

# Martin Public Library

## VIII. Material Selection/Collection Development Policy

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### ***Objectives:***

The purpose of the Martin Public Library is to provide all individuals in the community and surrounding area with carefully selected books and other materials to aid the individual in the pursuit of education, inspiration, research, pleasure and the creative use of leisure time and serve the community as a center of reliable information.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy of which to meet community interests and needs. All materials are selected by the local public library in accordance with the library's Collection Development Policy.

To this end, the library may initiate programs, exhibits, book lists, etc., to stimulate the use of these materials.

The library commits to the Freedom to Read and the Freedom to View statements and to the Library Bill of Rights adopted by the American Library Association. The library also subscribes to the Interpretations of the Library Bill of Rights. These are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed by the Board of Trustees annually and/or as the need arises.

### ***Responsibility for Selection:***

The ultimate responsibility for selection of library materials rests with the library director, who operates within the framework of the policies determined by the Martin Public Library Board of Trustees. This responsibility may be shared with other members of the staff; however, because the director must answer to the Library Board and the general public for the selections made, the director has the authority to reject or select any item contrary to the recommendation of the staff. Staff will adhere to accepted professional practices when making selection decisions. All books selected for purchase by the individual public library, through the Regional Library System or otherwise, are reviewed by the public library's director before purchase, with the library director then sharing a list or lists of newly purchased materials with the library's Board of Trustees.

### ***Criteria for Selection:***

The main points considered in the selection of materials are:

- ❖ Individual merit of each item
- ❖ Popular appeal/demand
- ❖ Suitability of material for the clientele
- ❖ Existing library holdings
- ❖ Format

- ❖ Availability elsewhere in the community
- ❖ Reliability of information
- ❖ Budget
- ❖ Space

Reviews are a major source of information about new materials. The primary sources of reviews are Ingram Advance, Booklist, Tennessee Electronic Library, and Library Journal and School Library Journal. Lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is given to requests from library patrons and books discussed on public media, but must also meet selection criteria. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly – even if this overrides the age-appropriateness recommended by the publisher. No funds received are used to purchase, nor will the library otherwise acquire, material that constitutes “child pornography,” is “pornographic for minors,” or is “obscene”, as defined by the Children’s Internet Protection Act. [See the library’s Internet Safety Policy]

The selection of any material for the collection does not constitute an endorsement of its content. The library recognizes that many materials are controversial and that many given items may offend some users. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in the policy.

The library does not attempt to acquire textbooks that support local curricula but may acquire textbooks for general use by the public.

Generally only one copy of the item will be purchased (regardless of format) except when demand warrants another copy.

The library assumes some responsibility for acquiring and maintaining a relatively complete collection of materials of local and regional historical interest. The works of local authors will form an important part of this collection.

### ***No Unauthorized Additions to the Collection:***

No items should be added to the collection except by those with the authority to do so under the paragraph above entitled “Responsibility for Selection”.

### ***The Collection:***

The Martin Public Library provides a wide range of literary, cultural, educational, informational, and recreational materials for people of all ages. Collections include popular and in-demand materials as well as special formats. In addition, the Tennessee Collection preserves and documents the history of

Martin and Weakley County and provides a broad scope of information about local news, events and businesses.

The variety of formats collected include:

- Print: books, documents, magazines, newspapers, pamphlets and maps
- Audiovisual media: DVDs, Blu-ray Discs, books on CD and digital audio players
- Electronic media: databases, software, electronic books, downloadable audio books, videos, DVDs and music.
- The library also provides access to the Internet. Selected Internet sites are cataloged and linked to the library's website.
- Other: Multimedia kits, microforms, educational toys and puzzles, devices for the visually impaired, and selected audiovisual equipment.

### ***Interlibrary Loan:***

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loans are used to obtain from other libraries that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Martin Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### ***Weeding:***

An up-to-date, attractive, and useful collection is maintained through a continued withdrawal and replacement process. Materials that no longer fit within the stated mission of the library will be withdrawn from the collection. The process and decision to deselect an item takes into account the same criteria used when the item was first selected. Duplicate copies and items superseded by newer editions are reviewed for possible weeding. To assist in the weeding process, the CREW (Continuous Review, Evaluation, and Weeding) method of weeding, established as an authority by the American Library Association, is utilized. Standard lists and bibliographies are consulted to ensure items of lasting value are retained and to help rebuild areas which have been weeded.

Some of the guidelines for weeding are as follows:

- ❖ Obsolete or outdated information (most information will be updated by new editions within 5 years)
- ❖ Excessive wear (missing pages, dirty pages, frayed binding, warped condition, etc.)
- ❖ Space availability
- ❖ Changing user interests
- ❖ Circulation statistics (materials that have not circulated well in 5 years)
- ❖ Duplicate copies that are no longer needed

Items withdrawn from the collection will be disposed of in a number of ways. The preferred method will be to sell the items with the profit from the sale going to the library. Items might also be given to local community groups or charities. As a last resort the item will be recycled.

### ***Gifts and Donations:***

The Martin Public Library welcomes gifts of new and slightly used books, audio recordings, DVDs and similar materials the library collects in accordance with its selection policy. Once donated the items become the property of the library and, if not added to the collection, may be given to other libraries and non-profit agencies, sold or discarded. Donated items will not be returned to the donor, nor will the library accept any item that is not a gift (no lending). If the item is donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value. The library also reserves the right to determine when a donated item is withdrawn from the collection.

Monetary gifts, bequests and memorial or honorary contributions are also welcome. In the case of a cash gift for purchase of books or other items, the selection will be made by the donor and/or the Library Director. Funds donated will be used to promote the mission and operation of the library.

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the board. The library discourages the attachment of conditions to gifts, and no conditions may be imposed relating to any gift after its acceptance by the library. Gifts which do not comply with the library's objectives and policies will be declined and, when possible, referred to a more appropriate recipient. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. If the gift is a memorial, the next of kin or others as specified by the donor will be notified of the gift. If the gift is an honorarium, the recipient will be notified of the gift.

***Self-Published Books:*** The library will add books by area authors when donated. If the book is donated and local, those factors override reviews and measures of quality.

### ***Special Collections:***

The Martin Public Library recognizes a special interest in state and local history. Consequently, it will endeavor to acquire materials relating to the history of the state of Tennessee and, in particular, Weakley County. Special interest is also acknowledged with regard to Tennessee authors. However, the Library will not be under any obligation to add everything by Tennessee authors, publishers, or printers to its collection.

### ***Challenged Materials:***

The Martin Public Library is fully aware that many items are controversial and that some patrons may find any given item to be offensive. Materials will be selected solely on the merits of the work and its relation to the library's collection. Materials will also be selected in relation to the expressed and/or

anticipated needs of the community.

The Martin Public Library believes censorship to be an individual matter and the Library Board of Trustees defends the freedom to read.

The library recognizes that Weakley County is a diverse group of individuals with different backgrounds and experiences and, therefore, seeks to have books on all sides of an issue. Such selections are in no way an endorsement of the theories, ideas, or policies contained therein.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Library authorities will not remove any book solely because of challenges by volunteer arbiters of moral or political groups. Any adult library cardholder [see Library Usage Policy] in good standing with the library may request a review of materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library Materials" form that is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Martin Public Library Board and included in the minutes of that meeting.

The library materials about which a request for reconsideration has been made will not be removed from the collection, nor will their use be restricted in any way, before final action is taken by the Library Board on the request.

Within 45 days of the filing of the written request for reconsideration the Library Board will review the request and take final action on it. In making its decision, the Library Board will consider professional reviews and employ all the criteria of selection listed in the Library's Material Selection/Collection Development Policy, including the Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement and the Freedom to View Statement.

The complainant will be notified in writing of the Library Board's decision in the matter.

Requests for reconsideration about a particular item will not be considered by the Library Board more than once within a 12-month period.

### ***Procedure on Citizen Input and Conduct at Board Meetings:***

It is important to note that a board meeting is a meeting conducted in public, not a public meeting. In other words, the public (and possibly media representatives) are there to watch the board work, not to participate in the board meeting.

## **Public Comment**

While not required by the organization's bylaws, state law, or the city code, oral presentations may be allowed at the board's discretion. Any input shall be heard during the public comment section on the agenda. This is an opportunity to address items not on the agenda. The following procedures will be followed:

1. You may speak to one issue per meeting.
2. After recognition by the chair, state your name, address, and group affiliation (if appropriate).
3. You may speak for a maximum of five minutes, per the library board's policies.

The board will listen to your commentary and may ask questions for clarification. It should be noted that this is a time for listening, not uncontrolled debate. If there is a need for a response from the board, it should come at a later time when the board has had time to deliberate the issue or to seek more information.

## **Martin Public Library**

### **Electronic Resources Collection Development Policy**

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#### ***Purpose:***

The purpose of the Electronics Resources Collection Development Policy is to direct the addition, maintenance, and removal of electronic resources to the existing library collection through the following:

- Acknowledging that there are limits to the library's ability to provide access to materials in electronic formats
- Guiding the selection of electronic resources by identifying the characteristics of useful and usable resources
- Adding discipline, consistency, and transparency to the process of selecting, acquiring, licensing, organizing, announcing, maintaining, and evaluating electronic resources

#### ***Scope:***

Given the broad definition of an electronic resource, the purpose of this section is to clarify which types of electronic resources are covered by this policy.

This policy is meant to guide the addition, maintenance, and removal of electronic resources that are used to find and make accessible information that informs the work of the library users.

#### ***Strategic Selection Criteria:***

The cost of an electronic resource is one point among many to be considered when making selection

decisions. The fact that an electronic resource is free from cost to the library is not, by itself, sufficient reason to add it to the library collection.

The reverse is also true; the selection of an electronic resource that has a high cost should not necessarily be immediately rejected. Some high-cost items offer unique benefits, such as participation in a consortium.

### ***New Forms of Audiovisual Media:***

Rapid changes in technology increase the pace of introduction of new audiovisual media. The library seeks to be a leader in technological change by keeping abreast of new forms as well as trends and forecasts for expected growth and demand. If a new media form promises to have long-term benefits, such as financial savings or simultaneous user access, the library may pioneer a new media form.

### ***Specific Selection Criteria:***

#### ***Sound Recordings***

CDs are the library's preferred format for sound recordings. It is the only format for which the library maintains the equipment required to access information stored as a sound recording.

A range of subjects and genres to satisfy the needs and interests of a diverse public is covered in the breadth of the collections. The content criteria and guidelines in the Materials Selection Policy are relevant to the selection of audiovisual material. Format, reputation of producer/distributor, component materials, distribution and purchase/lease restrictions, price constraints, product contracts, size of intended/anticipated audience, technical quality, appropriateness and uniqueness of content to the medium, and regional accessibility all play an important part in determining the level at which a certain subject area can be developed.

Because of diminished use, no titles are added to the phonograph record or non-audiobook cassette tape collection.

A wide variety of popular, classical, educational, and recreational sound recordings are selected on compact disc from the major reviewing sources. Types of audio material collected include basic works of the standard composers, often in several versions; folk music; jazz, both historic and current; popular music, including pop, rock, and country; instructional material; world music; the spoken word, including prose, comedy, poetry, and drama; and sound effects.

#### ***Video Recordings***

DVDs and Blu-Rays are the library's preferred format for video recordings. It is the only format for which the library maintains the equipment required to access information stored as a video recording.

A diverse collection of video recordings (on DVD and Blu-Rays) is maintained for home use by individual customers. It consists of informational, instructional, recreational, and cultural materials for a variety of

ages. Although there is necessarily some overlap with other collections in the community, many of the library's videos are not commonly available elsewhere, e.g., ballets, operas, and documentaries.

Because of the copyright restrictions on audience size mandated by most distributors of home video, the informational and instructional materials which are purchased generally are intended for the individual viewer. Quality is an especially important factor here, as is pricing. If the cost is not prohibitive, some nonfiction materials may be purchased with public performance rights.

Material produced specifically for instructional use in the classroom is not purchased. Gifts or sponsored videos from governmental agencies or other organizations are included in the collection if they otherwise meet the criteria for selection.

The collection of feature films on video is intended for cultural enrichment as well as entertainment. Film, a unique twentieth-century mode of expression, has developed simultaneously as an art and as a business. Although popularity may be an indication of a film's quality, many quality films have failed to achieve mass acceptance owing to economic, political, social, or other factors. When critical or scholarly opinion warrants, such titles are added to the collection. Older films, including those from the silent screen era, are selected as examples of film history, as records of their own time, and as entertainment. Foreign and independent films, often unavailable elsewhere, may serve as entertainment and also as an introduction to alternative viewpoints and foreign lands and languages. Foreign films are purchased in editions using the original soundtrack, when possible, as opposed to a soundtrack dubbed in English. Films heavily promoted or in high demand may be purchased if they are useful in answering the requests of customers or if they will further efforts to serve a larger segment of the viewing public. Serious works which present an honest aspect of life are not excluded for frankness of expression.

Because film is a highly collaborative art form, a motion picture which achieves high quality in one aspect (photography or acting, for example) may fail to do so in others. Such films may be added to the collection if their strengths outweigh their weaknesses. On rare occasions a few films may be purchased both for their entertainment value and as examples of how good artistic intentions can go wrong.

Selection decisions are based in part on reviews from such standard sources as Leonard Maltin's *Movie Guide*, *Variety*, *Library Journal*, and *Video Librarian*.

### ***Electronic Books***

For content selection criteria for electronic formats, please refer to the Library's Material Selection/Collection Development Policy.

### ***Electronic Newsletter (e-newsletter)***

Because of their ephemeral quality, e-newsletters will generally not be added to the collection. Decisions concerning individual titles will be made by the library staff or library director.

### ***Web Pages***

There are two categories of web pages:

- Internal websites are sites whose content is created and maintained by library



- personnel.
- External websites are sites whose content is not created and maintained by library personnel.

The purpose of this policy is to guide selection decisions regarding external web pages.

An external web page is deemed valuable when it broadens, enriches, or compliments the library's collection. Content decisions, that is, the decision whether or not the topics covered by the web page support the educational and/or research missions of the library should be based on the selection criteria in the Material Selection/Collection Development Policy. Most web pages and sites are freely available but in instances when access is fee-based, cost should be taken into consideration. In general, freely available pages and sites are preferred.

It is assumed that librarians are adept at making judgments about the quality of a web page or web site and will select for inclusion only those sites that are of high quality. Factors which will be considered and given preference when evaluating web pages and web sites include:

- Access: consistently available, stability
- Authority: purpose (commercial or educational), author credentials, organizational credentials
- Coverage: depth, uniqueness, omissions
- Currency: regularity of updates, working links
- Design: well organized, clear instructions, uncluttered appearance
- Objectivity: site intent (to inform, to persuade, to sell), multiple viewpoints

The library exercises no control over the content of the information provided by the producers of external sites.

### ***Martin Public Library Website:***

The website provides a link to the on-line catalog of materials for local and state holdings and to other electronic resources. It also links to subject-focused websites recommended by professional staff. In linking other websites to its home pages, the library follows the selection criteria cited above. Beyond this, the library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the library's website to another website is not an endorsement from the library. The library does not warrant that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other harmful components.

### ***Evaluation and deselection:***

Databases: Database usage (and cost per search for fee-based databases) is reviewed regularly. These statistics are currently available to library staff and are occasionally highlighted at staff meetings. Deselection occurs most often based on external conditions such as the exclusion of a particular database from a consortium.

Websites: Websites are reviewed using the criteria outlined in this policy by the librarian semi-annually.

## ***Procedures for Acquiring and Integrating New Electronic Resources:***

***Online Resources:*** The library selects both free and fee-based online resources. Content, quality, ease of use, and cost (if any) are considered in selection. The staff selects online services by previewing and locating evaluations whenever possible. In many cases, online services may allow the library to discontinue purchase of the equivalent paper source.

***Databases:*** Trials are often used to evaluate databases. The library will attempt to arrange a trial of a database at the request of a library staff member. Working with the IT Coordinator, the trial database is made available on the library web site. Feedback is collected and price information requested and retained until such time as a purchase decision is made.

Once a database is selected, any site licenses or access contracts are reviewed and then negotiated and executed by the IT Coordinator or Library Director. The library staff then works to complete a database information sheet on the database. The database information sheet is incorporated into the library databases page.

***Websites:*** Free Internet sites can provide information on nearly any subject. The library provides access to the Internet but advises careful judgment as to the accuracy of any information found on the Internet. Once a website is included on a resource web page, it should be brought to the attention of the entire staff.

### ***Definitions:***

These definitions are provided to clarify what is meant by the use of the following terms in this policy.

**Announcing** – making users aware of the availability of, location of, content of, usefulness of, and how to use an electronic resource (usually recently acquired)

**Acquiring** – purchasing and/or providing access to materials in the library's collection, including free resources

**Database** – A large, regularly updated catalog of digitized information (bibliographic records, full-text documents, directory entries, images, statistics, etc.), sometimes related to a specific subject or field, consisting of records in a uniform format organized for ease and speed of search and retrieval and managed with the aid of database management system software that includes an internal mechanism (search interface) for searching based on proprietary metadata. Content may be created by the publisher or be an aggregation of material published by other entities. Databases are often accessible online through the Internet.

**Electronic Book (e-book)** – a digital version of a traditional print book, or a book-like electronic publication with no print counterpart, designed to be read on a personal computer, mobile device or an e-book reader.

**Electronic Journal (e-journal, e-magazine, e-zine, e-serial)** – a digital version of a print journal, or a journal-like electronic publication with no print counterpart, made available via the Web, e-mail, or other means of Internet access. Includes electronic versions of popular magazines, newsletters,

newspapers, and zines.

Electronic Resource – materials that require the use of a computer mediation in order to access their content and make it useful.

Evaluating – regularly reviewing the continued usefulness of each electronic resource.

Licensing – controlling the use of a resource by negotiating a formal written contract between a library and a vendor for the lease of one or more proprietary (copyrighted) bibliographic resources, usually for a fixed period and usually in exchange for payment of an annual subscription fee or per-search charge.

Maintaining – keeping library electronic resources operable and the information contained within them accessible.

Newsletter – a serial publication consisting of no more than a few pages, devoted to news, announcement, and current information of interest primarily to a specialized group of subscribers or members of an association or organization who receive it as part of their membership available in print and/or online and/or by email. Most periodical indexes and bibliographic databases do not cover newsletter content.

Organizing – the arrangement of resources to provide the most effective access to them

Selecting – Determining which materials should be added to the library collection to develop a balanced collection of materials to meet the information needs of community in accordance with the library's mission statement and the Materials Selection/Collection Development Policy.

Website – An information resource suitable for the Internet which is accessible through a web browser. The content is formatted with a markup language and often provides navigation to other web pages via (hypertext) links. Websites are differentiated from online databases by their general lack of internal database management system software. Some sites may include the ability to search the site, but this does not make them a database.

Amended January 2017

# Martin Public Library

## Collection Development for Local History and Archives

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### ***Mission Statement:***

The mission of the Martin Public Library Local History and Archives Collections is to develop its collections into a premier research resource that will be a significant asset in the study and teaching of the cultural heritage and economic development of Weakley County. As the Local History and Archives collections become a meaningful vehicle for interacting with the local community, this research center will be a source of pride for the library and reflection of identity for the community of Weakley County.

### ***Donations Policy:***

The Martin Public Library welcomes gifts of books, archival materials, or other appropriate items to support the mission of the library. Generally, collections should relate to the cultural heritage and economic development of the Weakley County area and should be of particular interest to researchers.

- ❖ The library accepts donations that will strengthen the collection. In some cases, it is appropriate for a librarian to examine the materials prior to acceptance. After assessing the collection, a signed "Deed of Gift" form is required of the donor.
- ❖ The library reserves the right to determine the retention of all items in a donation. Items not added to the collection will be returned to the owner, if he/she wishes, or will be placed in the Friends of the Library book sale. Materials that duplicate existing holdings or are not appropriate will not be accepted.
- ❖ The appraisal of donations to the library is the responsibility of the donor. The library, as an interested party, cannot do appraisals of donations made to it.
- ❖ The library will determine the type of cataloging, the location of materials, and circulating status after receiving the donation. The library does not undertake to necessarily keep multiple items in a single donation together as a unit.
- ❖ All materials donated to the library will be accessible by the public either in the general collection or for research in Local History/Archives.
- ❖ Researchers using material in the Local History/Archives collections have the right to make single copies of items with the fair use copyright guidelines. (See more formal statement under Copyright/Permission to Publish.)
- ❖ It is the responsibility of the donor to make arrangements for the transportation of the materials to the library.
- ❖ All donations are accepted subject to the final approval of the Library Director.

## ***Copyright/Permission to Publish Guidelines***

- ❖ The researcher is advised that the library does not necessarily hold the literary rights to the materials in its collections and that it is the researcher's responsibility to secure those rights when needed.
- ❖ The copyright law of the United States (Title 17, United States Code) governs the making of photocopies. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement. This department reserves the right to refuse a copyright order if, in its judgement, fulfillment of the order would involve violation of copyright law.
- ❖ Permission to publish: The receipt of copied material does not automatically grant permission to publish, exhibit, broadcast or quote from archival records. The C. E. Weldon Public Library does not hold copyright for most of its archival collections, so permission must be sought from the document's authors. Permission must be received from the Local History/Archives Department in order to publish, exhibit or broadcast any material from archival records.
- ❖ Generally, library staff will provide copying service for queries received by mail or telephone for materials that fall under the definition of fair use. Staff will reproduce up to 5 pages for a fee of \$5.00, which covers the cost of staff time, photocopying and postage.
- ❖ **Note: Research may be a right, but copying is a service.**

## ***Request for Permission to Publish or Use Reproductions of Materials***

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Organization \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

I hereby request permission from the Martin Public Library to publish or use in facsimile reproduction the material(s) identified below, for which the library has ownership rights. The permission granted is for a single use of the material(s) in a publication, exhibit, or other medium. Subsequent use of the material(s), including reprints or new editions of a publication, requires a separate request for permission to publish and payment of additional preservation fees. By signing this form, I acknowledge that I understand and agree to the following stipulation.

I understand and agree that in giving its permission the library retains its right to publish these materials or to grant permission to others to do so, and that I am responsible for publishing or for using in facsimile reproduction these materials in accordance with the copyright protections established in Title 17 of the United State Code.

Signature \_\_\_\_\_

Appendix F

Date last reviewed:

October 1990

January 2001

January 2017

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January 2017

April 2017

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