

Media Collection Policy

The goal of media services at the Bastrop Public Library is to improve library services by making video and audio resources available to the residents of the Bastrop community. This collection supports the total library program by offering information and entertainment in a variety of non-print formats. Integrating non-print media with traditional print materials broadens the scope of educational, cultural, and recreational programming alternatives available at the library.

1. Selection Criteria

- The media collection includes video and audio materials in a variety of formats, including compact disc, videotape, DVD's, computer files, MP3's, microfilm, and other formats. This collection represents a wide range of subjects which appeal to all age groups. Titles are selected on the basis of physical reliability, authenticity, authority in subject content, and effectiveness of communication. They are chosen for their educational, informational, cultural, and recreational value.
- The library director is responsible for supervising the selection of video and audio titles. Library staff make use of professional review journals, publisher and distributor catalogs, recommendations from other library professionals, and patron requests in making selections. Purchase decisions are made based on knowledge of the existing media collection, familiarity with patron demands, and availability of the market.
- Weeding of the media collection follows standard library procedures (see Collection Development Policy).
- The bulk of the video/DVD collection consist of feature films, full-length dramatizations generally made available on video/DVD. In addition, the library collects non-theatrical videos that include general interest non-fiction, including documentaries, how-to, self-paced learning and instruction, travel, music, health and fitness, arts, etc. Theatrical videos/DVD's in the collection are represented by productions based on works of literature and historical fiction, classic films, and series such as those available through distributors such as PBS and Arts & Entertainment Home Video. Children's DVD's will consist of feature film DVD's, non-theatrical DVD's, classic children's films, and quality productions based on children's literature.
- Audio materials will be selected in both abridged and unabridged formats, representing works of fiction and nonfiction for children and adults.
- The microfilm collection consists of genealogy and local interest materials such as back issues of the Bastrop Advertiser, census, and other county statistical information.
- Library staff observes the principles of intellectual freedom when selecting video and audio materials for the library collection. A title on a controversial topic is not excluded from the collection solely because it may be objectionable to some groups or individuals. The Bastrop Public Library supports the American Library Association's Freedom to View statement, which is included below.

2. Freedom to View

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

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

This statement was originally drafted by the Educational Film Library Association's Freedom to View Committee, and was adopted by the EFLA Board of Directors in February 1979. It was endorsed by the American Library Association's Intellectual Freedom Committee and the ALA Council in June 1979 and by the Texas Library Association's Council in July 1980.

3. Media Circulation Policy

All video and audio materials may be checked out for one two (2) week time period, with renewals for two (2) subsequent two (2)-week periods, as long as another patron is not on reserve for an item.

Microfilm is for in-library use only and does not circulate.

The fine for overdue video and audio materials is ten (10) cents per day. A five (5) day grace period following the 2-week check out period will apply, during which time no overdue fines will accrue. At the conclusion of the grace period, fines will accrue from the item's original due date. Total maximum fine per item is \$5.00.

Full replacement costs for damaged or lost video or audio materials will be charged. In the case of multiple tapes or CDs, replacement costs for individually damaged or lost components will be charged *if individual replacement is available*. Otherwise, full item replacement charges will be assessed.

All video and audio materials may be returned to the circulation desk when the library is open. After hours, materials must be returned to the overnight book drop on the East side of the building.

DVD's and audio materials on loan from the library may not be used for commercial or theatrical distribution, and may not be broadcast or cablecast. They may not be used in a public gathering (library, school, daycare, etc.), unless public performance rights are included with the item. Most of the items in the library's collection *do not* have public performance rights included. DVD's and audio materials may not be duplicated or copied in any way.

4. Procedure for Removal

Procedure for acting on a request to remove video or audio materials from the Bastrop Public Library collection will follow the Request for Reconsideration guidelines in place for all library materials (see Collection Development Policy).

Revised: 08/04/2015, Library Board Approval: 09/14/15, City Council Approval: