ADVISORY TO THE PUBLIC:
Pursuant to Chapter 20 of the Acts of 2021 and extended by Chapters 22 and 107 of the Acts of 2022, this Jones Library Justice, Equity, Diversity, and Inclusion Subcommittee meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so via Zoom or by telephone. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

Public Body: The Jones Library, Inc. Justice, Equity, Diversity, and Inclusion Subcommittee
Date: Friday, January 19, 2024
Time: 11am-12pm
Location: Zoom Webinar

You are invited to a Zoom webinar.
When: Jan 19, 2024 11:00 AM Eastern Time (US and Canada)
Topic: The Jones Library, Inc. Justice, Equity, Diversity, and Inclusion Subcommittee

Please click the link below to join the webinar:
https://amherstma.zoom.us/j/86798511305
Or One tap mobile :
+13052241968,,86798511305# US
+13092053325,,86798511305# US
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
+1 646 876 9923 US (New York)
Webinar ID: 867 9851 1305
International numbers available: https://amherstma.zoom.us/u/knm4NtjM

Meeting Agenda

I. Call to Order (Welcome, Raphael, Ginny, Walter, Melissa, Farah, Mia, & Sharon!)
II. Minutes (10-20-23) *
III. Public Comment
IV. Approved Patron Behavior Policy *
V. JEDI Survey
VI. Collection Development Benchmarks
VII. Adjourn

Next meeting: Friday, February 16, 2024; 1:30pm; Zoom?

** Please note that the list of topics in this notice was comprehensive at the time of posting, however the public body may consider and take action on unforeseen matters not specifically named in this notice.
* Indicates Handout(s) will be made available.
Red indicates vote required.
Public Body: The Jones Library, Inc. Justice, Equity, Diversity, and Inclusion Subcommittee
Date: Friday, October 20, 2023
Time: 1:30-2:30pm
Location: Zoom Webinar

Present: Mia Cabana, Ginny Hamilton, Raphael Rogers, Farah Ameen, Sharon Sharry
Absent: Walter Lloyd, Melissa Giraud
Special Guest: Betsey Dick, Head of Technical Services

Meeting Minutes

I. Call to Order

II. Minutes of 9-15-23 approved

III. Public Comment – none

IV. Collections Diversity Project
   • Presentation deck will be shared with committee;
   • can Betsey present this at a future Trustees meeting? (Yes! Next meeting is November 28th 5pm);
   • Where do books go when they are discarded? (Better World Book service);
   • Awareness of the language used (even by diversity tools) that centers Whiteness.

V. JEDI Survey
   • Most discussion will rollover to the next meeting due to time constraints;
   • Brief update: the survey has been shared at the downtown block party, at library service points, through the newsletter, and as of this week sent out through the school superintendent’s newsletter;
   • It will also be shared with town DEI office and Amherst Survival Center).

VI. Adjourn

Next meeting: Friday, November 17, 2023; 1:30pm; Zoom
DEI Collection Analysis

Recent and Ongoing Efforts to Measure (and Improve) our Collections
What is DEI?

DEI stands for Diversity, Equity, and Inclusion.

What is a DEI Collection Analysis?

DEI Collection Analysis attempts to measure how much of the library's collections represent diverse points of view.
<table>
<thead>
<tr>
<th><strong>Why is this important?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>There are townwide initiatives and a department to support DEI work.</td>
</tr>
<tr>
<td>The library’s own JEDI committee discusses and supports efforts and action that make the library welcoming and inclusive for all users. The collection is just one of several library areas that can benefit from DEI analysis.</td>
</tr>
<tr>
<td>The library’s Collection Development policy, revised in April of 2022, includes an emphasis on collecting material that represents diverse points of view.</td>
</tr>
<tr>
<td>Public libraries nationally and globally recognize the power of story as both mirrors and windows. A library’s collection ought to both reflect a user’s experience as well as introduce the experiences of others. *</td>
</tr>
</tbody>
</table>
Analysis Timeline

**Diverse Book Finder**  
December 2022: Analyzes children’s K-3 picture books published after 2002

**Overdrive**  
March 2023: Analyzes CWMars shared collection of eBooks and eAudiobooks

**Collection HQ**  
April & July 2023 (continuing quarterly): Analysis of (most) physical circulating materials across all ages & all 3 library locations
Diverse Book Finder

A free, powerful website that aspires to be a go-to resource for librarians, educators, parents…and all who seek to create collections in which all children can see themselves and each other—reflected in the picture books they read.”

- Compared our holdings of K-3 picture books published after 2002 against their database of titles identified as diverse
- Out of 11,464 items, 1050 were matched: 9.18%
- This report indicated WHO was represented, HOW they are represented, and both together.
- The site compiles many resources to aid selectors and librarians in finding titles to purchase to build diverse collections.
Diverse Book Finder

Graph 1: Who is Represented in Your Collection?

Graph 3: How Are These Groups Represented in Your Collection?
Overdrive

The shared CWMars OverDrive collection, accessed through the Libby app, has over 189,000 titles! Nearly all 150+ member libraries contribute to this shared collection.
Overdrive provided a diversity audit on ALL of CWMars holdings – the vast majority of which are only accessible to a solo library and not Jones’ patrons. This led us to include a more exact assessment of Overdrive e-books in our CollectionHQ audit.
<table>
<thead>
<tr>
<th>Category</th>
<th>In Collection</th>
<th>Owned</th>
<th>Unowned</th>
<th>Unowned Diverse Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental &amp; Physical Differences</td>
<td>78% 23%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Eastern</td>
<td>74% 26%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indigenous</td>
<td>51% 49%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian Pacific American</td>
<td>57% 43%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>African American</td>
<td>69% 31%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic &amp; Latino</td>
<td>60% 40%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multicultural</td>
<td>73% 27%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>83% 17%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DIVERSITY, EQUITY AND INCLUSION ANALYSIS
• Collection HQ is a Baker & Taylor collection analysis subscription software. DEI analysis was made available to purchase as its own separate service.
• Our annual subscription provides 4 quarterly reports.
• This is how the analysis works:
  o Our bibliographic and holdings data are extracted and sent to CollectionHQ.
  o Titles are identified as DEI (in 12 categories) in one of four ways: BISAC or Library of Congress subject headings, B&T librarian review & trusted review sources (like Kirkus.)
  o Titles can identify as more than one category.
  o Each DEI identified title displays how & why it was identified – which indicators matched.
  o All of our physical items are analyzed with these exceptions: Special Collections, ESL, Reference, Periodicals, Equipment, Library of Things materials (objects, instruments) as well as our DVD's.
  o We added Overdrive in July's assessment, which analyzes eBooks only.
Analysis results

April 2023

Diversity, Equity and Inclusion (DEI)

DEI Items
29,704 (23.3%)

Fiction 21.6%
Non-Fiction 25.2%

Audience

Physical 23.3%

Digital

No data available

DEI Topic | Adult Fiction | Adult Non-Fiction | Juvenile Fiction | Juvenile Non-Fiction | Teen Fiction | Teen Non-Fiction | Total DEI Items |
--- | --- | --- | --- | --- | --- | --- | --- |
Unique DEI Items | 17.4% | 25.1% | 25.4% | 24.2% | 50.9% | 60.2% | 23.3% |
Asian | 2.2% | 2.3% | 4.0% | 3.1% | 7.3% | 5.2% | 2.8% |
Black | 3.5% | 4.1% | 5.7% | 6.5% | 9.3% | 15.5% | 4.6% |
Disabilities & Neurodiversity | 0.6% | 1.2% | 1.7% | 1.3% | 5.5% | 5.5% | 1.2% |
Equity & Social Issues | 4.7% | 7.8% | 5.8% | 7.0% | 15.6% | 32.3% | 6.7% |
Hispanic & Latino | 1.0% | 1.0% | 2.6% | 2.6% | 5.6% | 2.7% | 1.6% |
Indigenous | 1.3% | 1.4% | 1.7% | 2.7% | 1.7% | 4.0% | 1.6% |
LGBTQIA+ & Gender Studies | 2.3% | 1.6% | 1.2% | 0.5% | 13.6% | 12.8% | 2.0% |
Mental & Emotional Health | 1.6% | 4.7% | 5.4% | 2.2% | 13.2% | 11.9% | 3.6% |
Middle Eastern & North African | 0.3% | 1.3% | 0.7% | 1.3% | 1.3% | 0.8% | 0.9% |
Multicultural | 0.9% | 0.8% | 2.9% | 1.1% | 10.4% | 2.9% | 1.4% |
Religion | 2.4% | 4.8% | 2.8% | 2.8% | 4.4% | 5.0% | 3.5% |
Substance Abuse & Addictions | 0.5% | 0.5% | 0.1% | 0.1% | 1.6% | 0.4% | 0.4% |
July 2023: eBooks only

Diversity, Equity and Inclusion (DEI)

DEI Items
12,834 (15.5%)

Items Analyzed
82,902

DEI Topic

<table>
<thead>
<tr>
<th>DEI Topic</th>
<th>Adult Fiction</th>
<th>Adult Non-Fiction</th>
<th>Juvenile Fiction</th>
<th>Juvenile Non-Fiction</th>
<th>Teen Fiction</th>
<th>Teen Non-Fiction</th>
<th>Total DEI Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique DEI Items</td>
<td>11.6%</td>
<td>21.9%</td>
<td>15.3%</td>
<td>17.0%</td>
<td>31.7%</td>
<td>43.3%</td>
<td>15.5%</td>
</tr>
<tr>
<td>Asian &amp; Pacific Islander</td>
<td>1.7%</td>
<td>1.2%</td>
<td>1.9%</td>
<td>1.8%</td>
<td>3.2%</td>
<td>4.9%</td>
<td>1.7%</td>
</tr>
<tr>
<td>Black</td>
<td>3.1%</td>
<td>3.9%</td>
<td>2.5%</td>
<td>5.6%</td>
<td>4.0%</td>
<td>8.9%</td>
<td>3.3%</td>
</tr>
<tr>
<td>Disabilities &amp; Neurodiversity</td>
<td>0.5%</td>
<td>1.3%</td>
<td>2.6%</td>
<td>0.9%</td>
<td>1.9%</td>
<td>6.1%</td>
<td>0.9%</td>
</tr>
<tr>
<td>Equity &amp; Social Issues</td>
<td>3.4%</td>
<td>7.2%</td>
<td>5.3%</td>
<td>6.2%</td>
<td>9.2%</td>
<td>20.2%</td>
<td>4.7%</td>
</tr>
<tr>
<td>Hispanic &amp; Latino</td>
<td>0.5%</td>
<td>0.6%</td>
<td>0.8%</td>
<td>0.3%</td>
<td>2.2%</td>
<td>0.0%</td>
<td>0.6%</td>
</tr>
<tr>
<td>Indigenous</td>
<td>0.5%</td>
<td>0.8%</td>
<td>0.7%</td>
<td>0.4%</td>
<td>0.6%</td>
<td>0.0%</td>
<td>0.6%</td>
</tr>
<tr>
<td>Mental &amp; Emotional Health</td>
<td>1.2%</td>
<td>7.3%</td>
<td>3.9%</td>
<td>3.2%</td>
<td>11.4%</td>
<td>10.9%</td>
<td>3.3%</td>
</tr>
<tr>
<td>Middle Eastern &amp; North African</td>
<td>0.1%</td>
<td>0.4%</td>
<td>0.3%</td>
<td>1.0%</td>
<td>0.6%</td>
<td>0.0%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Multicultural</td>
<td>0.9%</td>
<td>1.1%</td>
<td>1.1%</td>
<td>0.4%</td>
<td>4.2%</td>
<td>1.2%</td>
<td>1.1%</td>
</tr>
<tr>
<td>Religion</td>
<td>0.9%</td>
<td>2.3%</td>
<td>1.1%</td>
<td>1.9%</td>
<td>2.7%</td>
<td>2.8%</td>
<td>1.3%</td>
</tr>
<tr>
<td>Sexuality &amp; Gender</td>
<td>1.7%</td>
<td>1.7%</td>
<td>0.9%</td>
<td>0.3%</td>
<td>6.5%</td>
<td>6.5%</td>
<td>1.9%</td>
</tr>
<tr>
<td>Substance Abuse &amp; Addictions</td>
<td>0.4%</td>
<td>0.8%</td>
<td>0.1%</td>
<td>0.0%</td>
<td>1.1%</td>
<td>2.8%</td>
<td>0.5%</td>
</tr>
</tbody>
</table>
Chart Title

- White alone
- Black or African American alone
- Asian alone
- Two or more races
- Hispanic or Latino
Diversity in US book publishing

- 95% of American fiction books published were written by white authors between 1950 and 2018.
- Despite increasing author diversity, white writers are still over-represented.
- For the year of 2018, non-hispanic white people wrote 89% of the books analyzed.
- As of 2020, 75% of respondents in the industry claimed that their employer had made efforts in the last year to increase diversity and equity.
- Despite these findings, around just 50% of employees where DEI initiatives had been introduced believed it would result in real change.
- Erroll McDonald (VP & Exec. Editor: Alfred A. Knopf) claimed in 2021 that more people of color were given senior publishing positions within the last year than in decades.
- A drawback however was that the entry-route for many was to enter from outside the industry.
- Tracy Sherrod (Editorial Director – Amistad) noted a “correlation between the number of people of color who work in publishing and the number of books that are published by authors of color”.
- As of 2020, more than 50% of the 10 most recent books to receive the National Book Award for Fiction were authored by people of color.
Diversity Baseline Survey 2019 Results

DIVERSITY IN PUBLISHING 2019 - DIVERSITY BASELINE SURVEY BY LEE & LOW BOOKS

INDUSTRY OVERALL  EXECUTIVE LEVEL  EDITORIAL  SALES  MARKETING & PUBLICITY  BOOK REVIEWERS  LITERARY AGENTS  INTERNS

Industry Overall

**Race**
- 76% White
- 7% Asian/Native Hawaiian/Pacific Islander/South Asian/South East Indian
- 6% Latino/Latino/Mexican
- 5% Black/Afro American/Afro Caribbean
- 3% Biracial/Multiracial
- <1% American Indian/Alaskan Native/First Nations/Native American
- <1% Middle Eastern
- 1% Other

**Gender**
- 74% Cis woman
- 23% Cis man
- 1% Genderfluid/Non-binary/Genderqueer
- <1% Trans man
- <1% Trans woman
- <1% Intersex
- 1% Other

**Orientation**
- 81% Straight
- 10% Bisexual/Pansexual
- 4% Gay
- 2% Lesbian
- 1% Asexual
- 2% Other

**Disability**
- 89% Non-Disabled
- 8% No
- 3% Yes

Reclassifying the 200’s (religion)
Making the space less Christianity forward and dominant

Drama & Poetry
Do not use Dewey #’s and instead are alphabetical by author

Other collection & cataloging efforts

Myths & Tales
(are from everywhere)
Youth staff broke the mold creating a comprehensive collection and shelving method

World Cinema
Created this DVD section & sticker. No more “foreign” labels

Reclassifying the 300’s (social issues)
Moving topics like slavery, civil rights, women’s history and more to their rightful place in US history (900’s/970’s.)

Full labeling
Full spine labels on adult paperbacks, which include LGBTQ and Urban Fiction

Sharp Grant
Added significantly to offerings in adult World Language. Added items in Persian/Farsi.

Youth holiday collections include Diwali, Juneteenth, Lunar New Year, Ramadan and more!

Holidays
(are for everyone)

Makes the space less Christianity forward and dominant

Directions & Poetry
Myths & Tales
(are from everywhere)
Youth staff broke the mold creating a comprehensive collection and shelving method

World Cinema
Created this DVD section & sticker. No more “foreign” labels

Reclassifying the 300’s (social issues)
Moving topics like slavery, civil rights, women’s history and more to their rightful place in US history (900’s/970’s.)

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Youth holiday collections include Diwali, Juneteenth, Lunar New Year, Ramadan and more!
A mapping from Dewey standard notation for 220-299 to the Optional arrangement for the Bible and specific religions

The optional arrangement for the Bible and specific religions shown above provides a chronological/regional organization of the religions of the world without any changes to the DDC notation. Instead, the classifier is advised to “use the captions provided for each area, and subarrange in Dewey number order.” But what if new notation is desired? The mapping below provides a notation that mirrors the optional arrangement implemented through a series of add instructions.

This table presents a high-level correspondence between Dewey standard notation for 220-299 and an optional notation. The first column of the table gives the Optional arrangement. Column 2 gives the notation set aside for the religion(s) in the standard arrangement, while column 3 gives the corresponding notation for the religion(s) in the optional arrangement produced by this mapping. The notational footprint takes into account the size of their literatures, their number of adherents, and their perceived significance.

<table>
<thead>
<tr>
<th>Standard notation</th>
<th>Optional notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prehistoric religions</td>
<td>201.42</td>
</tr>
<tr>
<td>Religions of East and Southeast Asian origin</td>
<td>299.5</td>
</tr>
<tr>
<td>Religions of Chinese origin</td>
<td>299.51</td>
</tr>
<tr>
<td>Taoism</td>
<td>299.514</td>
</tr>
<tr>
<td>Confucianism</td>
<td>299.512</td>
</tr>
<tr>
<td>Religions of Tibetan origin</td>
<td>299.54</td>
</tr>
<tr>
<td>Religions of Japanese and Ryukyu origin</td>
<td>299.55</td>
</tr>
<tr>
<td>Shinto</td>
<td>299.561</td>
</tr>
<tr>
<td>Religions of Korean origin</td>
<td>299.57</td>
</tr>
<tr>
<td>Religions of Burmese origin</td>
<td>299.58</td>
</tr>
<tr>
<td>Religions of miscellaneous southeast Asian origin</td>
<td>299.59</td>
</tr>
<tr>
<td>Religions of Indic origin</td>
<td>294</td>
</tr>
<tr>
<td>Hinduism</td>
<td>294.5</td>
</tr>
<tr>
<td>Jainism</td>
<td>294.4</td>
</tr>
<tr>
<td>Buddhism</td>
<td>294.3</td>
</tr>
<tr>
<td>Sikhism</td>
<td>294.6</td>
</tr>
<tr>
<td>Religions of antiquity</td>
<td>299.93</td>
</tr>
<tr>
<td>Celtic religion</td>
<td>299.15</td>
</tr>
</tbody>
</table>
The danger of a single story
34,915,481 views | Chimamanda Ngozi Adichie | TEDGlobal 2009 • July 2009

https://www.youtube.com/watch?v=_wQ8wiV3FVo

The Windows and Mirrors of Your Child's Bookshelf | Grace Lin | TEDxNatick
Thanks!
Do you have any questions?
bdick@joneslibrary.org
413-259-3214

CREDITS
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Patron Behavior Policy
Approved by the Library Board of Trustees December 13, 2023

Our libraries are for everyone. We invite every member of the community to use and enjoy our facilities, collections, programs, and services. This policy defines expectations for patron behavior so that our libraries operate efficiently and provide a clean, safe, comfortable, and pleasant environment for all patrons. The policy applies everywhere the library provides services: on library property, in the community, and through phone and digital communication.

Library patrons are expected to:

- Be safe
- Be respectful of other patrons, library staff, and library property
- Obey the law
- Cooperate with library staff

The following behaviors and activities are NOT allowed:

1. Unsafe or disruptive behavior, as determined by library staff
   Any behavior that disrupts normal operations or interferes with the reasonable use of our libraries by other patrons. *For example (including but not limited to):*
   
   a. Behavior likely to cause personal injury
   b. Possession of weapons or other objects judged to be dangerous by staff
   c. Use of hostile or aggressive language or gestures
   d. Loud talking or disruptive physical behavior
   e. Using electronic or communication devices in a manner that is disruptive
   f. Consuming light snacks or beverages in a manner that is disruptive
   g. Smoking, vaping, or using tobacco products
   h. Possessing, using, or being under the influence of alcohol, marijuana, or illegal drugs
   i. Wearing insufficient clothing as determined by staff
   j. Bodily hygiene or scent so strong that it offends others
   k. Interfering with the free passage of staff or others
   l. Bringing animals other than service animals into the library, or leaving animals unattended
   m. Leaving children under the age of 10 unattended; see our *Kids Room Use Policy (PDF)*
   n. Leaving personal property unattended

2. Inappropriate use, as determined by library staff
   Using library facilities, collections, programs, or services in any manner other than intended. *For example (including but not limited to):*
   
   a. Activities inconsistent with normal library uses
   b. Actions that may result in damage to library property or the property of others
   c. Posting signs or posters, except in designated areas
d. Consuming uncovered beverages or food in excess of light snacks, except in designated areas
e. Lying down or reclining on the floor or furniture
f. Using restrooms for bathing, shaving, or washing clothes
g. Entering areas marked “Staff Only” without permission
h. Unauthorized selling, canvassing, or soliciting, except election-related signature gathering as described in our Signature Solicitation Guidelines (PDF)

3. Illegal activities
Any observable behavior that is prohibited by law. For example (including but not limited to):

a. Threatening or harassing behavior towards staff or others
b. Assaulting staff or others
c. Sexual misconduct or harassment
d. Selling or using illegal drugs
e. Consuming alcohol or possessing an open container of alcohol
f. Theft, destruction, or vandalism of library materials or items belonging to staff or others

4. Not cooperating with staff
Ignoring requests or disobeying the direction of a library staff member. For example (including but not limited to):

a. Failing to stop a prohibited behavior when asked to do so
b. Failing to leave the library when requested due to violations of library policy

Library staff will intervene to stop prohibited activities and behaviors. Failure to follow this and any other established library policies could result in restriction of library privileges, immediate removal from the library and grounds, exclusion from the library for a period of one day to one year, or other appropriate actions as determined by the Library Director.

Please contact the Library Director if you have questions or concerns about this policy.

Approved by the Board of Trustees November 17, 2006;
Revised April 6, 2007;
Revised April 8, 2008;
Revised August 13, 2010;
Revised March 1, 2011;
Revised May 4, 2017;
Revised December 13, 2023