCATIONS  
FISCAL YEAR 2018-2019**

<b>Fund</b>	<b>Account</b>	<b>Responsibility</b>	<b>Amount</b>
Updates / Serials:	2210	Acquisitions Librarian	\$ 11,247.00
Audio / Visuals:	2250	Acquisitions Librarian	\$ 31,500.00
Microform:	2255	Acquisitions Librarian	\$3,888.00
City Budget for Books:	2270	Acquisitions Librarian	\$ 49,000.00
Gregg Co. Budget for Books:	2271	Acquisitions Librarian	\$ 30,000.00
Subscription Services:	5180	Acquisitions Librarian	\$ 105,229.00

The budget for books (accounts 2270 and 2271) is allocated to Library divisions based upon last year's circulation levels as adjusted for the current price of books. To determine circulation levels, the circulation statistics for last year were divided by item type as listed below:

Adult Fiction:	F, MYS, SF, WES
Adult Non-fiction:	ANF, B, FNF, FPC, GCC, PRO, SC
Large Print:	LP
Graphic Novel:	GN, COMIC
Juvenile Fiction:	JF
Juvenile Non-Fiction:	JB, JNF
Young Adult:	YA, YAN
Easy Reader / Board Books:	E, JBB

Total circulation was then multiplied by the average cost of books for that area as listed in the Bowker Annual. A percent of circulation was then determined. That percent was multiplied by the total amount of money allocated for books, minus money set aside for genealogy/local history. Since genealogy books do not circulate and money is not allocated in other funds, a set amount is allocated for this area.

From the total amount allocated for adult fiction, a set amount is reserved for the purchase of best sellers. Amounts budgeted for each division is listed below.

These amounts are not absolutes, nor guarantees, but recommendations to ensure that the budget for books is fairly distributed among the departments. All funds will be expended by the end of the fiscal year based upon requests received from the supervisors. Supervisors are responsible for ensuring that sufficient requests for purchase are submitted to expend their budgets. Requests not filled in one fiscal year will be held for the next fiscal year.

<b>Collection</b>	<b>Budgeted Amount</b>	<b>Responsibility</b>
<b>Adult Non-Fiction</b>		
000s	\$563.38	Josh C.
100s	\$900.38	Leah S. Josh C.
200s	\$1,547.53	Leah S. Josh C.
300s	\$3,657.80	Jennifer E. and Josh C.
400s	\$112.55	Bronwyn P. and Josh C.
500s	\$1,247.40	Jennifer E. and Josh C.
600s	\$2,410.40	Paula M. Bronwyn P. Josh C.
700s	\$1,172.37	Jenna Y. and Josh C.
800s	\$431.43	Jennifer E. and Josh C.
900s	\$1,777.31	Josh C. Jennifer E.
Biography	\$2,692.40	Jennifer E. Josh C.
Genealogy	\$1,500.00	David H. and Josh C.
<b>Adult Fiction</b>		
General Fiction	\$12,005.08	Susan B. Christian P. Leah S. Josh C.
Mystery	\$3,564.01	Susan B. Christian P. Josh C.
Science Fiction	\$937.90	Bronwyn P. Cassie B. Josh C.
Western	\$1,406.85	Susan B. and Josh C.
<b>Large Print</b>	\$11,817.50	Josh C.
<b>Spanish</b>	\$937.90	Jennifer E. and Josh C.
<b>Easy Readers/Board Books</b>	\$8,722.44	Jenna Y. Josh C.
<b>Juvenile Fiction</b>	\$7,596.33	Jenna Y. Josh C.
<b>Juvenile Non-Fiction</b>	\$4,689.48	Jenna Y. Josh C.
<b>Young Adult</b>	\$4,689.48	Jenna Y. Josh C. Jennifer E.
<b>Comics</b>	\$2,344.74	Bronwyn P. Josh C.
<b>Graphic Novel</b>	\$2,275.34	Bronwyn P. Josh C. Jenna Y.
<b>Total Allocated</b>	<b>\$79,000.00</b>	
<b>Electronic collection</b>	<b>Budget</b>	<b>Selectors</b>
Microfilm (digital)	\$3,888	Cassie B. and Josh C.
Digital newspapers, databases	\$48,029	Cassie B. and Josh C.
E-book subscriptions	\$57,200	Cassie B. Jennifer E. Josh C.
<b>Total Allocated</b>	<b>\$109,117</b>	
<b>Physical Reference</b>	<b>Budget</b>	<b>Total</b>
Serials and Updates	\$11,247	\$11,247

## SELECTION TOOLS

### A Bibliography

#### PERIODICALS

**Title:** Booklist (Bound Volumes)

**Call Number:** R/051/B64 ; Magazine Archives ; <http://www.ala.org/booklist>

**Title:** Horn book magazine (Boston, Mass. : 1945

**Subject:** Children's literature Bibliography Periodicals.

**Call Number:** Youth Services

**Title:** Library Journal (Bound Volumes)

**Call Number:** R/015/L61 ; Professional collection ; <http://www.bookwire.com/ljdigital>

**Title:** New York Times Book Review

**Subject:** Books Reviews.

**Call Number:** Newspaper section ; Microfilm ; <http://www.nytimes.com/books/home>

**Title:** The New York review of books

**Subject:** Books Reviews Periodicals.

**Call Number:** Magazine Archives ; <http://www.nybooks.com/nyrev/index.html>

**Title:** Publishers weekly

**Subject:** American literature Bibliography Periodicals. ; Publishers and publishing  
United States Periodicals

**Call Number:** Magazine Archives

**Title:** School library journal

**Subject:** School libraries Periodicals. ; Children's libraries Periodicals. ; Young  
adults' libraries Periodicals

**Call Number:** Magazine Archives

#### PRINT SOURCES

**Title:** Children's catalog / edited by Anne Price and Juliette Yaakov

**Subject:** Children's literature. ; Cataloging of children's literature. ; Children's  
literature—Book lists

**Call Number:** JR/011.62 CHI

**Title:** Fiction catalog / edited by Juliette Yaakov and John Greenfield

**Subject:** Fiction. ; Best books.

**Call Number:** R/016.8 FIC

**Title:** Public Library Catalog/ edited by Paula B. Entin and Juliette Yaakov  
**Subject:** Public libraries Book lists. ; Catalogs, Classified (Dewey decimal)  
**Call Number:** R/017.1 PUB

**Title:** Public Library Core Collection. Nonfiction: A Selection guide to Reference Books and Adult Non-Fiction  
**Subject:** Public libraries Book lists. ; Catalogs, Classified (Dewey decimal)  
**Call Number:** DESK 025.2 PUB

## **OTHER SELECTION SOURCES –CHILDREN’S MATERIALS**

**Title:** Best books for children : preschool through grade 6 / John T. Gillespie and Corinne J. Naden, ed.  
**Subject:** Best books—Bibliography—United States ; Children's libraries—Book lists—United States  
**Call Number:** JR/011.62 BES

**Author:** Carter, Betty,  
**Title:** Best book for young adults : the selections, the history, the romance / Betty Carter.  
**Subject:** Teenagers—Books and reading—United States ; Young adult literature  
**Call Number:** JR/028.1/ CAR

**Author:** Lima, Carolyn W.  
**Title:** A to Zoo : subject access to children’s picture books / Carolyn W. Lima, John A. Lima.  
**Subject:** Picture books for children. ; Children's literature, English Indexes.  
**Call Number:** R/011.62/ LIM

**Title:** Newbery medal books, 1922-1955 : with their authors' acceptance papers & related material  
**Subject:** Newbery Medal.  
**Call Number:** JR/228.5/ MIL

**Author:** Rollock, Barbara.  
**Title:** Black authors and illustrators of children’s books : a biographical dictionary / by Barbara Rollock  
**Subject:** Afro-American artists—Biography--Dictionaries ; Children's literature  
**Call Number:** JR/011/ ROL

**Author:** Sutherland, Zena.  
**Title:** The best in children's books; the University of Chicago guide to children's literature, 1966-1972.  
**Subject:** Children's literature Book reviews.  
**Call Number:** R/028.5/SUT

#### **OTHER SELECTION SOURCES –REFERENCE / ADULT MATERIALS**

**Author:** Greene, A. C.,  
**Title:** The fifty best books on Texas  
**Subject:** American literature—History and criticism--Texas  
**Call Number:** TX/810/GRE

**Title:** Guide to reference books / edited by Robert Balay  
**Subject:** Reference books Bibliography.  
**Call Number:** DESK/011.02/GUI

**Title:** Recommended reference books for small and medium-sized libraries and media centers, 1999 / Bohdan S. Wynar  
**Subject:** Reference books Bibliography. ; Reference services (Libraries)  
Handbooks, manuals, etc. ; Instructional  
**Call Number:** PRO/011.02/REC

Listed below are Internet links to review and book list sources. Some of these sites are professional sources with critical reviews. Others link to commercial sites. It is important to remember the source of the reviews. This is not a definitive list but a starting point.

#### **INTERNET RESOURCES—REVIEW SOURCES**

**Booklist** <http://www.ala.org/booklist> Highly recommended  
**BookPage** <http://www.bookpage.com> Directed toward readers ; Fiction by genre ; Children's books  
**Bookwire** <http://www.bookwire.com> Highly recommended  
**Cannylink** <http://www.cannylink.com/booksreviews.htm> Lists of review sources  
**Goodreads** <http://www.goodreads.com/> Reviews  
**Library Journal** <http://www.libraryjournal.com/> Highly recommended  
**Midwest Book Review** <http://www.midwestbookreview.com/> Highly recommended  
**New York Review of Books** <http://www.nybooks.com/nyrev/index.html>  
**New York Times Book Review** <http://www.nytimes.com/ref/books/review/br-back-issues.html> Reviews going back to 1980  
**Quarterly Black Review** <http://www.qbr.com/>



## INTERNET RESOURCES—BOOK LISTS

**BookBrowse** <http://www.bookbrowse.com> Owned by Amazon.com ; Lengthy excerpts of bestsellers

**Internet Public Library** <http://www.ipl.org> Links to lists of books in many areas

**Novelist** <http://library.longviewtexas.gov/databases> Available from our website

## INTERNET RESOURCES—CHILDREN’S BOOKS AND SERVICES

**Association for Library Service to Children (ALSC) (ALA)**

<http://www.ala.org/alsc/awardsgrants/notalists>

**Children’s Book Council** <http://www.cbcbooks.org> Links to authors, librarians, parents, booksellers, artists, and teachers

**Young Adult Library Services Association (YALSA)(ALA)**

<http://www.ala.org/yalsa/booklistsawards/booklistsbook>

## INTERNET RESOURCES—ONLINE BOOKSTORES

**Amazon** <http://www.amazon.com> Booklists could be useful ; reviews are always positive

**Barnes & Noble** <http://www.barnesandnoble.com> Booklists could be useful

**Highsmith Press** [http://isbndb.com/d/publisher/highsmith\\_press.html](http://isbndb.com/d/publisher/highsmith_press.html)

## INTERNET RESOURCES— SPANISH LANGUAGE MATERIALS

**Bilingual Books for Kids** <http://www.bilingualbooks.com> Sells books written with Spanish and English appearing side-by-side

**REFORMA** - The National Association to Promote Library and Information Services to Latinos and the Spanish Speaking <http://www.reforma.org/>