



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
JUNE 23, 2026, 12:00 P.M.
library.stillwater.org

1. CALL MEETING TO ORDER

2. EXECUTIVE SESSION

Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

- a) Vote to convene executive session
- b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
- c) Vote to convene regular meeting
- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, discipline or resignation of Library Director Stacy DeLano

3. CONSENT DOCKET

Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.

- a) Minutes: May 26, 2026, Regular Meeting
- b) Stillwater Public Library May 2026 Financial Report

c) Stillwater Public Library May 2026 Activity Reports

4. PUBLIC COMMENT ON AGENDA ITEMS

*Stillwater City Code, Section 2-53(a) & (b) and Article IV, Section 10 of the Bylaws of the Stillwater Public Library Board, taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on **any item of business listed on the meeting agenda** provided they have submitted a written request prior to the meeting.*

5. GENERAL ORDERS

The Library Board will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Board under General Orders unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Board.

- a) Consideration, discussion, and possible action to approve revised Circulation policy
- b) Consideration, discussion, and possible action to approve revised Collection Development policy
- c) Consideration, discussion, and possible action to approve revised Computer and Internet Use policy

6. REPORTS FROM OFFICERS & BOARDS

Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action including a vote or series of votes are listed below.

- a) Miscellaneous items from Library Staff
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings
 - ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation activity

7. ADJOURN

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8124.

On _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
May 26, 2026, 12:00 P.M.
library.stillwater.org

Board members present: **Martha McMillian, Donna Sinnes, Kathryn Ross, Robin Cornwell, Matt Upson**

Staff present: **Stacy DeLano, Naomi Brown, Ashlyn Garis, Christy Cluck, Sara Rebelo**

1. CALL MEETING TO ORDER The meeting was called to order at 12:00 p.m.

2. EXECUTIVE SESSION

Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

a) Vote to convene executive session

Sinnes/Ross moved to convene an executive session. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

Rebelo left at 12:29 p.m.

b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

c) Vote to convene regular meeting

Sinnes/Ross moved to convene a regular meeting. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, discipline or resignation of Library Director Stacy DeLano
No action.

3. CONSENT DOCKET

Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.

- a) Minutes: April 28, 2026, Regular Meeting
- b) Stillwater Public Library April 2026 Financial Report
- c) Stillwater Public Library April 2026 Activity Reports

DeLano explained that a district-wide decline in elementary school enrollment may influence some of the Children's Services statistics.

Cornwell/Sinnes moved to approve the consent docket. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

4. PUBLIC COMMENT ON AGENDA ITEMS

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5. GENERAL ORDERS

The Library Board will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Board under General Orders unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Board.

- a) Consideration, discussion, and possible action to approve library fee schedule
The Board discussed several items related to the fee schedule, including research fees, overdue materials, and lost-item charges. DeLano explained that the fee schedule consolidates information from multiple library policies. Proposed changes include increasing the interlibrary loan fee to \$3.00, raising the cost of black-and-white copies to \$0.15 per page, and establishing a \$2.00 fee for notary services.

Cornwell/McMillian moved to approve the library fee schedule. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

- b) Consideration, discussion, and possible action to accept \$9,840.00 discount from the federal E-rate program for internet service from Chickasaw Telecommunications
Cornwell/Sinnes moved to accept a \$9,840.00 discount from the federal E-rate program for internet service from Chickasaw Telecommunications. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.
- c) Report and possible discussion from the nominating committee on 2026-2027 officers
Sinnes reported that the committee would like to nominate Kathryn Ross for Board Chair, Donna Sinnes for Vice Chair, and Naomi Brown for reappointment as Secretary.
- d) Election of 2026-2027 Chair
Sinnes/Ross moved to elect Kathryn Ross as Chair. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.
- e) Election of 2026-2027 Vice Chair
McMillian/Sinnes moved to elect Donna Sinnes as Vice Chair. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.
- f) Consideration, discussion, and possible action to reappoint Naomi Brown as Secretary
Sinnes/McMillian moved to reappoint Naomi Brown as Secretary. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

6. REPORTS FROM OFFICERS & BOARDS

Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action including a vote or series of votes are listed below.

- a) Miscellaneous items from Library Staff
The Summer Reading Program will begin on May 30 with a kickoff foam party. Weekly programming will include children's programs on Tuesdays, teen programs on Wednesdays, field trips on Thursdays, and family movie screenings on Fridays. The City Manager's Office will conduct a second round of salary reviews for library staff during FY 2026-2027. Trust Board member Sheryl Nelson's term is ending, and the Library Board will need to nominate and appoint a replacement. A new Library

Board member will be considered for appointment by the City Council in June. If appointed, the new member's first Library Board meeting will be in August.

b) Miscellaneous items from the Library Board

- i. Discussion about scheduling items for upcoming meetings

Board members would like to know more about issues in the library related to homelessness, substance abuse, and mental health. This item will be discussed in a future Library Board meeting.

- ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation activity

Ross said the Staff Appreciation Committee would like to have an ice cream party in July. DeLano will send the committee potential dates.

7. **ADJOURN** Upson/Sinnes moved to adjourn. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:05.

Prepared by: Naomi Brown, Recording Secretary

**Approved by: _____
Chair, Stillwater Public Library Board**

Budget to Actuals with Encumbrances by Key and Object

Report Date: 05/31/2026

Month to date Actual Year to date Actual Encumbrance Balance Pct. Rem.

Key: 1015510 - Library administration

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Revenue						
43000 - Grant Revenue	350.00	0.00	350.00	0.00	0.00	0.00%
43100 - Federal Grant Revenue	137,500.00	32,500.00	137,500.00	0.00	0.00	0.00%
43200 - State Grant Revenue	36,577.00	0.00	21,197.00	0.00	15,380.00	42.04%
45000 - Fines & Forfeitures	20,000.00	1,415.99	14,153.94	0.00	5,846.06	29.23%
47012 - Misc Fees	11,000.00	1,255.35	15,595.36	0.00	-4,595.36	-41.77%
47501 - Room Rental	13,000.00	2,660.00	15,417.50	0.00	-2,417.50	-18.59%
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
48701 - Donations	21,121.00	74.96	21,193.79	0.00	-72.79	-0.34%
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00%
Revenue Total:	239,548.00	37,906.30	225,407.59	0.00	14,140.41	5.90%

Expenditure	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
51001 - Full Time	708,442.00	53,907.66	607,965.37	0.00	100,476.63	14.18%
51002 - Part Time	304,509.00	22,595.31	246,434.88	0.00	58,074.12	19.07%
51003 - Overtime	2,019.00	0.85	1,959.26	0.00	59.74	2.95%
51021 - Social Security	77,873.00	5,613.24	63,093.76	0.00	14,779.24	18.97%
51022 - Retirement	42,536.00	3,234.51	36,135.53	0.00	6,400.47	15.04%
52012 - Vehicle Repair Parts	50.00	0.00	24.96	0.00	25.04	50.08%
52031 - Office Supplies	700.00	87.79	524.25	159.85	15.90	2.27%
52034 - Postage	200.00	0.00	67.02	132.98	0.00	0.00%
52036 - Janitorial Supplies	5,600.00	1,245.99	4,381.69	1,207.92	10.39	0.18%
52040 - Books & Publications	93,300.00	6,199.41	74,295.45	18,891.35	113.20	0.12%
52041 - Clothing & Uniforms	840.00	0.00	600.00	0.00	240.00	28.57%
52043 - Vehicle Fuel & Oil	450.00	0.00	249.00	0.00	201.00	44.66%
52046 - Supplies	17,500.00	2,590.99	7,715.74	5,743.06	4,041.20	23.09%
53001 - Natural Gas	3,900.00	184.27	3,435.78	0.00	464.22	11.90%
53004 - Telecommunications	800.00	52.15	693.65	0.00	106.35	13.29%
53011 - Equipment Rental	6,400.00	0.00	4,731.29	1,303.96	364.75	5.69%
53020 - Repair-Structures	13,700.00	238.00	10,915.61	2,368.39	416.00	3.03%
53023 - Repair-HVAC	32,441.00	0.00	16,043.65	16,397.35	0.00	0.00%
53041 - Donations	60,666.00	3,164.57	28,644.33	6,939.92	25,081.75	41.34%
53045 - Grant Expenditure	211,533.00	27,790.05	94,872.56	111,938.82	4,721.62	2.23%
53049 - Cash Short	0.00	-1.90	-13.21	0.00	13.21	0.00%
53053 - Licenses & Fees	0.00	0.00	0.00	0.00	0.00	0.00%
53054 - Professional Dues	640.00	0.00	276.00	361.25	2.75	0.42%

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 05/31/2026

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual		Actual				
53055 - Training	1,300.00	0.00		830.00		398.00	72.00	5.53%
53062 - Refunds	200.00	0.00		20.98		0.00	179.02	89.51%
53064 - Contract for Services	10,100.00	446.60		7,581.95		2,350.05	168.00	1.66%
53066 - Miscellaneous Services	250.00	0.00		17.50		183.75	48.75	19.50%
53068 - Travel Expense	375.00	0.00		337.61		35.02	2.37	0.63%
53071 - Software Maintenance	33,400.00	360.00		33,358.60		0.00	41.40	0.12%
53083 - Employee Discounts	0.00	0.00		2,355.00		0.00	-2,355.00	0.00%
56000 - Direct Costs	413.00	34.00		374.00		0.00	39.00	9.44%
56001 - Indirect Costs	422.00	35.00		385.00		0.00	37.00	8.76%
Expenditure Total:	1,630,559.00	127,778.49		1,248,307.21		168,411.67	213,840.12	13.11%
Key Total:	(1,391,011.00)	(89,872.19)		(1,022,899.62)		(168,411.67)	(199,699.71)	14.35%

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
MAY 2026**

PUBLIC SERVICES

<u>MATERIALS CIRCULATION</u>		<u>USER SERVICES</u>			
(5,988)	8,369	(140)	205	ADULT BOOKS	NEW ADULT CARDS
(8,930)	11,901	(45)	68	CHILDREN'S BOOKS	NEW CHILDREN'S CARDS
(33)	22	(22,743)	22,509	DEVICES	TOTAL ACTIVE BORROWERS
(268)	466	(4)	6	VIDEOS	HOMEBOUND & FACILITIES DELIVERIES
(647)	732	(386)	1,057	AUDIOS	COMPUTER
(90)	130	(4,331)	5,613	BOOK CLUB BOOKS	WIRELESS USERS
(28)	27	(19)	71	INTERLIBRARY LOAN	NOTARY SERVICES
(157)	1,068	(278)	1	IN LIBRARY USE	CURBSIDE DELIVERIES
(6,213)	5,776			EBOOKS	
(6,385)	7,097			DOWNLOADABLE AUDIOS	
(0)	2,608			EPERIODICALS	
(0)	0			STREAMING VIDEOS	
(69)	194			KITS	
(28,808)	38,390			GRAND TOTAL	

STILLWATER PUBLIC LIBRARY PATRON PROFILE

(13,207)	12,959	(1,936)	1,974	ADULT	OSU STUDENT
(4,243)	3,926	(206)	203	CHILD	OUT OF COUNTY
		(3,151)	3,447		OTHER

CITY RESIDENTS/NON-CITY RESIDENTS 20,242 / 2,267

ESTIMATED NUMBER OF VISITORS TO LIBRARY (4,561) 13,438

NUMBER OF VISITORS TO LIBRARY WEBSITE (15,092) 17,017

ESTIMATED ADULT REFERENCE

(3,777)	3,352	IN PERSON
(961)	836	BY TELEPHONE

ESTIMATED CHILDREN'S REFERENCE

(249)	289	IN PERSON
(46)	51	BY TELEPHONE

PROGRAMMING

(14)	10	MEETING ROOM USAGE
(80)	154	ADULT LIBRARY PROGRAM ATTENDANCE
(25)	97	YOUNG ADULT PROGRAM ATTENDANCE
(281)	678	STORY TIME ATTENDANCE
(253)	600	CHILDREN'S LIBRARY PROGRAM ATTENDANCE
(170)	400	CHILDREN'S GRAB & GO BAGS
(0)	0	TEEN'S GRAB & GO BAGS
(0)	0	PASSIVE ACTIVITIES

TECHNICAL SERVICES

		<u>MATERIALS ADDED & PROCESSED</u>		
(233)	473	(88)	645	BOOK MATERIALS
(0)	7			NON-BOOK MATERIALS
(80,664)	79,476			TOTAL NUMBER OF BOUND VOLUMES IN THE LIBRARY
(87,685)	94,764			TOTAL NUMBER OF VOLUMES IN OKVL

() FIGURES IN BRACKETS ARE FOR THE SAME MONTH LAST YEAR

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
MAY 2026**

ADULT SERVICES

<u>4,187</u>	<u>Reference Questions</u>	<u>9</u>	Outreach <u>2974</u> Participants
	<u>3,178</u> in person	<u>13</u>	Number of Adult Programs
	<u>663</u> by phone	<u>154</u>	Attendance at Adult Programs
	<u>346</u> directional	<u>6</u>	Number of Young Adult Programs
		<u>97</u>	Attendance at Young Adult Programs
<u>10</u>	Meeting Room Usage	<u>20</u>	Number of Volunteers
		<u>89.00</u>	Total Volunteer Hours
		<u>16</u>	Displays

CHILDREN'S SERVICES

<u>341</u>	<u>Reference Questions</u>		
	<u>258</u> in person		
	<u>20</u> by phone		
	<u>63</u> directional		
<u>13</u>	Number of pre-school programs		(daycare & Headstart)
<u>420</u>	Attendance at pre-school programs		
<u>31</u>	Number of storyhours		
<u>678</u>	Attendance at storyhours		
<u>6</u>	Number of programs/school visits for school age children		(here or away)
<u>180</u>	Attendance at programs for school age children		
<u>1</u>	Number of programs for Summer Reading Program		
<u>240</u>	Attendance at Summer Reading Program		
<u>6</u>	Displays		
<u>0</u>	Number of volunteers		
<u>0.00</u>	Total volunteer hours		

REGISTRATION

<u>273</u>	<u>Total new borrowers</u>		
	<u>205</u> Adults		
	<u>68</u> Juveniles		

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
MAY 2026**

ADULT

CHILDREN'S

Total Book & Non-Book Material Checkouts

Total Book & Non-Book Material Checkouts

<u>2024</u>	<u>2025</u>	<u>2026</u>		<u>2024</u>	<u>2025</u>	<u>2026</u>	
5,469	3,743	5,146	Fiction	10,660	7,477	9,839	Fiction
1,813	1,242	1,646	Nonfiction	914	719	1,157	Nonfiction
1,531	989	1,570	New books	859	575	749	New books
13	14	7	Multi-language items	111	159	156	Multi-language items
8,826	5,988	8,369	Total Book Checkouts	12,544	8,930	11,901	Total Book Checkouts
16	33	22	Devices				
151	93	108	CD books	755	547	577	CD books
17	3	39	Music cds	6	4	8	Music cds
168	23	171	DVDs & Blu-rays	332	245	295	DVDs & Blu-rays
130	90	130	Book Club Bks	64	40	67	Kits
18	29	127	Kits				
500	271	597	Total Checkouts	1,157	836	947	Total Checkouts
364	33	415	In-library use	460	124	653	In-library use
18	28	27	ILL				
6,441	6,213	5,776	Ebooks				
6,122	6,385	7,097	Downloadable audios				
0	0	2,608	Eperiodicals				
0	0	0	Streaming videos				
12,945	12,659	15,923	Total Checkouts				
36,432	28,808	38,390	GRAND TOTAL CIRCULATION				

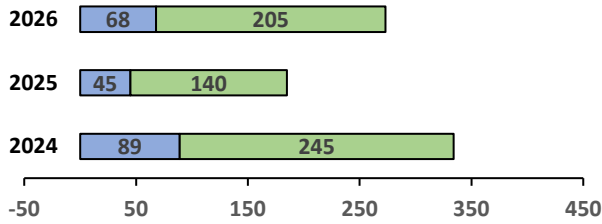
OUTREACH

<u>0</u>	Homebound patron deliveries	<u>6</u>	Facility deliveries
<u>0</u>	Homebound items/materials	<u>84</u>	Deposit collections
		<u>160</u>	Total number of books

MAY 2026 - ACCOUNT HOLDER INFORMATION

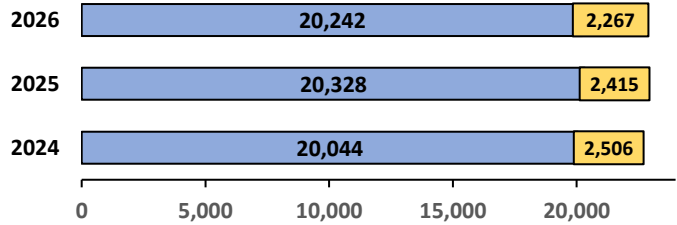
New Cards Issued:

Children Adult



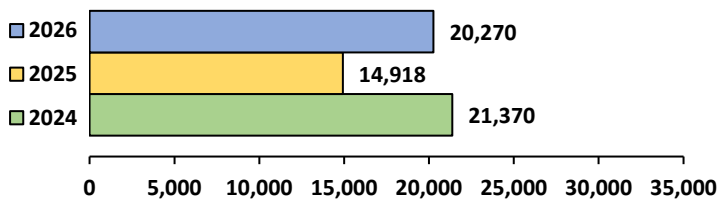
Total Number of Borrowers:

Resident Non-Resident

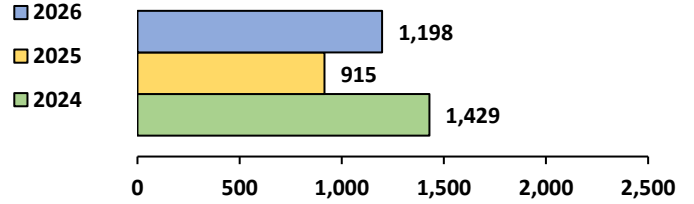


MAY 2026 - MONTHLY CIRCULATION:

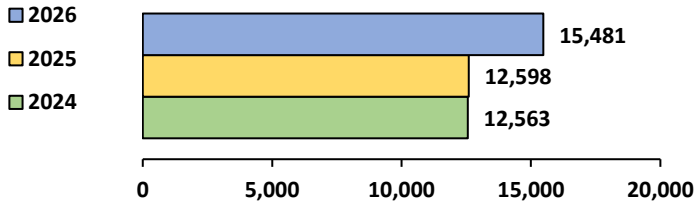
Books:



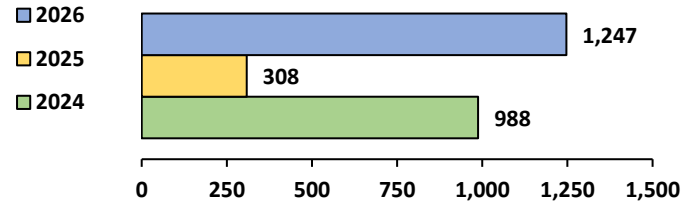
Audio Visual:



Digital:

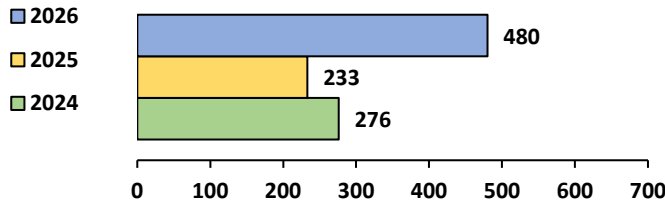


Other Items:

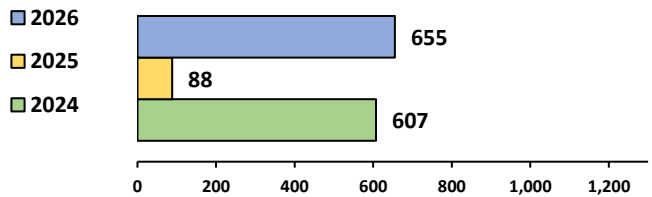


MAY 2026 - ITEMS:

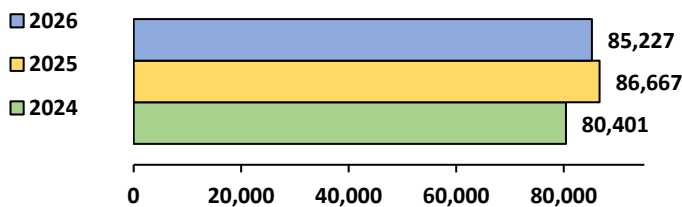
Added This Month:



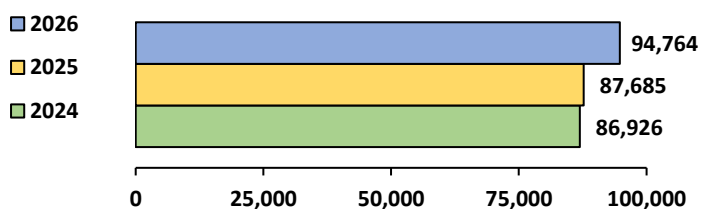
Removed This Month:



Total Physical Items:



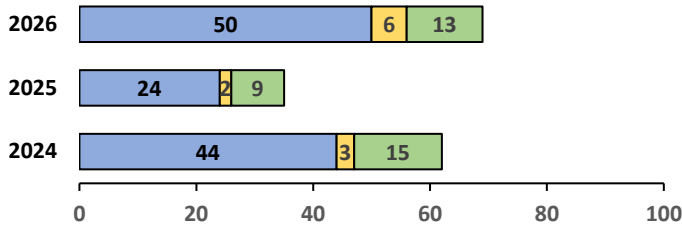
Total Digital Items:



MAY 2026 - PROGRAMMING:

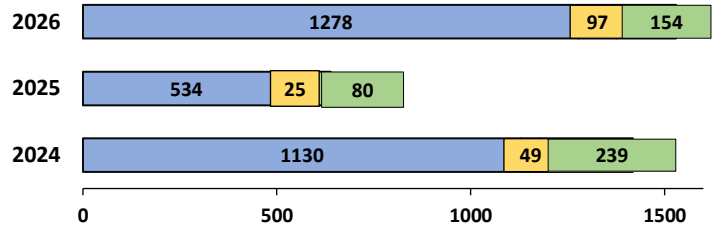
Number of Programs:

Children Teen Adult

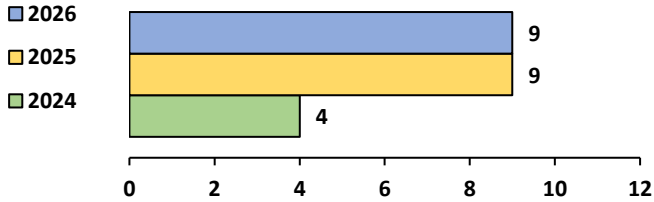


Number of Attendees:

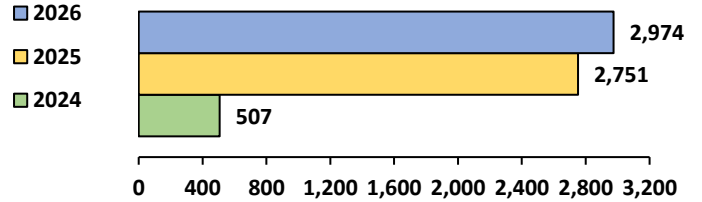
Children Teen Adult



Outreach Number of Events Attended:

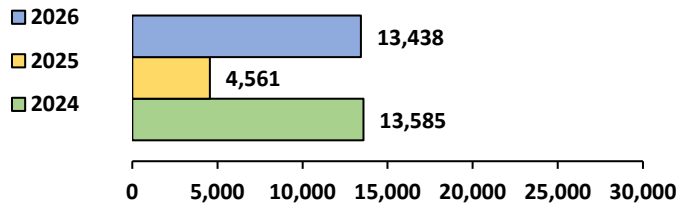


Outreach Number of People Reached:

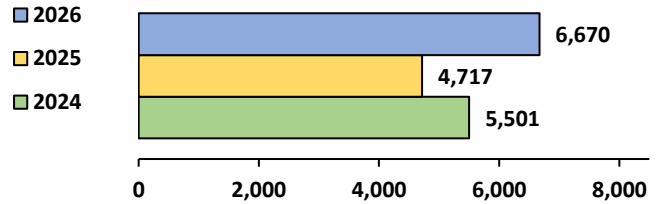


MAY 2026 - LIBRARY USE:

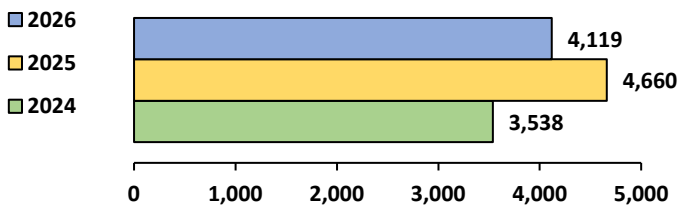
Number of Visitors:



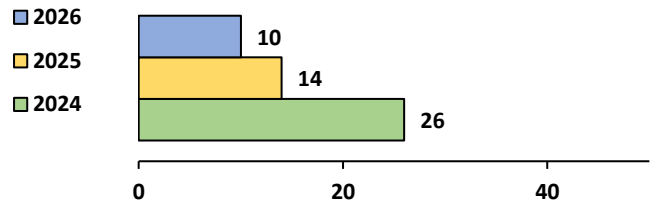
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:



ANALYSIS:

Due to us being closed briefly and then working out of the north building last May 2025 there are some big differences in Materials Circulation, User Services, visits to library, and programming numbers. Curbside deliveries last May were also greatly increased.

CIRCULATION POLICY

[**Please see the library's Fee Schedule for listing of current fees](#)

OBTAINING LIBRARY CARDS

Only authorized library staff may issue a card to a patron. With the exception of adults who have an additional Teacher's Card, no one may have more than one library account. Library cards must be renewed once per year from the date issued unless otherwise specified in the policy. Any card with no fines that has not been updated within two years of its expiration will be removed from the library's database.

ADULT LIBRARY CARDS

Any person who lives, works, attends school, or owns property in Payne County may apply for a library card. There is no fee for the first card. Photo identification and proof of Payne County residency is required. (See Appendix A, Operational Definition of Payne County Residency.) People who are unable to provide proof of Payne County residency will be limited to checking out two items at one time until address is verified.

People who do not meet the "Operational Definition" of a Payne County resident may obtain a library card for a non-refundable annual fee ~~of \$25.00 per card,~~ ** payable in advance with photo identification and proof of address. Library cards will only be issued to residents of the state of Oklahoma.

CHILDREN'S LIBRARY CARDS

To obtain a library card for children under 18 years of age, the legal guardian/responsible adult and the child must be present at the time of application. The legal guardian/responsible adult's signature is also required on the library card. Additional information required includes the child's year of birth and the adult's photo identification and proof of Payne County residency. The legal guardian/responsible adult is legally responsible for any fees incurred by children under the age of 18. There is no minimum age limit to obtain a library card. Upon reaching the age of 18, the patron must update his/her/their information and have library staff change his/her/their status to an adult.

TEMPORARY LIBRARY CARDS

Temporary cards are issued to patrons who expect to live in Payne County more than 30 days but less than six months, or do not have a permanent address.* Hotels, motels, shelters, and other temporary housing are not considered to be a permanent address.

Patrons must complete an application and provide photo identification. For those living in a shelter, a letter from the shelter director stating residency must be provided. Applicants living in other temporary housing may obtain a card by providing proof of employment in Payne County and proof of a permanent mailing address. Temporary cards are issued for six months or until a permanent Payne County address is verified, and cannot be renewed. Two items may be checked out on a temporary card at a time. Patrons with temporary cards may check out up to five paperbacks at a time. Electronic devices and kits are not available for check out on temporary cards.

*Hotels, motels, shelters, and other temporary housing are not considered to be a permanent address.

VIRTUAL LIBRARY CARDS

Any person who meets the operational definition of a Payne County resident may apply for a virtual library card that will allow them to check out only digital materials from the Oklahoma Virtual Library and access online databases. A person may apply for a virtual card in person, by email, or over the telephone. The person must provide their name, address, date of birth, phone number, and email address. Staff will mail the physical card to the patron's address. Receipt of card will serve as proof of address.

TEACHER LIBRARY CARDS

Teachers applying for a Teacher Card must provide proof of employment with a public/private school or daycare system within Payne County. (See Appendix B, Teacher Card, for details).[->](#)

HOMEBOUND LIBRARY CARDS

Homebound cards can be obtained by completing the homebound application form and a reader's profile. A form should be completed even if the patron currently possesses a borrower's card. Homebound library cards are retained by the library. Fifteen items may be checked out on a homebound card at a time. (See Appendix C, Homebound Policy, for more information).[_](#)

OUTREACH SERVICES / DEPOSIT COLLECTIONS

Institutions in Stillwater ~~who that~~ wish to receive a deposit collection of 20 library items can complete an institution survey profile and sign a letter of agreement to have library materials delivered to their institution on a monthly basis. Institution/outreach cards are kept at the library. (See Appendix D, Outreach Services and Deposit Collections, for more information).[_>](#)

EXPIRED OR LOST LIBRARY CARDS

Expired cards are renewed or replaced without charge to the patron. There is no charge for replacing a card due to normal wear or legal name change provided the patron returns the original card. Lost cards incur a fee. ~~**Replacement cost of a lost card is \$2.00 for residents of Payne County and \$4.00 for out-of-county residents. (See Appendix A, Operational Definition of Payne County Residency.)~~

BORROWING MATERIALS WITHOUT A LIBRARY CARD

Patrons may check out materials without their library card. Adults must provide photo identification. Minors must verify information on [the](#) account.

CIRCULATION OF LIBRARY MATERIALS

Library materials listed as circulating in the library's catalog will be loaned to patrons with a valid card. Patrons with less than \$5.00 in fines are eligible to borrow materials. Cards with \$5.00 or more in fines are invalid until fines are reduced below \$5.00.

CHECKOUT LIMITS

Patrons may have a total of 30 items checked out on their account (not including paperbacks and downloadable media). This total may include a maximum of six music CDs, CD-books, or DVDs each, six read-along books, and two kits. Electronic devices are limited to one of each type of electronic device per household. (See Appendix E, Electronic Devices, for complete details.) Fifteen paperbacks may be checked out at one time.

CHECKOUT PERIODS

- 15 days for regular circulating items
- 14 days for downloadable material.
- One week for electronic devices
- Eight days for any item with additional holds
- 30 days for items checked out on Teacher, Homebound and Outreach cards. ~~with no~~ No renewals.
- Special due dates for Interlibrary loan items
- Books from the paperback collection should be returned upon completion

OVERDUES AND FINES

An item is overdue if not returned by the due date, and fines are assessed each day until the item is returned.**. Fines are \$1.00 per day for electronic devices and \$.25 per item, per day, for all other items. The maximum fine for any one item is \$5.00. Items returned that have been withdrawn from the collection will be charged the maximum fine. Fines do not accumulate when the library is closed. If an item other than an electronic device is returned within three days of its due date, no fine will be assessed. Items returned more than three days late will accrue fines from the date the item was due.

The Stillwater Public Library uses a third party collection agency to secure unreturned materials and outstanding charges from customers who have not responded to notices. Accounts with items 45 days overdue and owing \$50.00 or more for lost items are may be turned over for collection. A \$15.00 processing fee based on the collection service's fees is added to any account submitted for collection. (See Appendix F, Oklahoma State Statute 21 – 1739 Library Theft.)

RENEWALS

The maximum number of renewals for regular circulating items other than electronic devices is two times. Electronic devices may be renewed one time. Items that have holds/reserves, or that have reached the maximum fine of \$5.00 may not be renewed. Items on Homebound, Outreach and Teacher's card may not be renewed. Renewal dates are determined based on the original due date. Renewal dates are from the date renewed, not the original due date. Renewals requests can be made in person and by phone. Renewals may be made from the web page if the patron has no overdue materials and less than \$5.00 in fines. Extension of due dates for interlibrary loan materials requires consent of the lending institution.

RESERVES/HOLDS

Patrons may reserve circulating items listed in the online catalog. Any patron with a valid card may place a reserve and request up to 15 reserves at a time. Reserves can be made from the web page if the patron has no overdue-materials and less than \$5.00 in fines.

Library staff will attempt to contact patrons for three days when an item is available before removing the patron's name from the reserved list. Once contacted, reserved electronic devices will be held for 1 day and all other items will be held for three days.

INTERLIBRARY LOAN REQUESTS

All patrons with a valid, permanent card may borrow materials from other libraries through the Interlibrary Loan (ILL) service. Interlibrary loan services will place up to three (3) interlibrary loan requests per week for an individual patron whose fines are below \$5.00 with no overdue, lost or damaged items. Each request placed will be assessed a \$2.00 fee** payable at the time the item is picked up. Items not picked up will still be assessed a \$2.00 the fee. Patrons may not have more than 10 ILL items checked out at a time. Items that are fragile, rare, or expensive may be restricted to in-library use only. Patrons are responsible for any additional charges incurred with the request. Interlibrary loan charges will include fines for overdue materials, and may include processing fees, rental fees, photocopy charges, replacement costs, and fees associated with lost or damaged items. Should a lost ILL be subsequently found, there are no refunds. Due date extensions requires require consent of the lending institution. The patron must contact the ILL librarian at least four days before the due date for an extension request.

DAMAGED AND LOST ITEMS

Patrons are responsible for any loss or damage to library materials incurred while an item is checked out on their card. Types of damage for which a patron may be charged include, but are not limited, to: offensive odors such as cigarette smoke or pet smells, water damage, stains, torn or chewed pages/covers, insect damage, and scratched/broken disks. Patrons who damage or lose one item in a set of materials will be required to pay for the entire set if the library is unable to replace individual parts. Overdue fines for damaged/lost items are waived when the patron pays the replacement cost of those items. Patrons must pay the list price of the item at the time it was added to the collection. The library

does not accept substitute materials as replacements. If a lost item (with the exception of interlibrary loans) is subsequently found and returned within six-three months, the patron will be refunded the cost of the item, minus a ~~\$10.00~~ processing fee.** The library is not responsible for damages to personal audio-visual/computer equipment used with library materials.

A patron who returns items with damage or infestation due to roaches, bed bugs, or other pests may be charged for the materials if they are beyond treatment. If it is deemed that continued borrowing of materials threatens the health and safety of library facilities and other patrons, library privileges may be revoked until the patron can demonstrate that the situation that caused the loss of privileges has been remediated.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved by Library Board 5/28/02

Revised 10/22/02; 3/25/03; 10/28/03; 1/27/04; 6/22/04; 3/22/05; 5/24/05; 9/27/05; 5/23/06; 8/22/06; 3/25/08; 5/27/08; 8/26/08; 11/25/08; 12/16/08; 2/24/09; 8/25/09; 10/26/10; 1/24/12; 10/22/13; 3/24/15; 8/23/16; 3/27/18; 4/26/22; 5/23;26

Appendix A

OPERATIONAL DEFINITION OF PAYNE COUNTY RESIDENCY

All applicants for a Stillwater Public Library borrower's card are required to furnish photo identification and proof of address. Any person who lives, works, attends school or owns property in Payne County will be considered a resident and eligible for a Stillwater Public Library borrower's card at no charge.

Post office boxes, hotel and motel addresses **will not** be accepted as proof of residency. Library cards will only be issued to residents of the state of Oklahoma.

People who are unable to provide proof of Payne County residency will be limited to checking out two items at one time until address is verified.

Acceptable proofs of county residency include:

- Driver's license with current street address
- Current vehicle insurance verification listing Payne County
- Personal check with printed name and street address
- Voter registration card
- Utility bill or receipt within past 30 days with name and address
- Any first class, stamped piece of mail with name and address postmarked within the past 30 days
- ~~Current Stillwater/Payne County telephone directory~~
- Oklahoma State University student bursar account
- Current Payne County property tax statement
- Current payroll stub from a Payne County business

Any person not meeting the "Operational Definition" of a Payne County resident will be charged a non-refundable annual fee** ~~of \$25.00~~ to receive a Stillwater Public Library borrower's card.

Approved by Library Board 3/26/02

Revised 5/28/02; 3/22/05; 5/23/06; 3/25/08; 12/16/08; 8/25/09; 10/26/10; 1/24/12; 8/23/16

Re-affirmed 9/27/05; 10/22/13; 3/27/18; 4/26/22; 5/23/26

Appendix B

TEACHER CARD

The library staff will issue borrower's cards to teachers who are employed in Payne County for classroom use according to the following guidelines:

1. Teachers must provide proof of employment with a public/private school or daycare system by:
 - a. Providing a current payroll stub from the school, or
 - b. Providing a letter from the principal or center director, the Board of Education, or ruling board stating that they are employed at the school/daycare
2. Verification of continued employment will be required to renew an expired teacher's card.
3. Teacher cards are valid one year from date of issue.
4. A limit of 30 items for classroom use may be checked out for a period of 30 days. These items cannot be renewed, and items with holds are subject to an eight-day checkout.
5. Items checked out on a teacher's card are not transferable to a personal borrower's card.
6. All regular circulating library materials may be checked out on a teacher card.
- ~~7. Teacher cards may be used to check out reserves/holds following the eight day checkout limit policy.~~
- ~~8.~~ 7. Teachers are responsible for fines due to late, lost, or damaged books just as if they were checked out for personal use.

Approved 8/28/01

Revised 5/28/02; 10/26/04; 3/22/05; 5/23/06; 10/26/10

Re-affirmed 9/27/05; 10/22/13; 3/27/18; 4/26/22; 5/23/26

Appendix C

HOMEBOUND POLICY

The Homebound delivery program serves clients of the Stillwater Mobile Meals Program, and residents of nursing homes and assisted living facilities. Services are also extended to homebound individuals who arrange to have someone pick up and return library materials for them. A library patron with a current regular card may have the card changed to Homebound status should an event occur which will leave the patron homebound for 60 days or more.

The Outreach Librarian will select materials for the homebound, maintain circulation records, and prepare materials for pick-up and delivery.

Library materials for the homebound [patron](#) will be selected on the basis of reader profiles, telephone contacts, or by requests and preferences marked on a book list. If homebound individuals prefer, they can arrange for friends or relatives to select books for them. In this instance, photo identification of the friend or relative will be required at time of checkout.

Delivery of library materials to participants in the Mobile Meals Program will be performed by the drivers for Mobile Meals. Delivery of materials to residents of nursing homes and assisted living facilities will be performed by the Outreach Librarian or [his/her/their](#) designee.

A limit of 15 items may be checked out for a period of 30 days. These items cannot be renewed. All regular circulating items may be checked out on homebound cards.

No fines will be assessed to homebound patrons for overdue items. If an item is not returned to the library for three (3) months, the patron will be assessed the cost of the item. If items are returned to the library damaged, the patron will be assessed the cost of the item. The patron will have thirty (30) days to pay costs incurred to them. Fees for lost and damaged items may be waived in exceptional situations. Exceptional situations will be handled on a case-by-case basis by the Library Director or [his/her/their](#) designee.

If a homebound patron wishes to designate a [2nd-second](#) party who will be responsible for fees incurred on the account, they may do so on the application form.

Approved 6/25/91

Revised 9/28/93, 5/28/02; 5/23/06; 3/25/08; 5/27/08; 10/26/10; 3/27/18

Re-affirmed 9/27/05; 10/22/13; 4/26/22; [5/26/26](#)

Appendix D

OUTREACH SERVICES & DEPOSIT COLLECTIONS POLICY

The Outreach and Deposit Collections program serves institutions of in the cCity of Stillwater who that have patrons/clients who cannot travel to the library. Examples of institutions that may use SPL Outreach and Deposit Collections program are daycare centers and pre-schools, youth shelters, nursing homes and assisted living facilities.

A designee of the institution and SPL a library designee will sign a letter of agreement. Should the original designee leave the institution, a new agreement must be signed.

The Outreach Librarian will select materials for the institution, maintain circulation records, prepare materials for delivery, and deliver and pick-up materials on a monthly basis. Materials will be selected on the basis of an institution survey profile, telephone contacts, or on the request sheets attached to the book delivery containers.

Each month SPL will deliver a container(s) with 20 library items to the designated facility. The greatest portion of library materials in each container will be books, but other formats, if desired by the institution, can be included in the deposit collections.

A facility may have up to two (2) deposit collections.

Items will be checked out to institutions for a period of thirty (30) days with no renewals. No fines will be assessed to facilities for overdue items. If an item is not returned to the library in three (3) months, the facility will be assessed the cost of the item. If items are returned to the library damaged, the facility will be assessed the cost of the item. The facility will have thirty (30) days to pay costs incurred to them.

Delivery of library materials to institutions will be performed by the Outreach Librarian or his/her/their designee.

Approved: 3/25/08

Revised: 10/26/10; 6/26/12; 10/22/13; 8/23/16

Reaffirmed: 3/27/18; 4/26/22; 5/23/26

Appendix E

ELECTRONIC DEVICES

The Stillwater Public Library offers electronic devices for checkout to improve patron access to the internet for education research, programs, classes, and communication.

To borrow an electronic device, a patron must:

- Be at least 18 years old
- Present a photo ID
- Have full borrowing privileges. Borrowers with temporary library cards cannot borrow electronic devices.
- Accept responsibility for the use of the device(s) by minors while item(s) are checked out

The library uses tracking software on all electronic devices. If devices are not returned three days after the due date, they will be locked and/or have internet access turned off, rendering them unusable. Patrons who return devices more than three days late three times within 12 months will lose electronics borrowing privileges for the following six months.

Borrowers assume liability for the equipment while it is in their care. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for damaged devices or equipment upon return.

Borrowers are responsible for removing, transferring, and/or saving any documents, files, software or apps used on library equipment before returning it. All created files will be wiped clean once devices are checked in and cannot be retrieved by library staff.

The library is not responsible for charging devices or unforeseen hardware or software failure. Performance of the devices may vary depending on location and internet coverage in the area.

The library's Public Computer Use policy applies to electronic devices. Borrowers agree to abide by the policy.

The library's ~~hotspots are an open wireless connection and~~ [laptops](#) have ~~been set up with~~ built in filtering to comply with the Child Internet Protection Act (CIPA). The library is not responsible for information accessed using this device or for personal information shared over the Internet. Users are encouraged to follow safe Internet procedures and must agree not to use devices for activity that violates federal, state, or local laws.

The Stillwater Public Library will not be held responsible for damages of any kind, including, but not limited to lost or stolen data, damage to personal devices or software, and/or misuse of the Internet by any connected user as a result of using one of the library's devices.

Approved: 4/26/22; [5/23/26](#)

Appendix F

The Circulation Policy incorporates the latest version of this statute, and the text below is included for informational purposes only. Please reference the Oklahoma Statutes to ensure viewing of the most current version of this statute.

Oklahoma Statute §21-1739 Library Theft

§21-1739. Library theft.

A. As used in this section:

1. "Library facility" means any:
 - a. public library; or
 - b. library of an educational, historical or eleemosynary institution, organization, or society; or
 - c. museum; or
 - d. repository of public or institutional records.
2. "Library material" means any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, record, microform, sound recording, audiovisual materials in any format, magnetic or other tapes, catalog cards or catalog records, electronic data processing records, computer software, artifacts, or other documentary, written or printed materials regardless of physical form or characteristics, belonging or on loan to, or otherwise in the custody of a library facility.
3. "Demand" means either actual notice to the possessor of any library materials or the mailing of written notice to the possessor at the last address of record which the library facility has for said person, demanding the return of designated library materials. If demand is made by mail it shall be deemed to have been given as of the date the notice is mailed by the library facility.

B. Any person shall be guilty, upon conviction, of library theft who willfully:

1. Removes or attempts to remove any library material from the premises of a library facility without authority; or
2. Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or
3. Fails to return any library materials which have been lent to said person by the library facility, within seven (7) days after demand has been made for the return of the library materials.

C. A person convicted of library theft shall be guilty of a misdemeanor and shall be subject to the fine and restitution provisions of this subsection but shall not be subject to imprisonment. The punishment for conviction of library theft shall be:

1. If the aggregate value of the library material is Five Hundred Dollars (\$500.00) or less, by fine not exceeding One Thousand Dollars (\$1,000.00), or the offender shall make restitution to the library facility, including payment of all related expenses incurred by the library facility as a result of the actions of the offender, or both such fine and restitution; or

2. If the aggregate value of the library material is greater than Five Hundred Dollars (\$500.00), by fine not exceeding Ten Thousand Dollars (\$10,000.00), or the offender shall make restitution to the library facility, including payment of all expenses incurred by the library facility as a result of the actions of the offender, or both such fine and restitution.

D. Copies of the provisions of this section shall be posted on the premises of each library facility.

Added by Laws 1988, c. 112, § 1, eff. Nov. 1, 1988.



COLLECTION DEVELOPMENT POLICY

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Selection of Materials

Selection Philosophy

The purpose of a selection policy is to guide the library staff in the selection of materials and to inform the public about the principles upon which materials are added to or removed from the library.

The Library fully supports the concept of intellectual freedom articulated by the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, *Freedom to View Statement*, *Labeling Systems*, *Rating Systems*, *Diverse Collections*, *Evaluating Library Collections*, and *Access to Library Resources and Services for Minors*. It is not the librarians' responsibility to practice censorship, but rather to provide the public free access to materials, which discuss varying points of view. Selection of library materials is based on the merit of the work as it relates to the Library's purpose and as it serves the needs and interests of the community as a whole.

The Library will not add an item to the collection or remove it from the collection solely because of the race, religion, nationality, or political views of an author, the frankness or coarseness of language, controversial content of the item, or the endorsement or disapproval of an individual or group within the community. The Library does not take a stand on public issues or attempt to promote any point of view, except for those issues that directly impact the operation of the library and the open access to information, and does not endorse the opinions expressed in the materials in the collection. Materials which have been selected according to the principles stated in this policy will not be removed from the collection at the request of any individual or group, nor will the Library feel obliged to add to the collection materials which do not meet the criteria stated herein.

The Library recognizes a distinction between children, young adult, and adult collections on the basis of reading level, language comprehension, and intended audience. Material is housed and shelved based on organizational structure and is not intended to restrict or prohibit use for any patron. Library materials are not labeled or identified in any way to show approval or disapproval of their contents. Access to library materials is restricted only to the extent required to protect them from theft or harm.

Responsibility for the use of library materials by children and teens rests with their parents and/or legal guardians. Selection of materials for the adult collection is not restricted by the possibility that children and teens may obtain materials which their parents or guardians consider inappropriate. Parents are encouraged to visit the Library with their children and make reading selections with them.

Members of the public who wish to comment on a particular library item may do so on a form provided by the Library (see Customer Comment on Library Materials form available at the Help Desk).

Responsibility for Selection of Materials

The Library Director, operating under Library Board approval, is responsible for the selection of library materials. The Director, in turn, delegates the responsibility for the day-to-day selection of materials to designated staff members and staff committees. Reviews, best seller lists, standard catalogs, and other reputable resources are tools utilized by staff to make selections. The Library also welcomes suggestions on items for purchase from the community. The Director shall be responsible for expending available funds in an equitable manner.

Standards for Selecting Library Materials

Several standards and combinations of standards will be used to select material.

1. Quality of content and presentation:

The Library collects materials of high or reasonably high quality. Consideration is given to literary merit, accuracy of content, readability, enduring intellectual and aesthetic significance, awards received, and quality of illustration. Reference books are also evaluated for scope, arrangement, basis of authority, and ease of use. Children's materials are judged for appeal to children in content, format, and illustration.

2. Appropriateness for the collection and community:

An attempt is made to maintain a collection of print and non-print materials of permanent and enduring value. However, materials are also selected if they are currently in demand. The purchase of multiple copies of materials will be considered based on the number of reserves on each item or the item's long-term popularity. If the demand is judged to be temporary or restricted, and the item does not meet other selection standards, then the need for the item may be met through interlibrary loan.

Maintenance of a balanced collection, which includes materials on as many subjects and points of view as possible, is a high priority. In controversial areas, such as religion and politics, materials which attempt to inform rather than convince are preferred.

3. Format:

The Library purchases hardback books, paperbacks, periodicals, microfilm, recorded music and books, video recordings, electronic databases, downloadable content, and future, lasting formats that become regularly used.

Space limitations are a consideration for the purchase of audio-visual materials. Emphasis for the selection of recorded books is placed on the purchase of popular/high demand titles. Emphasis for recorded music is placed on variety, quality, and timelessness of titles. Emphasis for video recordings is placed on educational, children's, award winning classics, and programs featured on public television rather than popular feature films, since these are readily available from other community sources.

A complete collection of Stillwater area newspaper(s) is maintained, with back issues on microfilm as available. Regional and national newspapers may also be purchased if community interest is evident.

Materials relating to the history of Stillwater, Payne County, and Oklahoma State University are collected at a research level.

Materials which are useful to local genealogists are also collected. Demand for genealogical materials that might not be of general interest may be met through interlibrary loan.

The Library does not purchase most textbooks or ephemeral children's materials such as workbooks.

4. Exceptions to Application of Above Standards:

In some instances, material will be selected even though a standard criterion is not met, such as the collection of:

- a) Local history material
- b) Material written or produced by local creators
- c) Material in subject areas where information is scarce, as long as the information is accurate

5. Donations:

The Library welcomes both material and monetary donations. However, the same standards of selection will be applied to donations as to other library materials. ~~The Library Director~~[Library staff](#) is available to assist patrons in selecting appropriate materials to donate to the Library. Donated items may be removed from the collection for the same reasons any other item is removed. (See Donation Policy.)

Selection Limitations

1. Unnecessary duplication of materials within the collection or the community:

Due to budget constraints and space limitations, the Library will normally purchase ~~recorded music, recorded books, and video recordings~~[audio visual material](#) in a single, designated format. The Library will base its purchasing decision regarding format type on the dominant format in the market place which offers the widest variety of titles.

When selecting materials, the staff also takes into account the presence in the community of libraries at Oklahoma State University and the public schools. Materials, which are of a research or technical nature related to the curriculum or research at Oklahoma State University, are generally not selected. Similarly, the Library attempts to supplement and enrich the public school curriculum, not to provide the basic materials needed by all school children.

Nevertheless, in order to meet the fundamental informational needs of Stillwater Public Library patrons, some materials, which are also owned either by the school libraries or the university library, may be purchased.

2. Susceptibility to theft or mutilation:

The liability of an item to theft or mutilation is not an influencing factor in its original selection. However, some materials have traditionally been the objects of repeated theft or injury. If the item is judged to be essential to the maintenance of a well-rounded collection, it will be replaced and possibly moved to a secure location. Materials of marginal importance whose use cannot be adequately controlled may, at times, not be replaced.

3. Low community interest or demand:

If similar materials in the Library have not been used, an item which otherwise meets the selection standards may not be purchased.

4. High cost:

Budgetary limitations may preclude the purchase of high cost items which might otherwise meet purchase criteria.

Deselection of Materials

Deselection Philosophy

Stillwater Public Library maintains professional standards which require the deselection of materials in order to provide responsible service by maintaining an up-to-date, useful, attractive collection. Library shelves should be stocked with materials most likely to be used by our patrons. Items least likely to be used due to age or condition should be periodically removed through the deselection process.

Since removing materials from the Library is never an easy decision, the Library will use a team evaluation approach. Members of the public services, administrative, and/or technical services departments will evaluate the collection based on the guiding principles and review process. Materials worn, outdated, of little historical significance, or no longer in demand will be candidates for deselection. The team evaluation process will eliminate personal biases or lack of knowledge about the usefulness of the items.

Guiding principles in collection evaluation

1. Quality rather than quantity will be considered in collection maintenance. A current, up-to-date collection improves the quality of service to our patrons.

2. Deselection enhances the collection that is available to the public and is not a misuse of public funds. The process of deselection for the Library's collection benefits the customers and staff by saving them time and making it easier to locate quality materials.
3. Every effort will be made to dispose of materials in a responsible manner by donating items to another library; by making them available to the public at a reasonable price through the Friends of the Library book sale; or through recycling.
4. Deselection will be done on a continual basis.

Deselection Guidelines

These guidelines will serve as criteria for the deselection team. Any item that meets one or more of the criteria is a candidate for review, but not necessarily removal, from the collection.

1. Deselection based on superseded or inaccurate information
2. Deselection Based Upon Appearance or Condition:
 - a. Worn-out volumes with dirty, brittle or yellow pages, or with missing pages, frayed binding, broken backs, dingy or dirty covers, or with a discernible musty odor.
 - b. Audiovisual materials with poor sound/video quality, missing pieces, outdated formats, or outdated equipment.
3. Deselection Based on Unneeded Duplication of Title or Subject
4. Deselection Based Upon Age:
 - a. General collection after ten years.
 - b. Books on medicine, law, science, and business between three and five years old.
 - c. Geography and travel books after five years.
 - d. Continuously updated material such as encyclopedias and almanacs every five years.
 - e. Directories when new copies are added to the collection but retain local ones indefinitely.
 - f. Dated software.
5. Deselection Based Upon Use Patterns:
 - a. Items that have not circulated in three years.
6. Deselection Based on Special Works:
 - a. Memorial, honor, and award materials will be deselected using the same standards as other materials in the collection. However, these materials will be given special consideration before they are withdrawn.
 - b. Works by local authors and works on local history will be deselected only under exceptional circumstances.
 - c. Periodicals and serials will be withdrawn after one year if not bound.

Artwork

All items which are offered to the Library shall be reviewed first by the Library Director and Supervisory Team who may recommend acceptance/purchase/disposition of the item to the Library Board.

In evaluating which works of art to accept, the Library Board will give preference to art which meets the following criteria:

1. Works of art by Oklahoma artists
2. Works of art which require little or no maintenance
3. Works of art which are easy and safe to display and store

The Stillwater Public Library will not accept or purchase works of art with restrictions or conditions. All works of art which are acquired by the Library become the sole property of the Library. The Library Board reserves the right to dispose of any purchased or donated artwork without notifying the donor or artist.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Library policies are posted online at <http://library.stillwater.org/policies.php>.

Approved: November 6, 1985

Revised: 2/25/97; 5/20/97; 11/7/00; 5/28/02; 4/26/05; 3/28/06; 10/27/09; 11/19/13; 4/17/18; 6/28/22

Re-affirmed: 10/25/05; 4/17/18; 6/28/22; 5/23/26

Approved by City Attorney: As to form 6/28/22

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Customer Comment on Library Materials

The Stillwater Public Library welcomes your comments. The Library serves people from all walks of life, with a variety of viewpoints and tastes. In selecting materials to meet the diverse needs of this community, the Library staff is guided by the Library's Collection Development Policy. The Library Board and staff support the belief that the right to read and the right to free access to library collections for persons of all ages are essential to the individual's freedom of thought, which is fundamental to democracy. Accordingly, the Library Board has also adopted the American Library Association's **Library Bill of Rights** and interpretations of this bill which represent the Library's interpretation of the first Amendment to the Constitution of the United States. If you would like to review copies of the Collection Development Policy or any statements, please ask a librarian, or visit the Stillwater Public Library's web page at library.stillwater.org.

Library material on which you are commenting:

Title:

Author:

Material type: ___ book ___ audio ___ video ___ other: _____

1. What brought this resource to your attention?
2. Have you examined the entire resource?
3. What concerns you about the resource? (use other side or additional pages if necessary)
4. What other resource(s) do you suggest to provide additional information and/or other viewpoints on this topic?

Request initiated by _____ Date _____

Address _____

State _____ Zip _____ Phone _____

Do you represent: Yourself OR Organization (name):

Thank you for your concern and comments. The Material Selection Committee will review the material in light of your comments. The Library Director will receive the committee's recommendations and will contact you in a written notice of our decision regarding the material. Disagreements with this decision may be appealed to the Library Board. During the review process, the material(s) will remain on the library shelves.

Revised 4/26/05; 3/28/06; 10/27/09

Re-affirmed 10/25/05; 11/19/13; 4/17/18; 6/28/22; [6/23/26](#)

LIBRARY BILL OF RIGHTS

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Note: Attachment updated on [6/2/226/23/26](#) with current version located at <https://www.ala.org/advocacy/intfreedom/librarybill>.

THE FREEDOM TO READ STATEMENT

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

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

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

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

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

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

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of

experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of

enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Note: Attachment updated on ~~6/2/22~~6/23/26 with current version located at <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>.

FREEDOM TO VIEW STATEMENT

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 these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, 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.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Note: Attachment updated on ~~6/2/22~~6/23/26 with current version located at <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>.

Labeling Systems: An Interpretation of the Library Bill of Rights

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

Labels may be a library-sanctioned means of organizing resources or providing guidance to users. They may be as simple as a colored dot or strip of tape indicating reference books or fiction or as elaborate as the Dewey Decimal or Library of Congress call number systems.

Labels as viewpoint-neutral directional aids are intended to facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion. Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice, discourage, or encourage users to access particular library resources or to restrict access to library resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Directional aids can also have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling. Even well-intentioned labels may have this effect.

Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access.

Adopted on June 30, 2015, by ALA Council.

Note: Attachment updated on ~~6/2/22~~6/23/26 with current version located at <https://www.ala.org/advocacy/intfreedom/librarybill/interpretation/labeling-systems>.

Rating Systems: An Interpretation of the Library Bill of Rights

Libraries, no matter their size, contain an enormous wealth of viewpoints and are responsible for making those viewpoints available to all. However, libraries do not advocate or endorse the content found in their collections or in resources made accessible through the library. Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles.

Creators of rating systems assume that individuals or groups exist who can determine what is appropriate or inappropriate for others. They also assume that individuals want or need direction in making decisions about the materials or resources they use. While the creation and publication of such systems is protected by the First Amendment's right to free speech, the American Library Association also affirms the rights of individuals to form their own opinions about the information that they consume.

Libraries' explicit or implicit adoption, enforcement, or endorsement of any of these rating systems violates the Library Bill of Rights and may be unconstitutional if used to prevent an individual's access to materials or resources. If enforcement of rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Libraries often acquire resources, such as DVDs and video games, that include ratings as part of their publication materials. Library workers should not endorse the inclusion of such rating systems; however, removing or destroying the rating placed on the original item by the publisher, distributor, or copyright holder could constitute expurgation.¹

Because cataloging standards provide an opportunity for libraries to include ratings in their bibliographic records, many libraries have chosen to do so—some by acceptance of standard records containing such ratings and others by a desire to provide the maximum descriptive information available on a resource. Libraries are not required by cataloging best practices to provide this information. If they choose to do so, for whatever reason, they should cite the source of the rating and indicate that the library does not endorse external rating systems.

The inclusion of ratings in bibliographic records within library catalogs or discovery systems may be interpreted as an endorsement by the library. Therefore, without attribution, inclusion of such ratings is a violation of the Library Bill of Rights.

If libraries include information about rating systems on items or records, this information should not be used to restrict access to those materials based on the age of library users. Such a restriction may violate minors' First Amendment rights.²

That libraries do not endorse or advocate for the use of rating systems does not preclude them from answering questions about such systems. It is appropriate to provide access to sources containing information on rating systems in order to meet the specific information-seeking needs of individual users. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

¹ “Expurgation of Library Resources: An Interpretation of the Library Bill of Rights,” adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008; and July 1, 2014.

² *Enghahl v. City of Kenosha*, 317 F. Supp. 1133 (E.D. Wis. 1970); *Motion Picture Association of America v. Specter*, 315 F. Supp. 824 (E.D. Pa. 1970); *Swope v. Lubbers*, 560 F.Supp. 1328 (W.D. Mich. 1983); and *Rosen v. Budco*, 10 Phila. 112 (1983).

Adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Note: Attachment updated on ~~6/2/22~~6/23/26 with current version located at <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/rating-systems>.

Diverse Collections: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: “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.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection’s diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

¹ "Services to People with Disabilities: An Interpretation of the Library Bill of Rights," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

² ALA Code of Ethics, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

Note: Attachment updated on 6/2/22 with current version located at <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>.

Diverse and Inclusive Collections: An Interpretation of the Library Bill of Rights

A diverse and inclusive collection reflects everyone in the community. Article I of the *Library Bill of Rights* states:

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.^[1]

This means the collection should include content by and about people from different backgrounds, cultures, and viewpoints. It should reflect many ideas, stories, and experiences.

Library workers must select, maintain, and support access to materials from diverse authors and creators. This helps the collection serve the community's needs, interests, and abilities. Libraries should include materials that are popular, diverse, or both, to ensure a well-rounded and inclusive collection. Library workers have a professional and ethical duty to be inclusive when developing collections. Libraries should offer interlibrary loan whenever possible to give users access to a broader and more diverse range of materials.

A well-balanced collection doesn't need to include every viewpoint in equal amounts. Instead, it should aim for equity in content and ideas. This means considering structural inequalities and the availability of accurate, timely materials. A diverse and inclusive collection should have a wide range of works. Library workers should choose these works based on the library's selection policy and review them regularly.

Collection development, cataloging, and classification follow professional standards and procedures. Building a diverse and inclusive collection means:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- looking for content created by or about marginalized and underrepresented groups;
- checking how metadata reflects diverse resources in the collection;
- reviewing how diverse materials are labeled, shelved, and displayed;
- including content in all the languages used in the community, for all age groups; and
- offering materials in accessible formats.^[i]

Library workers shouldn't exclude materials just because others find the content or creator offensive or controversial. They also shouldn't let their own personal beliefs or objections influence their decisions. Refusing to add re-sources due to potential controversy is censorship. Removing materials for these reasons is also censorship. Libraries must defend against challenges that limit the diversity of the collection.

People often challenge library materials they think are improper, offensive, or disputed. These challenges cover a wide range of concerns, such as:

- Prejudicial language
- Political ideas
- Economic theories
- Age appropriateness
- Educational value
- Social philosophies
- Religious beliefs
- Marginalized groups
- Scientific research
- Sexual content
- Diverse sexual orientations, gender identities, and expressions

Library workers shouldn't let the fear of a challenge stop them from adding diverse and inclusive materials to the collection.

Intellectual freedom is the foundation of equitable library services. This means libraries provide free access to all kinds of ideas so people can explore a question, cause, or movement. Library workers have a professional and ethical duty to defend each user's right to read, view, or listen to content protected by the First Amendment. They must defend this right, regardless of the creator's viewpoint or personal history. Professional ethics and standards — not personal opinions or biases — should guide collection decisions. This commitment helps library workers build diverse and inclusive collections for their communities.^[iii, iv, v]

Notes

[i] American Library Association, "Library Bill of Rights," adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996. <https://www.ala.org/advocacy/intfreedom/librarybill>

[ii] American Library Association, "Services to People with Disabilities: An Interpretation of the Library Bill of Rights," adopted January 28, 2009, by the ALA Council under the previous name "Services to

Persons with Disabilities”; amended June 26, 2018; and June 29, 2025. <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities>

[iii] American Library Association, “ALA Code of Ethics, Article VII,” adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021. <https://www.ala.org/tools/ethics>

[iv] American Library Association, “Diverse and Inclusive Collections,” adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under the previous name “Diversity in Collection Development”; and June 24, 2019 under the previous name “Diverse Collections”; and May 29, 2025. <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

[v] American Library Association, “ALA Core Competencies,” adopted by the ALA Council January 28, 2023. <https://www.ala.org/educationcareers/careers/corecomp/corecompetences>

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 (under previous name “Diversity in Collection Development”); and June 24, 2019 (under previous name “Diverse Collections”); and May 29, 2025.

Note: Attachment updated on 6/23/26 with current version located at <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

Evaluating Library Collections: An Interpretation of the Library Bill of Rights

Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Reasons for inclusion or removal of materials may include but are not limited to accuracy, currency, budgetary constraints, relevancy, content, usage, and community interest. The collection-development process is not to be used as a means to remove materials or deny access to resources on the grounds of personal bias or prejudice or because the materials may be viewed as controversial or objectionable. Doing so violates the principles of intellectual freedom and is in opposition to the Library Bill of Rights.

Some resources may contain views, opinions, and concepts that were popular or widely held at one time but are now considered outdated, offensive, or harmful. Content creators may also come to be considered offensive or controversial. These resources should be subject to evaluation in accordance with collection-development and collection-maintenance policies. The evaluation criteria and process may vary depending on the type of library. While weeding is essential to the collection-development process, the controversial nature of an item or its creator should not be the sole reason to remove any item from a library's collection. Rather than removing these resources, libraries should consider ways to educate users and create context for how those views, opinions, and concepts have changed over time.

Failure to select resources merely because they may be potentially controversial is censorship, as is withdrawing resources for the same reason. Library workers should consider the cataloging, classification, and display of resources to ensure that they are discoverable and readily available to the populations they are meant to serve.

The American Library Association opposes censorship from any source, including library workers, faculty, administration, trustees, and elected officials. Libraries have a profound responsibility to encourage and support intellectual freedom by making it possible for the user to choose freely from a variety of offerings.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008; and June 25, 2019.

Note: Attachment updated on ~~6/2/226~~/23/26 with version located at <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/evaluatinglibrary>.

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

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 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, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ “Privacy: An Interpretation of the Library Bill of Rights,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

⁵ “Rating Systems: An Interpretation of the Library Bill of Rights,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019. Note: Attachment updated on 6/2/22 with version located at

Note: Attachment updated on 6/2/22 with version located at <https://www.ala.org/advocaey/intfreedom/librarybill/interpretations/minors>

All people, of all ages, should have equal and equitable access to all library resources and services. The American Library Association (ALA) opposes any efforts to restrict access based on age. Policies and

procedures that prevent minors^[i] from accessing the same resources and services as adults violate the ALA's *Library Bill of Rights*. Libraries and their governing bodies should not use age as a reason to avoid potential objections. Not acquiring materials because minors might access them reduces the credibility of the library and limits access for everyone.

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 right to use a library means that people should have free access to all services, materials, and facilities and unrestricted use of everything the library offers. Any restriction based solely on the following criteria violates Article V:

- age;
- apparent maturity;
- educational level;
- literacy skills; or
- legal status.

Further violations of Article V include setting limits on:

- how old someone must be to get a library card;
- demonstrated skills or abilities required to get a library card (like signing their name);
- requiring parental/guardian permission to get a card for anyone old enough to be in the library without parental/guardian supervision;
- how many or what kinds of items minors can check out compared to adults; or
- creating trial periods for library use based on age.

Violations to Article V also include restricting access for minors who don't have a parent or guardian available to sign a library card application or permission slip, who can't provide legal ID to verify their name or address, or who can't visit a library in person.

Libraries can make reasonable exceptions to protect the safety of minors or financial liability to the library. Reasonable exceptions may include limiting access to multipurpose rooms, expensive/rare materials, or high cost circulating items or technology.

Libraries: An American Value states the following: "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."^[ii] Libraries and their governing bodies can't take on the role of parents or act "*in loco parentis*." Examples include:

- setting up computer systems that hide or block certain materials without parental permission;
- limiting which parts of the library or what kinds of books and services minors can use;
- not letting minors check out certain items or making comments about whether materials are appropriate based on assumed age or maturity; and
- using ratings to stop young people from getting certain materials.

There are many resources available for parents/guardians to find information on how a book, resource, or other material aligns with their family's values. Libraries are not responsible for determining the appropriateness of any book, material, or resource for an individual beyond the already existing collection designations. Only parents or guardians should restrict their own children's access to library materials and services.

The freedom to read is guaranteed by the U.S. Constitution.^[iii] This includes minors. Minors have the right to receive information from the library in all forms, such as:

- print;
- sound;
- images;
- data;
- social media;
- online applications;
- games;
- technologies;
- programming; and
- other formats.^[iv]

The right to privacy is fundamental to the freedom to read.^[v] Article VII of the ALA *Library Bill of Rights* states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” Minors also have the right to use the library without being watched or monitored.^[vi]

Libraries and their governing bodies have a legal and professional obligation to provide free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format to everyone in their community equally, including minors. School and public libraries, in particular, must provide resources and services to meet the diverse interests and informational needs of everyone in their community. This means:

- offering services, materials, and spaces that work for all community members, no matter their age;
- curating developmentally appropriate collections;
- understanding that people need different things at different stages of their lives; and
- not making decisions about what’s appropriate for each person individually.

Libraries cannot censor constitutionally protected speech to protect minors from ideas or images lawmakers deem unsuitable.^[vii] Denying access to information to anyone, including minors, can be harmful. Libraries and their governing bodies must uphold this principle to protect the rights to intellectual freedom and the freedom to read for people of all ages.

Notes

[i] Check local laws for definitions.

[ii] “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

[iii] “The Freedom to Read Statement,” adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004; reaffirmed by ALA, AAP on June 26, 2023.

[iv] *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

[v] “Privacy: ALA Core Values of Librarianship,” adopted January 2024 by the ALA Council.

[vi] “Privacy: An Interpretation of the Library Bill of Rights,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; June 24, 2019; and June 29, 2025.

[vii] Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also Tinker v. Des Moines School Dist., 393 U.S.503 (1969); West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943); AAMA v. Kendrick, 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 (under previous name “Free Access to Libraries for Minors”); July 1, 2014; June 25, 2019; and May 29, 2025.

Note: Attachment updated on 6/23/26 with version located at <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>



STILLWATER PUBLIC LIBRARY COMPUTER AND INTERNET USE POLICY

General Use

1. Use of the computers requires a library card or guest pass. Visitors may request a guest pass with photo identification. **Use of another patron's library card may result in the revoking of computer privileges for both the cardholder and the user of the card.**
2. Wireless access on personal devices does not require a library card or guest pass. By choosing to use this free service, patrons agree to abide by this Policy, which may be viewed on the library's webpage or at the information kiosk.
3. Children under the age of eighteen (18) who will be provided computer and internet access must have a completed Computer Usage Form for Minors signed by a parent or legal guardian. Parents assume full responsibility for their minor child's use of the Internet and may view guides for keeping children safe at stillwaterok.gov/LibraryKids http://library.stillwater.org/for_parents.php#internetsafety.
4. Library computer use may be limited to 60-minute time periods in cases when demand exceeds capacity
5. Printing is available from library computers for a fee. It is the responsibility of the user to pay for printing at the Printing Vend Station. Print jobs sent from library computers expire after six hours. Printing is available for some personal devices by using the library's wireless printing service. Print jobs sent on the wireless printing service expire after 24 hours.
- ~~6. Computer use in the Library will be managed in a manner consistent with the Library's Personal Conduct and Underage policies posted in the Library.~~

Prohibited Use

1. Use of the Stillwater Public Library's Internet access, including wireless access on personal computers, to engage in any activity that constitutes a violation of local, state, or federal laws is strictly prohibited.
2. Unauthorized access and disclosure, use or dissemination of personal identification regarding minors is prohibited.

3. Accessing and viewing materials in a manner that creates the existence of a sexually hostile working environment is prohibited.
4. Usage that reconfigures library computers, modifies installed software, or results in damage to library computers and equipment is prohibited.
5. No more than one person is allowed per computer in the library's silent zone.

Library Assistance

1. The [Librarylibrary](#) cannot protect patrons from information they may find offensive.
2. The [Librarylibrary](#) uses technology protection measures (filtering software) that meets the requirements of the Children's Internet Protection Act (CIPA) by protecting users from visual depictions that are a) obscene; b) child pornography; and c) harmful to minors. Subject to staff supervision, certain blocked websites can be made accessible for adults who need access to a blocked site for bona fide research or other lawful purposes.
3. The [Librarylibrary](#) cannot protect the security of any personal information provided on the Internet and strongly discourages the release of personal information.

Liability

In using the library's computers or internet service, users agree to the following:

I have read the Stillwater Public Library's Computer Usage Policy and agree to its terms and conditions.

I agree not to use the Library's Internet terminals or wireless access to libel, harass or threaten others, to engage in unlawful activities or unauthorized use, or to tamper with hardware or software belonging to the Library or the City of Stillwater. In consideration of the privilege of using the Stillwater Public Library's Internet terminals and wireless access and having access to the free information contained within it, I hereby release and hold harmless the City of Stillwater, its officers, agents, servants, or employees, volunteers, representatives, or advisors from any and all legal liability or responsibility for any and all claims, damages, losses, costs or expenses arising either directly or indirectly from the use of the Library's Internet terminals or wireless access whether or not caused in whole or in part, by alleged negligence of the City of Stillwater, its officers, agents, servants, employees, volunteers, representatives or advisors.

Failure to comply with any part of this policy may result in having computer and Internet privileges revoked.

Disagreements with any aspect of this policy may be appealed to the Stillwater Public Library Board.

Library policies are posted online at <http://library.stillwater.org/policies.php>.

Approved by Library Board 5/28/02

Revised 6/18/02; 1/30/03; 4/27/04; 2/22/05; 8/23/05; 1/24/06; 4/28/09; 12/28/10; 10/23/12;
4/22/14; 8/22/17; 11/28/17; 6/28/~~2022~~; [5/23/26](#)

SUMMER @ YOUR LIBRARY 2026

CROCHET DINOSAURS



Join us as we watch tutorials and learn how to crochet dinosaurs.

THURSDAY, JULY 9 @ 6 P.M.

Register @ stillwaterok.gov/LibrarySummer

SUMMER @ YOUR LIBRARY 2026

NATURE JOURNALING WORKSHOP



With Dr. Priscilla Crawford

SATURDAY, JULY 18 @ 9 A.M.

Join us at the OSU Botanic Garden to learn how to observe & record nature.

Register @ stillwaterok.gov/LibrarySummer