

Western Plains Library System

“Connecting people to information and entertainment.”

Strategic Plan 2014-2017

Compiled by Executive Director Tim Miller
Approved by the Board of Trustees on May 8th, 2014

www.wplibs.com

**This page
intentionally
left blank.**

Table of Contents:

Library Legend	Page 3
WPLS Branch Base	Page 4
WPLS Staff Member	Page 5
Our History	Page 7
WPLS Board of Trustees	Page 7
WPLS Core Values	Page 9
WPLS Mission	Page 9
WPLS Goals for 2011-2013	Page 10
WPLS Strategic Plan	
Goal 1: Discover opportunities to expand WPLS services	Page 11
Goal 2: Maintain existing partnerships	Page 12
Goal 3: Maximize existing infrastructure	Page 13
Goal 4: Strengthen and improve infrastructure	Page 14
Goal 5: Grow and improve collection	Page 15
Goal 6: Implement necessary internal improvements	Page 16
Goal 7: Recruit, develop, and develop staff	Page 17
Goal 8: Seek community feedback on WPLS services	Page 19
Goal 9: Keep Board of Trustees engaged	Page 19
Appendix A	Page 20
Appendix B	Page 21
Appendix C	Page 24
Appendix D	Page 27
Appendix E	Page 27



Library Legend

A) Minnie R. Slief Library
 201 S Cearlock
 Cheyenne, OK 73628

B) Seiling Public Library
 209 N Main Street
 Seiling, OK 73663

C) Hazel Cross Library
 111 W Broadway
 Thomas, OK 73669

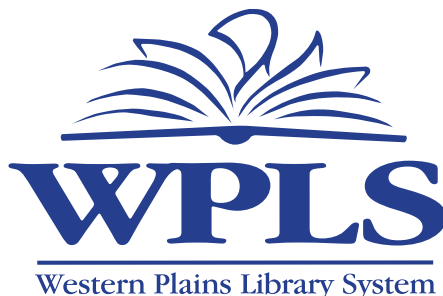
D) Weatherford Public Library
 219 E Franklin
 Weatherford, OK 73096

E) Clinton Public Library
 721 Frisco Ave
 Clinton, OK 73601

F) Cordell Public Library
 208 S College
 Cordell, OK 73632

G) Sentinel Public Library
 210 E Main Street
 Sentinel, OK 73664

The Bookmobile services all four counties



WPLS Branch Base

Statistics current as of May 2015

A **Minnie R. Slief Library (Cheyenne)**

Phone Number: 580-497-3777
Toll Free Phone Number: 877-730-4206
Fax: 580-497-3777
Number of Registered Customers: 731
Number of Informational Materials: 14257
Number of Public Access Computers: 6

B **Seiling Public Library**

Phone Number: 580-922-4259
Toll Free Phone Number: 888-443-4946
Fax Number: 580-922-4259
Number of Registered Customers: 589
Number of Informational Materials: 9887
Number of Public Access Computers: 3

C **Hazel Cross Library (Thomas)**

Phone Number: 580-661-3532
Toll Free: 888-446-4143
Fax Number: 580-661-3532
Number of Registered Customers: 609
Number of Informational Materials: 12358
Number of Public Access Computers: 4

D **Weatherford Public Library**

Phone Number: 580-772-3591
Toll Free Phone Number: 888-414-8837
Fax Number: 580-772-3591
Number of Registered Customers: 2914
Number of Informational Materials: 39140
Number of Public Access Computers: 13

E **Clinton Public Library**

Phone Number: 580-323-2165
Toll Free Phone Number: 888-363-9680
Fax Number: 580-323-7884
Number of Registered Customers: 3445
Number of Informational Materials: 35874
Number of Public Access Computers: 15

F **Cordell Public Library**

Phone Number: 580-832-3530
Toll Free Phone Number: 888-414-8838
Fax Number: 580-323-7884
Number of Registered Customers: 1113
Number of Informational Materials: 16986
Number of Public Access Computers: 7

G **Sentinel Public Library**

Phone Number: 580-393-2244
Toll Free Phone Number: 888-639-0629
Fax Number: 580-393-2244
Number of Registered Customers: 228
Number of Informational Materials: 6305
Number of Public Access Computers: 2

Bookmobile

Phone Number: 580-323-0974
Toll Free Phone Number: 888-363-9958
Fax Number: 580-323-1190
Number of Registered Customers: 1437
Number of Informational Materials: 3,000
Number of Public Access Computers: 1

Library Stations

Hammon: Hammon Senior Center
Leedey: Leedey Quick Stop

WPLS Staff Members

Main Office

Tim Miller	Director
Michael Hull	Public Services Coordinator
Jamie Hudson	Collection Management Coordinator
Micaela Marquez	Marketing Representative
Misty Crider	Executive Assistant/ HR
Ruth Hernandez	Collection Management Assistant (ILL)
Phillip Smith	Cataloger
Ann Walker	Accounting Assistant
Sarah Williams	Program Assistant
Heidi Teeter	Administrative Assistant

Bookmobile

Cammy Hutcherson	Bookmobile Library Manager
Ernie Walker	Bookmobile Driver and Assistant Library Manager

Minnie R. Slief Library, Cheyenne

Charlotte Nance	Librarian
Dawn Malson	Assistant Library Manager

Clinton Public Library

Kathy Atchley	Branch Manager
Theresa Simmons	Assistant Library Manager
Louise Maloy	Assistant Library Manager
Eddie King	Library Assistant
Christian Jacobson	Library Assistant
Amber Fernandez	Library Assistant
Kelly Metheny	Library Assistant
Beverly Thomason	Library Assistant

WPLS Staff Members

Cordell Public Library

Rhonda Schmidt	Library Manager
Amber Altobelli	Assistant Library Manager

Seiling Public Library

Wanda Moldrup	Library Manager
Connie Biggs	Library Assistant

Sentinel Public Library

Nicole Huntzinger	Library Manager
-------------------	-----------------

Hazel Cross Library, Thomas

Tonya Baldwin	Library Manager
Marilyn Crews	Assistant Library Manager

Weatherford Public Library

Tara Jaronek	Branch Manager
Julie Glasscock	Assistant Library Manager
Shannon Hawkins	Assistant Library Manager
Lupe Marquez	Library Assistant
Paul Hierl	Library Assistant
Mona Jackson	Library Assistant
Lance Karpe	Library Assistant
Katrina Goforth	Library Assistant

Our History:

Western Plains Library System (WPLS) was established in 1966 under the Oklahoma Library Code that allowed the “establishment, development and operation of libraries and library systems throughout the state with the goal of providing adequate library services to all the people of the state.”

The original system of two counties was named Custer-Washita Library. Dewey County joined the system in 1967; the name was changed Custer-Washita-Dewey Library. In 1968 Roger Mills County requested to be added, and the Board of Trustees renamed the system Western Plains Library System. Today there are 40, 917 people living in the four-county service area.

The governing body of Western Plains Library System is the WPLS Board of Trustees appointed by the respective government bodies of the four counties according to Oklahoma Library Code set forth in O.S. Title 65, Section 4-103. The Board meets the second Friday of every month to conduct business for WPLS.

The Board appoints the Library Director (Executive Director) to have sole charge of the administration of the library. The Director is responsible for:

- Hiring and dismissing staff
- Caring for property owned/operated by the System
- Acting as the System’s liaison to the public

WPLS Directors: DeeAnn Ray 1966-2002

Jane Janzen 2002-2013

Tim Miller 2013-present

WPLS Board of Trustees:

Dale Tracy, Chair	Appointed by Town of Cheyenne
Jackie Duncan, Treasurer	Appointed by City of Weatherford
Robetha Fariss	Appointed by Dewey County
Juan Garcia	Appointed by City of Clinton
Charlotte Betche	Appointed by City of Cordell
Lily Kendall	Appointed by Roger Mills County
Anneva Sander	Appointed by City of Seiling
Marva Webb	Appointed by Washita County
Janet McEwen	Appointed by Town of Sentinel
Pat Kourt	Appointed by City of Thomas
Linda Carpenter	Appointed by Custer County

WPLS Core Values

- Providing Passionate Service
- Being Integrity Based
- Adventurous Thinking

WPLS Mission

To connect people to information and entertainment through passionate service based on integrity and adventurous thinking.



**This page
intentionally
left blank.**

WPLS Goals for 2014-2017

- 1) Discover opportunities to expand WPLS services
- 2) Maintain existing partnerships
- 3) Maximize existing infrastructure
- 4) Strengthen and improve infrastructure
- 5) Grow and improve collections
- 6) Implement necessary internal improvements
- 7) Recruit, retain and develop staff
- 8) Seek community feedback on WPLS services
- 9) Keep Board of Trustees engaged

Management recognizes that this vision may change as we take a proactive approach to position the organization to take advantage of opportunities in the information age. However, we believe that it clearly reflects what we can anticipate at this point with the information we have

WPLS Strategic Plan

2014-2017

Goal 1: Discover opportunities to expand WPLS services

Western Plains will constantly search for additional venues and new locations to deliver library services.

- 1) Director will oversee development of partnerships with local schools in the WPLS service area
 - Meet key school leadership figures and develop a working relationship
 - Develop procedures and processes for providing students with WPLS library cards
 - Provide training opportunities for teachers and students in the use of WPLS databases
 - Explore direct management relationships with interested school libraries
 - Sign contractual agreements between WPLS and interested school districts

- 2) Director will oversee development of partnership with residential life facilities
 - Meet with Veteran's center and negotiate a plan to provide library service
 - Offer to stock and operate existing reading rooms/shelves
 - Test potential of direct Bookmobile service at residential centers
 - Use extra Main/Bookmobile books for a browsing collection at facilities
 - Route LP discards to such browsing collections
 - Invite residents to attend Summer Reading activities
 - Coordinate library programs of interest to residents with facility entertainment coordinators

- 3) Explore outreach services at tax funded Head Start facilities
 - Provide on-site story times
 - Run library card drives for parents of students
 - Promote the annual Summer Reading Program at facilities
 - Promote regular library programming at Head Start facilities

- 4) Director will be open and perceptive to other expansion opportunities
 - Monitor library Director succession planning in surrounding communities
 - Develop a strong relationship with SWOSU Library Director and explore opportunities for joint programming
 - Maintain a working relationship with the volunteer library in Hydro
 - Stay involved in committee working to create branch library service in Hammon
 - Stay informed of discussions among citizens concerning direct library service in Vici
 - Examine ways to share discarded materials with area libraries
 - Monitor library vending machine technologies for cost and feasibility

- 5) Discuss partnerships with local Career Technology centers regarding computer and technology instruction

Goal 2: Maintain existing partnerships

Western Plains will maintain and expand the delivery of library services with existing partners.

- 1) Continue cataloging collection of Western Plains Weatherford Genealogy Society (WPWGS)
 - Consider donating surplus WPLS equipment to WPWGS
 - Explore opportunities for joint-programming and author visits
 - Discuss and explore opportunities to serve other genealogy societies in our service area
- 2) Continue development of long-term alignment with Western Oklahoma Literacy Council (WOLC)
 - Seek appointment of Weatherford Branch Manager to WOLC Board
 - Work with WOLC in completing technology projects in their new office
 - Negotiate written agreement with WOLC finalizing outstanding issues of library access and off-hours access.
 - Cooperate on computer literacy classes
 - Expand literacy outreach to include the entire WPLS service area
 - WOLC volunteers provide literacy instruction at all WPLS branches
 - Explore opportunities to promote WOLC events and assist in the recruitment of tutors
- 3) Continue supporting Advisory Boards that want to seek 501©3 Status
 - Director will work with Weatherford Advisory Board to finalize 501©3 application
 - Director will advise the Sentinel community group interested in filing a 501©3 application
 - Director will assist the Clinton Friends group to keep their IRS paperwork in order
 - Director will investigate the dormant 501©3 group in Cheyenne and seek possible reactivation
- 4) Continue long-standing relationship with private book clubs
 - Annually review service agreements
- 5) Maintain Library stations at Hammon & Leedey and provide updated computers

Goal 3: Maximize existing infrastructure

Western Plains will continue to find innovative ways to leverage its existing equipment and facilities to meet public needs.

- 1 Create a publically accessible historical archive of Board of Trustees/minutes on WPLS Webpage
 - Archive will begin with 2012 minutes
- 2 Leverage the use of BTOP provided CISCO video equipment
 - Develop Board policy for public use of equipment at Clinton
 - Research feasibility of streaming certain WPLS meetings online
 - Research the possibility of adult author simulcasting
 - Explore the feasibility of simulcasting certain Summer Reading programs
 - Utilize stock of pre-existing video from government agencies for programming
 - Consider possible uses for small business in the WPLS service area
- 3 Make library meeting rooms more aesthetically pleasing and user friendly
 - Upgrade furnishing as funds become available
 - Install additional AV equipment such as smart boards and/or ceiling mounted projectors
 - Publicize meeting room availability to the public
 - Study effectiveness of current meeting room policies
 - Develop statistical tool to track meeting room use in branches
- 4 Create a publicly accessible archive of developed training curriculum:
 - Basic computer and internet usage
 - Device specific e-reader instructions
 - Placing holds on library materials
- 5 Evaluate branch furnishings for improvement and replacement; furnishings could include:
 - Chairs
 - Public-use tables with embedded power outlets
 - Library shelving in select locations
 - Study feasibility of changing type of library shelving
- 6 Evaluate/purchase more technology for customer and staff use in library
 - Purchase tablets for select WPLS staff
 - Purchase additional AWE, or equivalent, computers or tablets for public use in children's areas

Goal 4: Strengthen and improve infrastructure

Western Plains will add additional tools as needed to meet its mission of delivering library services to the public.

- 1) Upgrade wireless architecture in all WPLS Branches
 - Convert to web-managed access points system-wide
 - Add additional access points to improve branch-wide coverage
- 2) Explore SAN based public computers
 - Public use computers would be terminals with all processing done on servers at Main
 - Advantage of a single image for maintenance purpose
 - Staff computers would still be desktop based
- 3) Upgrade networking backbone
 - Continue to monitor WPLS bandwidth usage and upgrade as appropriate
 - Upgrade all branch switches to gigabit speed
 - Explore feasibility of POE switches in select branches
 - Add server racks in all branches as e-rate funds become available
- 4) Develop an intra-net for WPLS staff
 - Display Employee Handbook of Personnel Policies
 - Contain interactive leave forms with online submission
 - Contain complete listing of staff with contact numbers
 - Contain calendars of staff events
 - Archive of staff meeting agendas
 - Library procedure manuals
- 5) Improve instruction lab technology
 - Add additional computers
 - Upgrade existing software
 - Continue to purchase select devices for consumer testing and instruction
- 6) Consider feasibility of expanding in-house technology checkout
 - Add tablets
 - Necessary furniture to use tablets by public

Goal 5: Grow and improve collections

Western Plains will constantly evaluate its information collections and continue responding to external market trends.

- 1) Upgrade the Collection Development Policy in 2014
 - Include e-book format
 - Examine the feasibility of labeling certain children's books by reading level
- 2) Determine feasibility of implementing a young-adult collection in select WPLS branches
- 3) Evaluate e-resource platforms and add new as appropriate
 - Evaluate video platforms as technology improves
 - Freegal music
 - Freading
 - 3M E-book Platform
 - Zinio digital magazine platform
- 4) Consider the future of book donation programs
 - Rebrand programs that are working
 - Terminate programs that have not been successful
- 5) Develop and implement annual inventory/weeding plans for each branch
- 6) Study the feasibility of using floating collections for selected print collections
- 7) Deploy rotating collections for certain media collections
- 8) Keep aware of market trends in new media and packaging trends

Goal 6: Implement necessary internal improvements

Western Plains will continue to improve its internal policies and procedures to remove barriers and impediments to deliver excellent service.

- 1) Create an ILL Policy in 2014
 - WPLS currently has no written ILL policy, only a series of staff executed procedures
- 2) Annually discuss the need of selling surplus WPLS property/equipment
- 3) Execute plan to re-carpet all WPLS branches, in conjunction with each city
- 4) Consider adding service hours and staff to the Bookmobile as new service areas are identified. Various new services could include:
 - Outreach to nursing homes
 - Consider feasibility of evening stops at certain locations
 - Consider modified summer hours
- 5) Consider upgrading to digital microfilm readers in select branches
- 6) Complete WPLS signage project
 - Work with J&B graphics to design and implement a comprehensive signage plan for each WPLS branch
 - Vehicle signage
- 7) Study the usage of WPLS vehicles
 - Replace brown van with a delivery type vehicle
 - Consider adding a second passenger vehicle, such as a car or small van
- 8) HR Manager will conduct annual inspections in each location for possible safety violations
- 9) Develop framework for a long-term library building solution in Sentinel
- 10) Develop a disaster planning policy for WPLS
 - Build strong relationships with community emergency managers
 - Plan will seek to secure WPLS facilities and equipment in the event of a disaster
- 11) As feasible, improve staff work areas in applicable branches; areas could include, but are not limited to:
 - Librarian office in Thomas
 - Meeting room in Thomas
 - Branch Manager office in Clinton
 - Cordell circulation desk

Goal 7: Recruit, retain, and develop staff

Western Plains will continue to employ the best available staff and provide them with the necessary tools to execute their position priorities.

- 1) Revise all employee job descriptions in 2014 to agree with Job Grading and Salary Structure
- 2) Develop a spring-based, by position, job evaluation program
- 3) Funds permitting, execute 2nd half implementation of Job Grading and Salary Structure
- 4) Require each branch librarian to be involved in one local community service organization
- 5) Consider the feasibility of adding additional branch-based roving substitutes
- 6) Execute plan to finish hiring of existing budgeted staff
 - Database Coordinator
 - Programs Assistant
- 7) Study circulation and usage patterns to determine branch staffing needs
 - Consider Saturday hours expansion in more branches
 - Consider implementing Sunday hours in more branches
 - Consider adding Monday hours in Seiling
- 8) Consider the feasibility of adding new staff in the next five years
 - Secondary Bookmobile staff
 - Children's librarian
 - Outreach Coordinator
- 9) Continue to scrutinize professional development opportunities
 - Make sure professional development opportunities are provided to appropriate staff
 - Require all staff attending to write post-attendance reports that include knowledge gained
 - Establish competitive process for conference attendance for front-line staff
- 10) Monitor developments in public employee retirement systems and consider structural changes to WPLS retirement plan

- 11) Continue use of existing volunteer program to augment WPLS staffing
 - Volunteer Coordinator and branch management evaluate needs of each library for volunteers
 - Volunteers will be recruited in the areas of need for each library

- 12) Continue partnering with SWODA in their SCSEP program to provide subsidized training opportunities for people of age 55 and over
 - HR Manager and branch management will look for areas in which SCSEP employees could benefit each library
 - HR Manager will work with SWODA Title V Coordinator to locate a person with the needed qualifications
 - Once a candidate is recruited, branch management and HR Manager will interview candidate for placement

- 13) Develop annual supervisory training program

- 14) Continue to hire and retain excellent staff capable of meeting library customer service needs
 - Continue to use the two-interview process to properly screen candidates
 - HR manager will continue to provide a full orientation to all newly hired staff
 - HR Manager and branch management will annually review and update job descriptions
 - Continue to provide monthly online training covering OSHA safety issues and other areas of interest to WPLS management

Goal 8: Seek community feedback on WPLS services

Western Plains will seek input from its active and potential customers as to what services the library should deliver.

- 1) Keep monitoring number of active cardholders with a goal of serving half of the available population by the end of 2015.
- 2) Consider using a consultant or web resource to conduct a survey of the WPLS survey area
- 3) Develop an online book purchase request form

Goal 9: Keep Board of Trustees engaged

- 1) Develop and conduct an annual evaluation of the Director's job performance
- 2) Consider the feasibility of implementing an annual Board Retreat
- 3) Director will keep the Board informed of all legislative activity that is of interest to WPLS
 - Any changes to ad valorem structure will be closely scrutinized for potential impact to the WPLS budget
- 4) Consider interest and feasibility of Board attendance at relevant library conferences

Appendix A: ALA 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 that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Appendix B ALA/OLA Statement on professional ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

The library profession expects its members to be competent, committed, dedicated individuals who care about providing a high level of service to their clients. In order to provide that service effectively, they must know their clients and be familiar with their needs and abilities. Based on this knowledge, they endeavor to select and develop an appropriate collection that is organized according to recognized bibliographic standards, to ensure not only physical or electronic access, but also intellectual access. Written policies and procedures ensure equitable circulation policies and service to all clients, regardless of age, background, or views. Skillful, accurate, unbiased, and courteous responses to all requests result from collection knowledge, careful reference interviews, and bibliographic instruction. Paraprofessionals and other library employees or volunteers are given appropriate training to familiarize them with all policies and procedures.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

We respect the freedom of library users to seek and obtain information and to participate in the dissemination of ideas, regardless of point of view expressed. Librarians have the unquestioned obligation to provide a representative selection of materials on all subjects of interest to readers, including each side of controversial issues. No material shall be eliminated from consideration in the collection simply because of language or frank treatment, verbal or illustrative, of certain situations which may be objectionable to some people. Librarians serve as the bridge between patrons and the materials and information that those clients desire; the duty of the librarian is to facilitate that interchange without bias. Any action on the part of a librarian to impeded that

flow shall be deemed inappropriate. Librarians must be consistently vigilant against groups and individuals attempting to impede that free flow of information by attempting to restrict or deny access to materials in any format. Accessibility is the responsibility which librarians have to their clients.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

As an institution basic to democratic society, libraries must preserve an atmosphere in which the patron's access to information and search for knowledge are treated as matters of privacy. The right to privacy is a basic human right; abrogation of that right can damage the service role of a library and compromise the integrity of librarians. Information deemed confidential in nature is protected by Oklahoma law and includes circulation records, interlibrary loan requests, computer activity, reference questions, and other such professional services. Information gained by a librarian in serving a patron should be treated with confidentiality accorded by doctors and lawyers and shall be released only upon issuance of a court order or a subpoena in proper form and for demonstrable cause, or upon the request or granting of permission in writing by the patron. Library patrons have the right to be informed about the nature of records created and maintained and about their rights regarding the use of that information.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

Authors, artists, musicians, and others who generate and disseminate ideas are legally entitled to certain protections regarding the use or reproduction of the results of their intellectual or creative efforts, including works from which they do not profit financially. As librarians, we recognize those rights, and so provide access to information within the bounds of copyright and other intellectual property laws. We seek to educate our patrons about key intellectual property issues, such as plagiarism of print or online resources or the illegal reproduction of protected digital information. We also recognize the fair use of our patrons, and encourage unfettered use of and access to intellectual property within the bounds of law.

V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

As a part of the social and intellectual human experience, libraries apply ethical standards and practices to ensure equality in all aspects of employment and work relationships. Employment-related decisions must be made on the basis of valid job-related criteria only and without respect to personal traits that are unrelated to job competency. Any discriminatory practices are unacceptable. In addition to following fair and equitable hiring and employment practices, librarians behave with professionalism and respect toward all co-workers in order to engender an atmosphere of collegiality and to encourage professional development that will be of benefit not only to library employees, but to the patrons and communities they serve.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

As a profession, librarians are sometimes entrusted with information or knowledge that can be sensitive, confidential, or timely. It is inappropriate for librarians to exploit that knowledge to further private interests, whether their own or another party's, especially if such use would cause detriment to the source of the information. The profession expects high levels of both professional and personal integrity from librarians, including a character and conduct that promotes confidence in the profession. Use of professional position or knowledge to advance private interests illegitimately violates the integrity and health of the library profession and frequently breaches our promise to respect the privacy and confidentiality rights of our patrons. In conducting professional affairs it is imperative that private interests not be allowed to supersede professional duty—a duty which is understood to be analogous with service.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

Librarians should not refuse to provide information or other library services on the grounds of their personal beliefs or the possible uses to which patrons may put the knowledge or resources gained. As a professional, the librarian must have the objectivity to differentiate between personal bias and professional duty, which requires first a knowledge of the philosophies of the professional body of librarianship. although we respect the rights of library employees to their own beliefs and convictions, it is our professional responsibility to provide access to information, not to advocate particular viewpoints or to make moral judgments.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co workers, and by fostering the aspirations of potential members of the profession.

Given the rapidly changing nature of the means and technologies by which access to information is obtained, librarians must continually update their professional knowledge and skills in order to provide their patrons with the best possible service. Continuing education, whether formal or informal, is a vital component of ongoing professional development. Librarians make every effort to keep their understanding of trends, services, and technologies current, as well as anticipate and respond to the changing needs of their patrons and communities. In addition to their professional development as individuals, librarians foster the continuing health of the profession as a whole by encouraging and mentoring those interested in joining it.

Adopted May 1989 by the Oklahoma Library Association. Amplification revised and expanded to reflect 2005 revision of the ALA Code of Ethics and approved by the Oklahoma Library Association Executive Board March 2006. Revised to reflect 2008 revision of ALA Code of Ethics and adopted by Oklahoma Library Association April 2009.

Appendix C: ALA 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.

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

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

Appendix D:ALA 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

Appendix E: Oklahoma confidentiality of Library records law

The records of library material borrowed or used cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records in writing, by the individual or group; or
3. By order of a court law.

Section 1, Chapter 81, O.S.L. 1985 (65 O.S. Supp. 1985, Section 1-105) applies to any library supported in whole or in part by public funds except middle and elementary school libraries, which are exempted from this law as amended.

**This page
intentionally
left blank.**