

Collection Policy

Purpose

The purpose of the Collection Policy for the Brooksville Free Public Library is to provide guidelines for library personnel for building the collection and to make the principles that guide material selection known to the public.

Scope of the Collection

In the physical space available, the library's collection should serve the varied needs and interests of the Brooksville community and reflect the library's mission.

Selection Responsibility

Ultimate responsibility for book selection, as for all library activities, rests with the librarian, who operates in the context of the Mission Statement and within the framework of policies determined by the Board of Trustees together with the librarian.

Since circumstances limit the possibility of reading all books prior to purchase, the librarian makes use of standard book reviewing tools for the selection of library materials. The following are some of the reviewing tools used:

1. Library Journal
2. Booklist
3. N.Y. Times Book Review
4. Brodart, Prime
5. Ingram, Advance Magazine
6. Public Library Catalog
7. Fiction Catalog
8. Children's Catalog

Comments and suggestions are welcome from members of the Board of Trustees and the general public regarding the selection of materials.

Gifts

Gifts are appreciated by the library but can only be accepted with the integrity of the collection in mind. Acceptance of gifts is made with the understanding that there are no limiting conditions or restrictions regarding their disposition. Acceptance or rejection of gifts is based on the same criteria as those used for book purchases.

The library cannot offer collection appraisals nor estimate the value of a gift once accepted.

Challenged Materials

The decision not to read a book is an individual matter. While library members are free to reject books of which they do not approve, no one can exercise this right to restrict the freedom to read for others. The Board of Trustees adopts and supports the LIBRARY BILL OF RIGHTS and the FREEDOM TO READ STATEMENT adopted by the American Library Association, both of which are attached as appendices.

1. Complaints about library materials should be directed to the librarian, who will request that the patron fill out a "Request for Reconsideration of Materials" form.
2. A copy will be sent to a reviewing committee, appointed by the Board of Trustees.
3. The committee will read the complaint. The complainant will be given an opportunity to meet with the committee to express his/her opinion.
4. The committee will recommend a course of action to the Board of Trustees, preparing a written report outlining the recommendation regarding the challenged materials. Opinions will be based on materials as a whole and not on passages taken out of context.
5. After receipt of the committee's report, the Board of Trustees will make a final decision and record that decision in writing.
6. The librarian will pass the written decision on to the patron.
7. No material will be removed until a final decision to do so is made by the Board of Trustees.

Revised and approved by the Library Board of Trustees: March 9, 2011

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to 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; revised January 28, 1972, January 16, 1991. July 12, 2000. June 30, 2004, 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 Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961; June 28, 1967; and January 23, 1980,
inclusion of "age" reaffirmed -January 23, 1996,

by the ALA Council.

Brooksville Free Public Library
Computer and Internet Use Policy

Purpose

To provide online information resources which complement, expand, and extend the resources available in library owned materials. The Brooksville Free Public Library provides the privilege of internet access to community residents to help meet their personal, educational, and professional information needs. This policy outlines the protections in place to ensure the safety of the users of the library's internet services and their personal equipment, as well as the library's equipment.

Internet Filters

The Brooksville Free Public Library filters public access computers to comply with CIPA (Children's Internet Protection Act). The Board of Trustees recognizes the need for the staff computer to be unblocked. The filter may block sites deemed harmful to minors, but may also limit access to sites not governed by the law, therefore, any adult 17 years or older may request the use of an unfiltered computer, at which time the staff will unblock a computer workstation.

Internet Safety

The library staff **cannot** act in place of parents in providing supervision of children as they explore the internet. The Brooksville Free Public Library affirms the responsibility of parents and guardians to determine the appropriateness of internet resources. The responsibility of what minors read or view on the internet resides solely with a parent or guardian. The library has no control over and does not monitor access to or use of information available on the internet.

The library recommends the following guidelines for parents and guardians to help children have a positive experience online.

- Join your children in exploration of the internet.
- Let your children know about sites you deem inappropriate for them.
- Give your children guidance on the amount of time spent online.
- Teach your children never to give out personal information (name, address, telephone number, credit card information) online.
- Instruct your children to question the source, date, and accuracy of online information.

Staff Assistance

The staff will provide limited assistance for basic start up procedures.

Staff members are not authorized to:

- Assist with any online purchases or financial transactions
- Reconfigure or install software on any computer not owned by the Library

Time Limits

Computers are available on a first-come first-served basis for 30 minutes a day. Additional time is allowed if no one is waiting to use the computer.

Printing

A printer is available for public use for the library's public computers. There is a fee for printing.

Guidelines for Use

The library's computers may not be used for patrons' commercial activities or for illegal or improper activities prohibited by state or federal laws. These activities may include but are not limited to:

- Displaying or transmitting sexually explicit (obscene/indecent) materials or materials harmful to minors
- Hacking and/or spamming
- Violation of copyright laws or software licensing agreements
- Damaging/altering of software and/or equipment
- Propagation of computer viruses
- Libel, harassment, or slander
- Fraud
- Solicitation
- Unauthorized disclosure, use, or dissemination of personal identification

Wireless Laptop Users

The user is bound by the Library's "Guidelines for Use" at all times.

Users are required to familiarize themselves with the policy prior to use of this service. If a user has any questions, he or she must speak with a library staff member.

The library offers free access to the internet for wireless and Ethernet-ready laptops.

Small business use is acceptable on personal laptops.

The library is not responsible for any damages or difficulties, direct or indirect, resulting from the use of this service. It is recommended that users maintain all security measures while using this service.

The user is responsible for providing all necessary components (wireless cards, cables, etc.) for using the service, and for the configuration of any software. Library staff is unable to provide technical support.

The user is advised that the wireless access provided is not secure, and that any data transmitted may be intercepted and viewed by other users.

Disclaimer

The library cannot be held responsible for the accuracy, currency, quality, or appropriateness of information found on the Internet. The library is not responsible for any malfunction, loss of data, or any damages to user's data, which are related to the use of the library's computer services.

Revised and approved by the Library Board of Trustees: November 18, 2009

Brooksville Free Public Library

Conference Room Statement of Policy

The library conference room is available to committees and informal groups of Brooksville citizens by reservation on a first-come-first-served basis, except during library hours. Any activities held in the conference room are open to the public, regardless of race, nationality, age, sex, handicap, and social, religious, and political views.

Revised and approved by the Library Board of Trustees: February 18, 2009

Brooksville Free Public Library
Conflict of Interest Policy

The Brooksville Free Public Library adheres to the American Library Association Code of Ethics. (The full text is available at <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>.) Therefore, according to statement VI: interested parties "...do not advance private interests at the expense of library users, colleagues, or our employing institutions." They maintain honesty, good faith, and fiduciary responsibility for the library and the community it serves.

Interested parties include:

- Current and former library trustees
- Current and former library staff members
- Current and former library volunteers
- Current and former library committee members
- Major donors—those who donate:
 - \$5,000 or more at one time
 - \$10,000 or more within any 5-year period
- Close relatives of any of the above, including:
 - Spouses
 - Domestic partners
 - Children
 - Siblings
 - Parents
 - Grandchildren
 - Grandparents

A conflict of interest is defined as:

- Personal financial interest in activities of the library
- Use of the library's proprietary information for personal benefit or benefit of an organization separate from the library (For example: sharing confidential lists of donors or foundation grants received)
- Special privileges to use the library's facilities, services, or materials
- Receipt of gifts or gratuities of more than \$100 value from any party doing business with the library

All staff, trustees, committee members, and volunteers will receive a copy of this policy when they sign on to serve the library.

Any interested party must disclose actual, potential, or perceived conflicts of interest to the Board of Trustees. They must make disclosure before involvement in any related matter. Disclosure may be verbal or in writing.

The Board will consider the disclosure. It will vote whether a conflict of interest exists. The interested party may not vote on the issue. The Board may request that the interested party be absent during the vote. Board minutes must record the vote. The minutes must also reflect any future arrangements related to a declared conflict of interest.

New policy approved by the Library Board of Trustees: October 10, 2012.

Welcome to the Brooksville Free Public Library!

Family Borrowing Privileges

Family Name: _____

Family Members: _____

OR

Individual Borrowing Privileges

Mr.

Mrs.

Ms. _____

Minors, please include

Parent/Guardian Name: _____

The library will send letters to parents/guardians to let them know when a minor applies for individual borrowing privileges. Please be aware that responsibility for a child's choices rests with the parents/guardians, and not the library staff.

Address: _____

Phone: _____

email: _____

Winter Address _____

- All those with borrowing privileges have full access to any item in the library's collection.
- According to Maine state law, the records of all those with borrowing privileges, regardless of their age, are private.

Brooksville Free Public Library

Conference Room Statement of Policy

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Revised and approved by the Library Board of Trustees: February 18, 2009

Brooksville Free Public Library

Document Retention and Destruction Policy

The Brooksville Free Public Library will maintain library records in either hard copy or electronic form according to the following schedules. Documents not required to be retained permanently may be destroyed after the outlined expiration periods, however, destruction is not required.

<u>Document Type</u>	<u>Retention Period</u>
Accounting and Finance	
Annual financial statements and audit reports	Permanent
Special canceled checks, such as loan repayments	Permanent
General Ledger	Permanent
All other accounting & finance documents, including statements for all financial institutions	7 years
Contributions/Gifts/Grants	
Contribution records	Permanent
Documents evidencing terms of gifts	Permanent
Grant Records	7 yrs after end of grant period
Corporate and Exemption	
By-laws and amendments	Permanent
Board & committee minutes	7 years
Annual reports to Attorney General & Secretary of State	Permanent
Other corporate filings	Permanent
IRS exemption application (Form 1023 or 1024)	Permanent
IRS exemption determination letter	Permanent
State exemption application (if applicable)	Permanent
State exemption determination letter (if applicable)	Permanent
Licenses and permits	Permanent
Employer Identification (EIN) designation	Permanent
Employment, Personnel and Pension	
Personnel records	7 yrs after employment ends
Employee contracts	7 yrs after termination
Insurance	
Property, D&O, workers' compensation and general liability insurance policies	Permanent
Insurance claims records	Permanent

Brooksville Free Public Library

Legal and Contracts

Contracts, related correspondence and other supporting documentation	10 yrs after termination
Legal correspondence	Permanent

Management and Miscellaneous

Strategic plans	7 years after expiration
Disaster recovery plan	7 years after replacement
Policies and procedures	Current version, with documentation of the most recent date of revision

Property – Real, Personal and Intellectual

Property deeds and purchase/sale agreements	Permanent
Property tax leases	Permanent
Personal property leases	10 years after termination

Tax

Tax exemption documents & correspondence	Permanent
IRS rulings	Permanent
Annual information returns – federal & state	Permanent
Tax returns	Permanent

New policy approved by the Library Board of Trustees: November 14, 2012.

Brooksville Free Public Library

Herrick-Walker Fund

The Herrick-Walker Fund is a permanent restricted fund of the Brooksville Free Public Library and as such ALL income (dividends and interest) will be used only for the purchase of children's and young adults' books.

Children's books purchased will include a bookplate indicating that the book was bought using income from the Susan Reynold Walker Fund, while young adults' books will include a bookplate indicating that the book was purchased with funds from the Kristen Herrick Fund.

The Herrick-Walker Fund is invested within a Vanguard Wellington Investor Fund: Fund Number 21, Account Number 9889605643.

Brooksville Free Public Library

Jury Duty Policy

The Brooksville Free Public Library will grant time off to employees called for jury duty. Employees will be paid for any hours on their regularly scheduled work days for which they are not otherwise reimbursed by the federal or state government.

Approved by the Board of Trustees October 9, 2013

Brooksville Free Public Library

Dear _____,

The Brooksville Free Public Library is happy to grant _____ individual borrowing privileges. As a courtesy, we are sending you this letter as the guardian, just to let you know the rights and responsibilities of minors with borrowing privileges and their guardians:

- Anyone with borrowing privileges has full access to any item in the library's collection.
- According to Maine state law, the records of all those with borrowing privileges are private. This is regardless of age. This means that if a parent asks the library which items a child has checked out, the library may not share that information.
- Please be aware that responsibility for a child's choices rests with the guardian and not the library staff.

We hope this is the beginning of a longterm membership for _____ at the Brooksville Library.

If you have questions, please feel free to call.

Sincerely,

Sylvia Tapley
Head Librarian

Brooksville Free Public Library

Library Etiquette Statement of Policy

The Board of Trustees is responsible for ensuring that the library is a welcoming and congenial place for patrons, volunteers, and staff.

To protect their individual privileges to use the library, patrons must respect the privileges of other patrons, volunteers, and staff. To this end, we ask that while in the library patrons:

- Turn off cell phones
- Accompany children on the deck
- Be polite
- Speak in a reasonable voice level and tone

Shirts and shoes are required.

Harassment, defined as language or behavior that causes others discomfort, will not be tolerated.

Well-behaved, leashed dogs under the command of their masters are permitted in the library as long as they do not compromise the privileges of others in the library.

If a patron fails to follow the above guidelines, the Librarian or Assistant Librarian may take the following actions:

1. The patron will be given one verbal reminder.
2. If the action continues, the patron will be asked to leave the library.
3. For harassment, defined above, the patron will be prohibited access to the library for a period of one month.
4. If a patron persists in disrupting the library, 911 will be called.
5. Chronic offenders will be barred from the library for a period of one year.

A patron has the right to appeal a staff member's decision to restrict library use by writing to the Brooksville Free Public Library Board of Trustees.

Revised and approved by the Library Board of Trustees: December 8, 2010

Brooksville Free Public Library

The Mission Statement

The Brooksville Free Public Library serves as a cultural and educational center for the entire community to use and enjoy. Its primary roles are to provide adult recreational reading and to meet the educational and recreational needs of children. Its secondary purpose is to offer reference materials and to preserve the local, genealogical archives.

Proposed and approved by the Library Board of Trustees: 1993
Reapproved by the Library Board of Trustees: February 21, 2001

Brooksville Free Public Library Nomination Procedures

In September of each year, a Nomination Committee will be formed. Committee responsibilities are as follows:

- To ascertain the number of upcoming vacancies on the Board
- To recruit prospective board officers and prepare a slate for presentation to and approval by the Board of Trustees
- To recruit prospective new trustees and prepare a docket in accordance with the library by-laws for presentation to and approval by the Board of Trustees

At the September and October Board Meetings, the Nomination Committee may solicit suggestions for prospective members from the Board. These suggestions should be offered outside Board meetings in a discreet manner, for example in private in-person or telephone conversation with, or in an email directly to one or more Nomination Committee members. All nominations for consideration must be submitted before the November Board Meeting.

The Nomination Committee will meet during the fall to prepare a docket of potential new members for consideration. The docket should reflect a representative sample of the Brooksville community. Consideration for membership should include the prospective members' willingness to commit their time, effort, and individual talents to the Board's activities.

The Nomination Committee is at liberty to approach prospective members to determine their willingness to serve on the Board. In addition, the Committee may present a docket of potential members during executive session at the October and/or November meeting for Board Members' discussion.

When recruiting prospective members, the Nomination Committee should describe the duties and responsibilities of Board Members.

The Nomination Committee should aim to have agreement from the required number of prospective members by the December Board Meeting, when a final docket of nominations will be presented.

Election of new members is at the January Board Meeting. At that time, they are welcomed onto the Board and provided training and orientation materials. Ideally, each new member is assigned a Board Mentor for the first few months of service.

For the benefit of future Nomination Committees, the Committee should retain a list of individuals who were considered but not elected, along with brief comments regarding the reasons. When applicable, those who were unable to make a commitment at the time, but might be available in the future should be noted.

Approved by the Library Board of Trustees October 9, 2013

Request for Reconsideration of Materials

Date of Request:

Your Name:

Telephone:

Mailing Address:

I represent (check one):

myself

an organization Name of organization: _____

other group Name of group: _____

Have you read the library's selection policy? Yes No

Item Information

Author or producer's
name _____

Title: _____

Publisher (if known): _____

Check item description:

Book

Magazine or Journal

Audio CD

5. What do you feel might be the result of reading this book or viewing or listening to this tape?

6. Can you see redeeming qualities in this item?

7. Would you recommend this item for a specific age group?

8. Are you aware of any review of this item by literary critics? If yes, please describe.

- 9.

What action would you like the Brooksville Free Public Library Board to take and why?

10. In this item's place, what item of equal literary quality would you recommend?
Please describe the reasons for your recommendation.

Signature: _____ Date: _____

Library Board of Trustees Action:

Date of Review:

Revised and approved by the Library Board of Trustees: July 13, 2011