

# Hutto Public Library Policies & Procedures Manual

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# Contents

I. Mission and Vision .....	3
II. Hours of Operation .....	4
III. Circulation .....	5
IV. Collection Development .....	8
V. Citizen's Request for Reconsideration of Library Material .....	12
VI. Borrowing from Other Libraries .....	13
VII. Code of Conduct .....	14
VIII. Public Computers and Internet Use .....	15
IX. Exhibits .....	17
X. Confidentiality of Library Records .....	19
XI. Americans with Disabilities Act Compliance .....	20
XII. Library Bill of Rights and Freedom to Read Statement .....	21
XIII. Use of Volunteers .....	29
XIV. Grants .....	30
XV. Bookmobile .....	31
XVI. Reading Garden .....	32

## Mission Statement

The mission of the Hutto Public Library is to fulfill the educational, informational, cultural, and recreational needs of all its patrons through the services offered in a modern public library. The Library values the citizens of Hutto and responds to their needs, wants, and demands by providing a clean and inviting building, well-organized and up-to-date collections, friendly professional service and well-trained staff who are committed to the Library vision.

## Vision Statement

The Hutto Public Library aims to eradicate illiteracy, to develop a lifelong love for reading, and a quest for knowledge.

## Hours of Operation

It is the policy of this library, in regard to hours of operation, that the library be open as many hours in a day and as many days in the week as possible. The hours of operation shall be determined by the convenience of all parts of the population, including working people, and the ability of the staff to cover the hours of operation, within the limits of established work week. When it is impossible for the staff, within the prescribed limits of their work week, to keep the library open at all convenient hours for the public, consideration shall be given to increasing the number of staff. The library follows the holiday and emergency schedule of the City of Hutto. If the City of Hutto is closed on Friday, the Library will close the following Saturday.

## Circulation Policies

People living or owning property within the City of Hutto limits and Hutto ISD boundaries may obtain a library card for free.

Proof of residency is required. Post office boxes cannot be used as proof of residence.

At least one of the following photo IDs and proof of residency is required:

1. Valid driver's license
2. Water or Utility Bill with picture ID
3. Personal Check with picture ID
4. Lease agreement with picture ID
5. Military ID
6. Other proof of residence as determined by the Library Supervisor.

Under 16:

1. Completed application.
2. Parent or legal guardian must be present with minor to co-sign for a card and present his/her current TDL, Texas ID, MID and proof of current residence.
3. Minor must be present to sign the application and accept card.
4. Suggested to eliminate age restriction and encourage reading at all ages.

City of Hutto Employees. Current employees of the City of Hutto may receive a Hutto Public Library card without fee regardless of residency.

Card Renewal. Library cards are issued for a one-year period.

1. To renew a card, all fines and all other debts must be paid in full.
2. Children's cards will be renewed without having a parent or guardian sign again.
3. Adults must verify registration information – in person. Changes in residency require new proof of residency.

Replacement Cards. Library cardholders are encouraged to keep their Library card secure. Should a Library card become lost or stolen, it is the responsibility of the cardholder to notify the Library immediately. There is a \$1 charge for replacement cards.

Non-Resident: People not living or owning property within the City of Hutto limits and Hutto ISD boundaries may obtain a library card for a \$10 annual fee. This fee will give non-residents full access to the library's collection, and will be charged yearly at the time of renewal.

Temporary Library Cards. Patrons requesting temporary library cards will follow the Non-Resident annual fee of \$10. Those patrons who have been displaced due to a declared natural disaster and are in need of assistance, may be granted a temporary library card with the fee waived. Temporary Library card holders will only be allowed to check out two items per check out and will not have access to OverDrive, Inter-Library Loans, or Texshare cards.

## B. Patron Responsibilities

All Hutto Public Library cardholders agree to comply with Library rules and regulations, to pay all fines, to make good any loss or damage to books incurred by the cardholder, and to give immediate notice of any change of residence. Guardians of juveniles who signed for a child's card assume responsibility for the child's card. Cardholders may not avoid responsibility for overdue fines and other incurred fees or costs by using another family members' card. Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of Library services, as determined by the Library Supervisor.

## C. Circulation Periods

### 1. Card Use:

- a. Library materials may not be checked out until a library card is issued.
- b. Library cards –or a form of ID must be presented to check out materials.

### 2. Loan periods:

- a. Library materials are checked out for a 2-week period.
- b. Materials may be renewed twice, providing there is not a waiting list. Videos will be checked out for only two weeks and must be returned after that time period. No renewal on videos.
- c. Interlibrary loan materials are due by the date indicated on check out slip.
- d. The Library Supervisor determines all other or special loan periods.

### 3. Circulation Limits:

- a. Non-Circulating Materials. Reference materials, archived materials, and other materials as determined by the Library Supervisor are not available for check out.
- b. Items per Library Card. An individual may have 10 items at a time checked out on their library card.
- c. New Library Card. On a new library card, a patron may check out only two items the first time. New patrons may not check out GED or High School Equivalency Test study books until they have had their library card for at least 1 month and checked out and returned at least 2 items.
- d. Video. An individual may have 3 videos checked out on his/her card at a time.  
One family cannot check out more than 6 videos at one time.
- e. Series. Only 3 titles out of a series may be checked out per household.

- f. Other Limits. When determined by the Library staff, specific titles, authors, subjects or special collections may be limited due to high demand or other reasons.

4. Renewals:

Library materials may be renewed in person, phone, e-mail and online. Presentation of a Library card is not required for renewal of materials. Materials may be renewed up to 2 times. Items that are on reserve for other patrons may not be renewed.

Videos will not be renewed and must be returned after 2 weeks.

5. Reserves:

Materials may be reserved in person, phone, e-mail, and online. Persons will be notified when the item becomes available. Reserves have the same restrictions as limits on circulation (see #3 above). Reserves will be held for a period of three days only. If the item is not picked up within three working days, it will be checked out to the next patron on the reserve list or returned to the shelf. Limit of 3 items may be reserved at one time per cardholder.

D. Fines and Fees:

1. Overdue Fines: 25¢ per day, per item, with a maximum fine of \$10.00 per overdue item. A notice will be sent 1 week after the material is due. If the material is not returned within one month, a bill will be sent for the cost of the item.
2. Damaged Materials: Library patrons are liable for any damage to library materials while checked out to them. The Library will not charge for normal wear of library materials.
  - a. If materials are damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the cost of the item and a \$5 processing fee and the fines accrued. The item may then become the property of the individual.
  - b. If the item can be repaired or is still useable, a reduced fee may be charged at the Library Supervisor's discretion.
3. Loss of Borrowing Privileges. Patrons with lost or damaged materials or with fines that exceed \$5.00 may not check out materials until records are cleared by having items paid or replaced. Replaced item must be the equivalent to what was checked out. The acceptance of the material is at the discretion of the Library Supervisor or staff.

# Collection Development Policy

## A. Principles and Objectives

1. Purpose. The purpose of the Hutto Public Library is to provide all library users with carefully selected materials and to assist individuals in the pursuit of educational and recreational information. The library collection as a whole will be an unbiased and diverse source of information, representing multiple viewpoints on a wide range of topics. Materials are selected to best meet these objectives.

2. Viewpoints. The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, and political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

3. Rights. The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. To this end, the Hutto Public Library upholds the principles of the American Library Association's Library Bill of Rights, Freedom to Read, and the Texas Library Association's Intellectual Freedom Statement. These documents are at the end of this policy.

4. Parental Responsibility. It is the responsibility of the parent or legal guardian to supervise and monitor the library activities of their child. The library staff cannot be held responsible for the materials checked out by minors.

## B. Responsibility for Selection

The Library Supervisor is responsible for the selection of library materials following the guidelines and criteria outlined in this policy.

### Selection Criteria

1. The main points considered in selecting materials are:

- a. Individual merit of the item
- b. Popular demand and/or patron request
- c. Library need for material
- d. Budget
- e. Authority of author and/or publisher



2. Review sources are used to assist in selecting materials. Review sources used include, but are not limited to, the following:

- a. Library Journal
- b. School Library Journal
- c. Booklist
- d. Other professional review publications
- e. Area newspapers with book reviews

3. Materials may be selected without a review. Consideration is given to materials that may be relevant to the library's collections (i.e. Texas collection, local interest, local authors.)

4. Formats of materials collected by the Hutto Public Library include print (books and periodicals), multimedia (audios and videos), and electronic resources (online databases, eBooks, and eAudiobooks. New and emerging formats will be considered when appropriate.
5. The Archives Collection contains materials pertinent to Hutto history and includes other paper formats such as documents, photographs, vertical files, and such materials appropriate for this special collection.

#### C. Gifts and donations

##### Gifts and Donations

1. General Gifts. The Hutto Public Library accepts gifts of books and other materials with the understanding that the items will be added to the collection only if appropriate and needed. The Library reserves the right to decide the disposition of all gifts received. If items given to the Library are not needed because of duplication, condition, age, etc., the Library Supervisor will dispose of them as he/she sees fit. Such items may be offered to the Friends of the Library for their book sales. Library staff cannot receive personal gifts from individuals per the City of Hutto's Policies and Procedures.
2. Other Gifts. Gifts of a more specific nature, such as works of art, furniture or equipment, shall be referred to the Library Supervisor for acceptance. The Library Foundation or the Friends of the Library kindly accept nonspecific gifts of money.

3. Memorials & Honorariums. Citizens may wish to honor or memorialize an individual with the purchase of appropriate Library material to be added to the collection. The Library accepts donations of funds for memorials or honorariums. The Library Supervisor makes selection of items purchased as memorials or honorariums, with consideration given to the donor's preferences. Appropriate bookplates will be added to materials in memory of or honoring individuals. The same criteria for selection of purchased Library materials will also be applied to gifts and donations. Once added to the Library collection, gifts, memorials, and such donations fall under the Collection Development Policy and will be maintained and handled as the rest of the Library's holdings.

#### D. Collection Maintenance

1. Criteria. For an up-to-date, attractive and useful collection, a continuous schedule of withdrawal and replacement is required. The CREW Method will be followed as a guideline for appropriate age of materials. Other criterion for evaluation and maintenance of the collection includes, but is not limited to, the following:
  - a. Condition of the material
  - b. Usage based on observation and computer generated reports
  - c. Superseded editions or revisions
  - d. Popularity and appeal
  - e. Outdated information
  - f. Space and budgetary considerations
  - g. Professional appraisal & evaluation
2. Disposition. The Library Supervisor will determine final disposition of any materials withdrawn from the Library collection. Materials in poor physical condition or having little anticipated resale value will be discarded. The Friends of the Library will be allowed to sell discarded or withdrawn materials, and proceeds of such sales will be used to support the Library's mission, programs or to enhance the Library's collections.

#### E. Reconsideration of Materials

The Hutto Public Library strives to meet a wide variety of tastes and interests with high quality and popular materials. The City of Hutto is comprised of many diverse groups, with different beliefs, standards and theologies. Every citizen has the right to his or her opinions and beliefs. Differences of opinion regarding the suitability of Library materials may arise. Patrons requesting that material be withdrawn from the collection or with concerns about an item's placement in the Library may complete a "Citizen's Request for Reconsideration of Library Material" form. It is the responsibility of the Library Supervisor to make a final determination on all such requests.

## F. Donation Policy

Hutto Public Library welcomes donations that are clean, dry, and mold-free. Donations will be evaluated by library staff. If they meet the library guidelines, donations could be added to the collection or donated to the Friends of the Hutto Public Library for their ongoing and bi-annual book sales. Otherwise, they will be recycled/disposed as appropriate.

### Donation Guidelines:

- Please bring your donations to the front desk during library hours. Items left outside will be automatically recycled;
- Please bring your items in boxes or bags you can leave at the library;
- Please limit book donations to no more than three boxes at a time;
- Call the library in advance if you wish to bring a large number of boxes to donate materials; and
- If you require a receipt, please let staff know at time of donation. We cannot assign a value to the materials.

### We gladly accept:

- Hardcover and paperback books in gently used or new conditions, including large print and children's books;
- Recent Best Sellers;
- Commercially recorded items (music CDs, DVDs/Blu-Ray, audiobooks on CD) in their original cases; and
- Recent magazines for free patron usage.

### We cannot accept:

- Items that are dirty, moldy, smelly, chewed, wet, or otherwise damaged;
- Boxes that have been moved from non-temperature controlled long term storage to the library;
- Books with missing covers or pages;
- Softcover books with crooked or twisted spines;
- Encyclopedias, textbooks, or Reader's Digest condensed books; and
- VHS tapes.

# Citizen's Request for Reconsideration of Library Material

Title of Material: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

Type: book\_\_\_\_ cd\_\_\_\_ video \_\_\_\_\_ Other\_\_\_\_\_

Your Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Group you represent (if any): \_\_\_\_\_

Did you examine the entire work? \_\_\_\_\_ If not, what parts? \_\_\_\_\_

Specifically, to what in the material do you object? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you believe is the purpose of this material? \_\_\_\_\_

\_\_\_\_\_

Is there anything useful or good about this material? \_\_\_\_\_

\_\_\_\_\_

What prompted you to use this material? \_\_\_\_\_

\_\_\_\_\_

For what age group would you recommend this material? \_\_\_\_\_

What would you recommend to replace this material? \_\_\_\_\_

\_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Borrowing from Other Libraries

## Interlibrary Loan

Interlibrary loan is the process of lending and borrowing materials between libraries via a mailing system. Because of limited budget, space, and other factors, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Hutto Public Library's collections. Hutto Public Library cardholders, 18 years of age or older, in good standing, can participate in the Interlibrary Loan service after holding a card for two months. This service is free of charge; however patrons may be requested to pay return postage on these borrowed items.

## TexShare Cards

TexShare Cards allow patrons to visit and borrow other libraries' materials for free that participate in the Texas State Library and Archives Commission's TexShare Program. Note that each library has their own set of rules for TexShare cardholders. Visit <https://www.tsl.texas.gov/texshare/card> for current information and to see which libraries participate in the program.

Current Hutto Public Library cardholders, 18 years of age or older, in good standing with no pending fines or lost or damaged items may apply for a TexShare card. Active Hutto Public Library patrons are eligible for a TexShare Card after holding a card for two months. TexShare Card applications and renewals must be made in person. TexShare Cards are good for one year from the date of issue and must be renewed in person when expired.

# Code of Conduct

To make the library a pleasant place for all, the following rules have been adopted. Patrons who cannot comply with these policies will be asked to leave the library's property and can result in being banned from the library permanently.

Unacceptable Library Behavior under the Texas Penal Code:

1. Misuse or vandalism of Library property.
2. Bringing pets or animals into the Library (except service animals).
3. Unsupervised children under 12 years of age (Guardian cannot be a minor under age 18).

Parents who leave a child unattended in the Hutto Public Library are exposing their child to potential harm and may themselves be committing an offense under Texas Penal Code, Section 22.041c, Abandoning and Leaving Unsupervised Children which states, A person commits an offense if, having custody, care, or control of a child younger than 15 years, he intentionally abandons the child in any place under circumstances that expose a child to an unreasonable risk of harm. If the library staff becomes aware of any child left at the library, and the parent/guardian cannot be located, the Hutto Police Department will be notified.

4. Carrying unlicensed weapons. (Texas Penal Code §42.01 and §30.06e)
5. Intoxication from alcohol or drugs and/or possessing alcohol or illegal drugs. (Texas Penal Code §4902)
6. Smoking or other tobacco use including vapors.
7. Having food or beverages by the computers.
8. Engaging in acts of sexual misconduct, including, but not limited to, indecent exposure, sexual contact and sexual intercourse. (Texas Penal Code §21.07 and 21.08)
9. Soliciting.
10. Disorderly conduct including obscene or abusive language or behavior.
11. Sleeping in the library.
12. Refusal to leave at closing time.
13. Loitering on library property.
14. Any other illegal activities.
15. Disruptive behavior that may cause annoyance to other library patrons.
16. Gambling in any form on City property. (Texas Penal Code §47.02)

## Public Computers and Internet Use

Computer workstations are available for public use. Fees for print/copy are \$0.10 for black and white, per impression and \$0.25 for color, per impression. Patrons may fax \$1.00 for the first page and \$0.25 for subsequent pages for local/toll-free fax and \$2 for the first page and \$0.50 for subsequent pages for long-distance fax. Faxing to international numbers is not allowed. (ARTICLE A7.000 LIBRARY) Access to the computer workstations is available on a first-come, first-served basis. Priority to computers will be given to patrons who are using the computers for educational or work related reasons versus recreational activities (i.e. gaming and social purposes).

Due to the unrestricted environment of the Internet, information accessed on the Internet may contain material that is incorrect, inauthentic, unreliable, illegal, obscene or sexually explicit. The library does not provide filters on computers, we assume no liability or responsibility for what is viewed by patrons or is left on the screen to be later viewed by a subsequent patron. Restriction or supervision of a child's access to the Internet is the responsibility of the parent or guardian; the library does not have the right or responsibility to act in loco parentis. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

### A. Children's policy

It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. There will be some resources parents may feel are inappropriate for their children. Parents are requested to supervise their children's Internet sessions.

### B. Rules governing use

- Computer usage is limited to one-hour sessions if others are waiting.
- User should leave the terminal when asked to do so by Library staff.
- Users may not install or download any software without permission from Library staff.
- Users may not use any library workstation for any illegal or criminal purposes.
- Users may not make any attempt to damage computer equipment or software.
- Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
- Users may not violate copyright laws or software licensing agreements in their use of library workstations.
- Users may not engage in any activity that is deliberately and maliciously offensive, indecent, or slanderous.
- Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.
- By mutual agreement, two persons may share one access session as long as behavior or conversation does not disturb other users or Library staff.
- Users may not harass staff or other patrons.
- Should complaints be made regarding Internet usage, Library staff members are authorized to end a user's session.

- Violations may result in loss of computer usage.
- Internet help will be provided by Library staff on a limited basis.



## Exhibits

Exhibits in the Hutto Public Library are arranged to provide educational and cultural stimulus and to promote reading. The cooperation of non-profit organizations in the loan of materials for display is welcomed. Non-profits must be registered with the Internal Revenue Service. Businesses may only display materials on the day(s) they have partnered with the library for programs.

Posters, leaflets and other promotional literature announcing non-profit community activities sponsored by any group or organization for cultural purposes, specifically excluding materials expressing religious or political views, may be submitted to the Library for public distribution.

## ART DISPLAY

The Hutto Public Library manages the art displays both in the City Hall and in the library and encourages area residents to display their artwork in the designated areas. Artwork on display will be available for public viewing at all times the library or City Hall is open. The library will provide a hanging system for these pieces and further holes in the wall are not allowed.

All artists wishing to display their work in the library or in spaces available in City Hall must complete and sign a Local Artist Showcase Application form. The library is not responsible for damage to the art displayed. Artists are responsible for insuring materials displayed.

## Local Artist Showcase Application

The Library provides:

- Wall space and hooks to hang pieces;
- A limited security system composed of outside cameras;
- Limited assistance in setting up the display;
- Routine observation of the area by staff during the work day; and
- Showcase Meeting Area: Artists are encouraged to come and view the Showcase area prior to their scheduled exhibit date in order to assess the quantity of their artworks that they will be able to display for six weeks.

The artist provides:

- Artworks that are **framed** with hanging wire or eye screws that can connect to the hooks on the wall. If the canvas is stretched and there is no framing, the edges of the canvas should be finished in order to project a finished, quality project. If hanging an item that is not framed, such as a quilt, soft sculpture, or ceramic piece, some form of secure attachment must be placed on the item, by the artist, to hang properly on the hook;
- Information about the works, and a brief bio of the artist, her/his art experiences, influences. Artwork must be listed on the Artist Inventory sheet provided at time of set-up; and
- If the artist wishes to display an item in a manner other than wall hanging on the hooks provided, the artist will be responsible to supply the display medium in consultation with the library staff. Nails are not to be used on the walls.

Exhibit dates: From \_\_\_/\_\_\_, 20\_\_\_ To \_\_\_/\_\_\_, 20\_\_\_

Artist Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
Street City Zip Code

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

The library has explained to me, and provided written documentation stating the type of security available for my artwork. These are limited to security cameras and general observation by staff during business hours. I understand that I may choose to purchase insurance for works on public display. The Hutto Public Library and City of Hutto are not responsible for damage to the artwork displayed.

I will be present on \_\_\_/\_\_\_/20\_\_\_ to set up the exhibit and no later than \_\_\_/\_\_\_/20\_\_\_ to take down the exhibit. I will assist with both the set up and the take down.

Artist's signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/20\_\_\_

# Confidentiality of Library Records

Records of this library which identify or serve to identify a person who requests, obtains, or uses library materials or services are confidential and are exempt from required disclosure under the Texas Open Records Act Section 552.124.

## Exceptions

Such records generally may be disclosed only if:

1. The library determines that disclosure is reasonably necessary to the operation of the library and the records are not confidential under other state or federal law.
2. The records are released to the person to whom the information relates; or the person to whom the information relates has given permission, in writing, for the information to be released.
3. The records are required under a valid court order or subpoena, as provided under the provisions of the Texas open Records Act

This policy will be implemented by procedures set out in The Hutto Public Library Procedures Manual.

Each Employee and Volunteer (hereafter called Employee) who provides services for the Hutto Public Library shall be bound by this confidentiality agreement.

An Employee shall not disclose Patron information, including address, telephone number, reading preferences, circulation statistics, or overdue/fine status, to any outside agency or individual. Nor shall he or she make personal comments on a Patron's choice of reading material.

An Employee shall ensure that all staff, volunteers, and board members receive a copy of the confidentiality policy.

Violations of the policy may result in reprimand, loss of certain job/volunteer responsibilities, or termination.

# Americans with Disabilities Act compliance

## POLICY WITH REGARD TO THE AMERICANS WITH DISABILITIES ACT

This library fully intends to comply with the spirit and letter of the law with regard to its services and treatment of all patrons with disabilities.

To that end, this library will make any reasonable effort to inform its staff and volunteers of the law and make them aware of the problems of the disabled as well as the special services that are mandated by ADA. These may include assistance with the electronic catalog, telecommunications devices for the deaf, large print materials and a willing attitude to retrieve materials from shelves or relocate activities to accessible areas.

The library will survey its physical facility for architectural barriers and make any reasonable effort to modify any existing problems, to the extent budget considerations allow. All major defects will be addressed in any remodeling or alteration of the facility. The library will fully investigate any complaints alleging non-compliance with ADA.

# Library Bill of Rights and Freedom to Read Statement

## 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.

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

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council

## THE FREEDOM TO READ

The Freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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 stress.

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards 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 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 which are unorthodox or unpopular with the majority.
2. 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 which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose 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.
3. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the 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.

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

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of

free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

8. 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 expended on the trivial; it is frustrated 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 their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, 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.

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

Adopted June 15, 1953; revised January 28, 1972; January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee. A Joint Statement by: American Library Association & Association of American Publishers.

Subsequently Endorsed by:

American Booksellers Association	Association of American University
American Booksellers Foundation for Free Expression	Presses
American Civil Liberties Union	Children's Book Council
American Federation of Teachers	Freedom to Read Foundation
AFL-CIO	International Reading Association
Anti-Defamation League of B'nai B'rith	Thomas Jefferson Center for the Protection of Free Expression

National Association of College  
Stores  
National Council of Teachers of  
English  
P.E.N. - American Center  
People for the American Way

Periodical and Book Association of  
America  
Sex Information and Education  
Council of the U.S.  
Society of Professional Journalists  
Women's National Book Association  
YWCA of the U.S.A.

## THE TEXAS LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT

### A. Preamble

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

### B. Areas of Concern

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

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

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

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians;

receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

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

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

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

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

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

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

## Use of Volunteers

The Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of the City of Hutto and the rules outlined in this manual, and are selected and retained for as long as the library needs their services. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff.

Volunteers must be at least 13 years of age and complete a volunteer form. Teen volunteer forms require a parent/guardian signature. Parent/Guardian must be present when the form is signed. Volunteers who work with the public may be subject to a background check, providing references, going through a formal interview, and attending an orientation.

Services provided by volunteers will not be used in place of hiring full- or part-time staff. Volunteers may apply for paid positions under the same conditions as other outside applicants.

# Grants

All grant proposals are subject to the City of Hutto's Finance Department Policies and Procedures. The purpose of a grant is to assist the library with starting new or expanding current programs and services that reflect the Hutto Public Library's Mission and Vision Statements. Grants should not be expected to diminish, curtail, substitute or cut in any way the local funding of the Library.

Applications for grants, donations, sponsorship and fundraising with collaborations with Friends of the Hutto Public Library or other outside agencies for fundraising must be presented to the Library Advisory Board for approval.

The Hutto Public Library will follow the City of Hutto's Donations, Grants, Sponsorships & Funding Policy.

Any individual or agency requesting a tax donation, should proceed through the Friends of the Hutto Public Library.

# Bookmobile

The Library provides outreach services to the community via the Bookmobile. The Bookmobile travels to scheduled locations that target underserved populations in the community. Items circulated via the Bookmobile are not subject to fines or fees. The Library has the right to refuse serving patrons or organizations who display a pattern of failing to return or damaging materials.

## Guidelines for Bookmobile Rotation Crates Shared with Local Organizations

- Review all books in the crate to determine if they meet your institution's standards
- There will be no penalty for lost or damaged books, but an organization may be taken off the rotation list if items continue to go missing or get damaged.
- The library reserves the right to not include an organization in a rotation. If an organization is removed from the rotation, they may reapply for the rotation after 60 days.
- All CD's, cassette tapes, & stickers have been removed
- Crates will be dropped off to participating institutions by the library on the first Monday of each month between 10-11AM unless it is a holiday or if there is severe weather
- Crates will be picked up from participating institutions by the library on the last Friday of each month 10-11AM so that the library can sanitize the books unless it is a holiday or if there is severe weather
- The library will notify the institution immediately if the rotation's drop off or pick up needs to be rescheduled
- Contact the library as soon as possible if the rotation's drop off or pick up needs to be rescheduled

# Reading Garden

The goals of the Reading Garden are as follows:

- Beautify the land located behind the library
- Provide a seating area outside for library programs and events
- Educate patrons about plants and butterflies
- Provide a recreational activity for local gardeners
- Create an area for native plants to grow
- Provide a habitat for monarch butterflies

## Recommended Maintenance of Garden

- Life Span of Plant
  - Keep a journal to determine what plants do best in the area
  - If a plant begins to wilt or die, try to determine if the plant is dying from normal seasonal conditions, water conditions (too much? Too little?), fungus, pests, etc.
  - If the species planted dies 2 times, it is time to replace the plant with a different species, one that is more resistant to the conditions
- Watering
  - When plants are new, be sure to water long (2 hours minimum) and deep with soaker hose for the first two seasons after they have been planted
  - Water early in the morning. Evening watering can encourage fungus to grow.
  - Use a screwdriver in the soil to measure the moistness of the soil. Its recommended that the soil be moist 6" deep to encourage deep root growth.
  - Matured plants can be watered based on their species' needs
- Fertilizing
  - Vary the organic fertilizer to encourage a well balanced diet for the plants
- Mulch & Compost
  - Add mulch once a year in Spring (Mid February)
- Apply 2" layer of mulch
- Apply a light layer of compost
- Pruning
  - Depends on the type of plant. Follow recommendations by species.
- Weeding
  - If possible, remove weeds and their roots to ensure that the weed does not grow back
- Pest Control
  - Addressed as needed
- Emergency Help
  - Contact the Williamson County Master Gardener Society for any questions or problems