



growing readers

WOODLAND
PUBLIC LIBRARY

250 First St. Woodland, CA 95695

www.cityofwoodland.org/library

530-661-5980

WOODLAND PUBLIC LIBRARY

Policy Manual

Woodland Public Library Board of Trustees

Woodland Public Library Policy Manual

Table of Contents

Woodland Public Library Board of Trustees Bylaws	2
Woodland Public Library Mission Statement.....	14
Woodland Public Library Collection Development Policy	15
Woodland Public Library Procedures for Reconsideration of Materials	24
Woodland Public Library Internet Access Policy	29
Provision of New Technology Policy	31
Woodland Public Library Circulation Policy.....	32
Woodland Public Library Card Policy	33
Woodland Public Library Confidentiality of Circulation Records Policy	34
Woodland Public Library Rules and Regulations Governing Public Behavior	40
Woodland Public Library Policy on Children in the Library.....	42
Woodland Public Library Posting Policy	44
Woodland Public Library Display Case Use Policy	45
Woodland Public Library Photography Policy	46
Woodland Public Library Policy on other Library Facilities.....	47
Events Policy for Woodland Public Library Rose Gardens	47
Outside Facilities	47
Woodland Public Library Rose Gardens Reservation Form	48
Woodland Public Library Gifts Policy	49
Woodland Public Library Education and Training Policy	50
Woodland Public Library Leake Center Rooms Policy.....	51
Woodland Public Library Leake Center Community Rooms Fee Schedule	56
Leake Center Community Room Reservation Form.....	57
Emergencies in the Library	59
Appendix A- Contact List	61
Appendix B- Library Bill of Rights.....	62
Appendix C- Free Access to Libraries for Minors.....	63
Appendix E- The Freedom to Read Statement	67
Appendix F- Code of Ethics of the American Library Association	72
Appendix G- Freedom to View Statement	74

Woodland Public Library Board of Trustees Bylaws

ARTICLE I. NAME AND AUTHORITY

The name of this body shall be the Woodland Public Library Board of Trustees. Authority for the existence, composition, powers, and duties of the Woodland Public Library Board of Trustees resides in the State of California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900-18965. The Board of Trustees was created by Ordinance No. 1044, Adopted January 17, 1984, which added "Part K. Library Board" to Article VII of the Code of the City of Woodland.

ARTICLE II. MISSION AND PURPOSE

The Board of Trustees serves as a representative of both the library and the community and is the governing authority of the public library. The Board shall therefore represent the interest of the community for relevant and quality services. It shall be the duty of the Board to determine and adopt written policies for the Board's governance and the administration of the Library in the areas of fiscal, personnel, and operation. Assisted by the Library Services Director, the Board shall establish goals and objectives and adopt written policies to govern the operation, use, and services of the library. It shall be the duty of the Library Services Director to recommend policies for Board action and to carry out and interpret Board-approved policies. The Board shall be responsible for the hiring and evaluation of the Library Administrator; the Administrator is responsible for the hiring, evaluation, supervision, and direction of the Library employees.

ARTICLE III. BOARD OF TRUSTEES

Section 3.1 Appointment of the Trustees:

The public library shall be managed by a Board of Trustees, consisting of five members, to be appointed by the Mayor with the input from the current Board of Trustees and consent of the City Council.

Section 3.2 Terms of Office and Compensation:

Each Trustee shall hold office for three years beginning July 1st and ending on June 30th, or when a trustee's successor is appointed and qualified, whichever occurs last. The members of the first Board so appointed shall so classify themselves by lot that one of their number shall go out [of] office at the end of the current fiscal year, two at the end of one year thereafter, and three at the end of two years thereafter. Each Trustee shall serve without compensation unless the City Council, by ordinance, otherwise provides for compensation which shall not exceed fifty dollars per month.

Section 3.3 Termination for Absences:

- a) The appointment of any Trustee absent from three consecutive regular or special meetings without approval of the Board of Trustees, confirmed by majority vote of the Board, shall be terminated and the City Clerk notified thereof.
- b) The City Clerk then shall notify any member whose appointment has been terminated and report to the City Council that a vacancy exists on said Board and that an appointment should be made for the unexpired term.
- c) A Trustee may be granted a leave of absence by the City Council, and a temporary vacancy shall thereupon exist for the period of such leave of absence. During the period of such temporary vacancy, the Council may fill such vacancy by a temporary appointment to said Board, provided, however, that the period of such temporary appointment shall not exceed the period of the temporary vacancy. At the expiration of a leave of absence so granted, the member shall automatically resume full and permanent membership on said Board.

Section 3.4 Vacancies:

Vacancies shall be filled by appointment by the mayor with the consent of the City Council for the unexpired term in the same manner as the original appointments are made.

ARTICLE IV. MEETINGS

Section 4.1 Monthly Meetings:

The Board of Trustees shall meet at least once a month at such times and places as may be fixed by resolution.

Section 4.2 Special Meetings:

Special meetings may be called at any time by three Trustees, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

Section 4.3 Meetings Open to the Public:

All meetings of the Library Board of Trustees shall be open to the public and the agenda noticed a minimum of 72 hours prior to the meeting date, as required by the Ralph M. Brown Act. All Board meetings shall have provision for public input.

Section 4.4 Procedure for speaking at the Woodland Public Library Board of Trustee Meeting:

Unless otherwise provided herein, the Board will provide for public comment at each of its meetings.

- a) The Board appreciates the concerns, input, and/or suggestions of the public.
- b) The President of the Board or person conducting the meeting has the authority to end the comment period.
- c) Persons wishing to comment must be in attendance at the meeting and shall:
 1. Speak only when recognized by the President of the Board or person conducting the meeting.
 2. Limit each statement made by a participant to five (5) minutes unless extended by the Board's President.
- d) No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
- e) The presiding officer has the right and power to control the meeting and may take whatever actions are necessary to ensure an orderly meeting.
- f) The Board will take the comments into consideration but will not engage in a debate with speakers nor allow for continuous public debate.

g) Speakers may offer objective concerns and criticisms of Library operations and programs as concern them. But in public session, the Board will not hear complaints about Library personnel or against any person connected with the Library system. Other channels provide for Board consideration and disposition of legitimate complaints involving individual employees of the Library.

Section 4.5 Quorum:

A majority of the Board shall constitute a quorum for the transaction of business.

Section 4.6 President:

The Board shall appoint one of its number president who shall serve for one year and until a successor is appointed, and in his absence, shall select a president pro tem.

Section 4.7 Record of Proceedings:

The Board shall cause a proper record of its proceedings to be kept.

ARTICLE V. POWERS AND DUTIES

Section 5.1 Rules, Regulations and By-Laws:

Pursuant to the provisions of Education Code Section 18910, et seq., as amended from time to time, the Library Board of Trustees may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the libraries under its management and all property belonging thereto.

Section 5.2 Administration of Trusts and Property:

The Board of Trustees may administer any trust declared or created for the Library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the Library.

Section 5.3. Officers and Employees:

The Board of Trustees may prescribe the duties and powers of the Library Services Director, secretary, and other officers and employees of the library. Pursuant to Government Code Section 45007 and Education Code Section 18921, the Library Services Director shall be appointed by the Board and shall serve at its pleasure. Pursuant to Government Code Section 45005, all library employees other than the Library Services Director shall be appointed by the City Manager and shall serve subject to the personnel rules of the City. The number of, and the compensation for, library employees shall be fixed by resolution of the City Council. The compensation for the Library Services Director shall be fixed by resolution of the Board within the fiscal limitations previously established by the City Council.

Section 5.4 Purchase of Personal Property:

The Board of Trustees may purchase necessary books, journals, publications, and other personal property.

Section 5.5 Purchase of Real Property and Construction and Rental of Equipment and Buildings:

The Board of Trustees may purchase real property and erect or rent and equip such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the City Council for the Library.

Section 5.6 State Publications:

The Board of Trustees may request the appropriate State officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

Section 5.7 Borrowing:

The Board of Trustees may borrow library materials from, lend library materials to, and exchange library materials with other libraries and may allow nonresidents to borrow library materials upon such conditions as the Board may prescribe.

Section 5.8 Incidental Powers of Board:

The Board of Trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of Education Code Sections 18900 through 18965, as the same may be amended from time to time.

Section 5.9 Annual Report to City Council and State Librarian:

The Board of Trustees shall on or before January 1st, in each year, report to the City Council and to the State Librarian on the condition of the Library, for the year ending the thirtieth day of June preceding. The reports shall, in addition to other matters deemed expedient by the Board of Trustees, contain such statistical and other information as is deemed desirable by the State Librarian. For this purpose, the State Librarian may send to the Board of Trustees instructions or question blanks so as to obtain the material for a comparative study of library conditions in the state.

ARTICLE VI. SUPPORT OF THE WOODLAND PUBLIC LIBRARY

Section 6.1 Library Fund:

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the Library, shall be apportioned to a fund to be designated the Library fund, and shall be applied to the purposes authorized by Education Code Sections 18900, et seq., as the same may be amended from time to time.

Section 6.2 Funds not Payable into Treasury:

If payment into the treasury is inconsistent with the conditions or the terms of any gift, devise, or bequest, the Board shall provide for the safety and preservation of the fund, and the application thereof to the use of the Library, in accordance with the terms and conditions of the gift, devise, or bequest.

Section 6.3 Payments from the Library Fund:

Payments from the library fund shall be made as provided under Education Code Section 18953, as amended from time to time.

ARTICLE VII GOVERNANCE OF THE LIBRARY

Section 7.1 Free Library Subject to Library Rules, Regulations or By-Laws:

The Library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations, and by-laws as may be made by the Board of Trustees. Any person who violates any rule, regulation, or by-law may be fined or excluded from the privileges of the Library.

Section 7.2 Contracts with Neighboring City or County:

The Board of Trustees and the City Council of any neighboring city or the Board of Supervisors of the county in which the Library is situated may contract for lending library materials of the Library to residents of the county or neighboring city upon a reasonable compensation to be paid by the county or neighboring city.

Section 7.3 Title to Property:

The title to all property acquired for the purposes of the Library, when not inconsistent with the terms of its acquisition or otherwise designated, vest in the City of Woodland in which the Library is situated, and in the name of the City may be sued for and defended by action at law or otherwise.

Section 7.4 Application of Education Code Provisions:

The Library was established and existed on June 11, 1909, under the provisions of an act entitled "An Act to Establish Free Public Libraries and Reading Rooms," approved April 26, 1880, and is continued under the provisions of Education Code Sections 18900, et seq., as the same may be amended from time to time, and the library shall be considered the same as if originally established under the provisions of Education Code Sections 18900, et seq., as the same may be amended from time to time.

Section 7.5 Disestablishment of Library:

The ordinance mentioned in [Section 2-7-79](#) establishing the Library shall be repealed by the City Council upon being requested to do so by fifty-one percent of the electors of the City as shown by the great register. Upon the repeal of the ordinance the Library is disestablished in the City.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section 8.1 Amendments to the Bylaws:

Amendments to the Bylaws may be made at any meeting of the Board by a majority vote of the total Board membership, or three (3) votes, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place. Amendments may not conflict with State law regarding Library governance in general law cities.

ARTICLE IX RESPONSIBILITIES OF THE BOARD

Section 9.1 Appointment of the Library Services Director:

The Board shall appoint the Library Services Director who will serve at the pleasure of the Board of Trustees. The Director's compensation shall be fixed by resolution of the Board within the fiscal limitations established by the City Council. The Board shall conduct an annual evaluation of the Director in the areas of professional functions, administration, and communication. Other Library employees shall be appointed by the City Manager, supervised by the Library Services Director and subject to the personnel rules of the City.

Section 9.2 Guiding Principles:

The guiding principles of action in fiscal, personnel, and administrative areas constitute "policy" and are the responsibility of the Board of Trustees. "Procedure" is the method of operation chosen by the director to implement the policy. The Library Services Director administers the work of the Library in accordance with the policies and principles laid down by statute, ordinance, and the Board's action.

Section 9.3 Annual Review:

The Board shall annually review the Planning Document, including Mission and Goals, to determine the effectiveness of the Library and shall remove the Library Services Director, if necessary, to achieve the level of performance required.

Section 9.4 Duty to Inform:

It is the duty of the Board to insure that the community is informed of the services available at the Library.

Section 9.5 Adherence to Library Policy:

Board members adhere to all standards, policies, rules, and regulations applicable to patrons of the Library without expectation of special consideration.

ARTICLE X RESPONSIBILITIES OF THE LIBRARY SERVICES DIRECTOR

Section 10.1 Professional Counsel

The Library Services Director provides professional counsel to the Board and has sole responsibility for the administration of the Library within the framework of policies adopted by the Board. The Director recommends policies for Board action as occasion demands.

Section 10.2 Meeting Attendance

The Library Services Director attends all official meetings of the Board other than those in which the Director's own evaluation, salary, or tenure are under discussion. The Director may speak on all subjects under discussion but does not have the right to vote.

Section 10.3 Property

The Library Services Director shall be in charge of all properties belonging to the Library and shall be responsible for the direction and the professional development of staff.

Section 10.4 Materials Selection

The Woodland Public Library Board of Trustees delegates to the Library Director the authority and responsibility for selection and management of all print, non-print, and electronic materials.

Section 10.5 Reports

The Library Services Director shall maintain files of minutes, policies, statistical reports, and other material useful to the Board, to the Director, and to the staff.

Section 10.6 Library Services Director as Representative

The Library Services Director acts as representative of the staff in matters pertaining to salaries, working conditions, or other areas concerned with the welfare of staff. The Library Services Director is the spokesperson for suggestions from the staff which may lead to the improvement of Library services.

Section 10.7 Library Services

The Library Services Director suggests and carries out plans for extending and improving Library services and keeps up with changing conditions and new methods of library procedure. The Director reports to the Board and to the general public and prepares regular reports as required by law. The Director participates with the Board in maintaining an active public relations program.

Section 10.8 Local and State Law

The Library Services Director shall know local and state laws concerning libraries and shall keep abreast of current changes and developments in library legislation. The Board acknowledges the right of the Director in his or her official capacity to take a position on legislation directly affecting the Library or staff. The Director shall keep the Board informed of any such position taken. The Director shall be encouraged to affiliate with local, state, and national library associations, attend professional meetings, and cooperate with the Mountain Valley Library System for the direct benefit of the Woodland Public Library.

Section 10.9 Public Process

Complaints, petitions, and suggestions from the public are first submitted for the Library Services Director's review and disposition. If the situation is not resolved at that level, a written statement of the situation and a request for a Board hearing may be made by the person(s) involved. This procedure is to be made known to the individual(s) by the Director. The Board will then take whatever action is deemed necessary.

ARTICLE XI OTHER LIBRARY EMPLOYEES

Section 11.1 Appointment of Other Employees

Other employees shall be appointed by the City Manager and shall be subject to the personnel rules of the City.

Section 11.1 Leave Policy

Holidays, vacations, and sick leave for the staff are governed by the general City personnel policy.

Section 11.1 Personnel Policy

Salaries, personnel classification, probationary periods, and retirement provisions for Library staff are governed by the general City personnel policy.

ARTICLE XII DESIGNATED WORKING RELATIONSHIPS

Section 12.1 Library Services Director

A productive and cooperative working relationship between the Board of Trustees and the Library Services Director is critical to the successful management of the Library. The Library Services Director is the library administrator, with responsibility for the day-to-day management of the Library.

Section 12.3 Other Library Staff

The Board of Trustees should endeavor to behave toward Library staff members as a corporate board of directors does with members of the firm for which they are responsible.

Section 12.4 Library Operations

Library Board members shall:

- Observe the Library's management structure and not involve themselves in the daily operation of the Library. They shall make all reasonable inquiries as to operations through the Library Services Director.
- Refrain from initiating discussions of possible changes in Library operation or policy with the Director until they have been discussed with the Board during a regular meeting and a consensus has been reached. The Board is most effective when it speaks with one voice.

- Be cognizant of the Director's many obligations and not expect him/her to be available on a drop-in basis. Appointments should be scheduled in advance whenever possible.
- Refer all Library staff suggestions to the Library Services Director; suggest individual Library staff present concerns or suggestions to the Library Services Director.

The Board of Trustees shall not:

- Criticize the performance of the Library Services Director or staff unilaterally. Personnel issues should only be discussed in a closed meeting of the Board in accordance with regulations of the Brown Act.
- Discuss Board business with individual Library staff members.
- Circumvent the authority of the Library Services Director by approaching staff concerning Library operations without first consulting the Board and Library Services Director.
- Request special privileges of the staff or Library Services Director as a member of the Library Board of Trustees.

Woodland Public Library Mission Statement

To inform, to enhance the quality of life, and to foster lifelong learning.

Woodland Public Library Collection Development Policy

Community Description

The Woodland Public Library serves the City of Woodland with a population of over 56,000 residents. The City of Woodland is the official seat of Yolo County, an agricultural community in Northern California. Woodland is home to a variety of communities. The citizens comprising the community of Woodland reflect varying economic, racial, ethnic, and educational backgrounds.

Audience

It is a priority of the Woodland Public Library to meet the information needs of the community. The Library collection supports the interests and needs of people of all ages, from early literacy to children, teens, and adults.

1. Woodland children from birth through age 12 and their adult caregivers will have access to collections, which develop their reading readiness and reading skills.
2. Woodland teens will perceive the Library as an appealing destination due in part to an inviting collection of germane books aimed at their age group.
3. Woodland students are supported by a collection, which reflects school reading lists with the provision of multiple copies of titles for maximum use by classes requiring specific reading. In addition, the collection supports the local K-12 curriculum for local schools.
4. The Library will provide materials related primarily to the population of the target ethnic, linguistic, or cultural groups served.
5. Seniors will find the public library a key resource in the provision of material to meet their informational, educational, cultural, and recreational needs delivered through a comprehensive collection of material.

Intellectual Freedom Statement

The Library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement adopted by the American Library Association.

Appendices B, E, &G -While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire

will not be restricted. The Library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

Guiding Principles for Selection (Criteria for Acquisition)

The Library makes its collections equally available to every member of the community the Library serves. It is the Library's mission to build a collection that includes materials and information on a wide range of issues, both current and historical. Budget allocation by collection area is based on public demand, usage statistics, relevance, and available resources.

Selectors utilize a variety of criteria when evaluating material with attention paid to physical space requirements and the Library's resources. Items do not need to meet all criteria for inclusion in the collection. All materials, whether purchased or donated, are considered in terms of the criteria listed below.

Criteria include:

- Public demand and anticipated demand, including relevance to the interest and needs of the community. All materials added to the collection, whether purchased, requested, or donated, are considered in terms of the Library's needs and professional standards of evaluation. While there is a great deal of consistency in the overall criteria used to evaluate and select all materials, specific types of material require additional evaluation considerations. Criteria that are applicable to all types of materials include diversity; representation of diverse points of view; quality, relevancy, and timeliness/currency; scope; uniqueness; popular appeal; demand; accuracy; logic of presentation; clarity; balance; authority; age appropriateness; consideration of national and international issues and events; publishing and societal trends; responsiveness to school age and teen interest, scholastic support and enrichment; reputation or qualifications of the author, creator, or publisher; value of the resource in relation to its cost; support of library's mission; quality; storage requirements; and replacement costs. Print materials may call for the application of additional criteria, including quality of illustration, binding, construction, and special features. Evaluation of audio visual media demands consideration of format, durability, and security, while selection of electronic media requires a focus on ease of use, stability and/or

longevity of the type, location and/or content, and the availability and quality of technical support.

- Emphasis is placed on print over non-print material and unabridged editions over abridged. Textbooks are not considered for the collection.
- No book and/or library materials shall be excluded because of the race, nationality, gender, sexual orientation, or the political, religious, or social views of the author. *Selection of materials does not imply agreement with or approval or endorsement of the content, viewpoint, implication, or expression of the material.*
- Censorship of material is viewed as a purely individual matter – while everyone is free to reject for himself or herself such materials which the individual does not approve, he/she cannot exercise this right of censorship to restrict the freedom to read of others. Selection of material will not be restricted by the possibility that these materials may come into the possession of minors. Responsibility for the reading of minors rests with their parents or local guardians. The Library does not act in loco parentis.
- Professional Library staff makes selections in a manner based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. Selection must be inclusive rather than exclusive. Variety and balance of opinion are sought whenever available.

Parameters of the Collection

The collection is the heart as well as the face of the Library. Selection, in tandem with weeding, ensures that the Library's collection is healthy, vital, and serviceable for the community. The Library selects materials for its collection for audiences of all ages in whatever format is most appropriate in accordance with professionally accepted guidelines. It should be clearly understood that the Library does not imply agreement with or approval or endorsement of the content, viewpoint, implication, or expression of the material.

Nonfiction Standards

Selection of materials addresses both permanent and current interest in all subjects based on the qualities of a work in relation to the needs, interests, and demands of the community.

The following general criteria are considered when acquiring each work: authoritativeness of the writer, reputation of the publisher, professional reviews, accuracy of information, impartiality of opinion or clearly stated bias, currency

and timeliness of data, adequate scope and depth of coverage, popular demand, availability of similar resources within the community and neighboring libraries, quality of illustrations, physical qualities of the book, and value for price.

Fiction Standards

The fiction collection includes standard and contemporary fiction titles, classic works, novels of enduring value, and genre fiction. Multiple copies of titles in high demand are available. Selection of fiction is based on the following criteria: popular demand, reputation of author and publisher, professional reviews, relationship to the existing collection and to other titles and authors dealing with the same issues and subject, style of writing, literary merit, foreign authors which reflect the diverse community we serve, availability of similar material within the community and other area libraries, quality of illustrations, physical qualities of the book, cost, and whether a title is part of an existing series.

Reference (print)

Reference materials provide timely and accurate information on a wide variety of topics. Due to the manner in which they are used, their rarity, or their cost, print materials in the reference collection are designated as in-house/Library use only items. The principle criteria for selection of reference material reflects patrons' information needs and the format in which that information is available. Deciding factors for purchase are predicated on content, currency, and ease of use. Other considerations are: inclusion in basic reference collection guides; positive reviews; reputation of author or publisher; quality of illustrations; physical qualities of the book; general cost; and expense of ongoing provision of material, particularly continuations and serial publications that require frequent updating.

Material which does not fall strictly within the parameters of the reference format, however, are in high demand by patrons may be included in the reference collection for guaranteed access when circulating material is not available. Examples include self-help legal guides, grant writing manuals, and resume resources. Reference titles may be circulated at the discretion of professional Library staff.

Reference (electronic)

Reference materials provide timely and accurate information on a wide variety of topics. Due to the manner in which they are used, their rarity, or their cost, print

materials in the reference collection are designated as in-house/Library use only items. The principle criteria for selection of reference material reflects patrons' information needs and the format in which that information is available. Deciding factors for purchase are predicated on content, currency, and ease of use. Other considerations are: inclusion in basic reference collection guides; positive reviews; reputation of author or publisher; quality of illustrations; physical qualities of the book; general cost; and expense of ongoing provision of material, particularly continuations and serial publications that require frequent updating.

Material which does not fall strictly within the parameters of the reference format but are, however, in high demand by patrons may be included in the reference collection for guaranteed access when circulating material is not available. Examples include self-help legal guides, grant writing manuals, and resume resources. Reference titles may be circulated at the discretion of professional Library staff.

Reference (electronic)

In addition to the print reference collection, the Library has available electronic databases which serve as part of our overall reference resources. Selection of databases is based on our general criteria (see above) as well as ease of use, timeliness of updates, licensing restrictions, technical support, and hardware and software requirements.

Electronic Resources

The Library offers digital versions of nonfiction, fiction, reference, video, spoken word, and images. Criteria applied in each of those sections also apply, as appropriate, to their electronic equivalents.

DVDs

The Library provides nonfiction (instructional and educational) and entertainment videos. Criteria utilized for selection include: reviews in standard library reviewing sources, relevance of the subject to the collection, suitability to the interests and skills of patrons, technical quality (clarity of picture and quality of sound), authority of the producer, artistic merit and reputation of the performers, need for nonfiction and documentaries to present accurate and current information, foreign films which reflect the diverse community we serve, artistic merit, patron interest, and cost.

Spoken Word (audio)

Fiction and nonfiction (instructional and educational) recorded books that parallel most areas of the general print collection are made available. The library selects only unabridged audio books. Criteria for selection follows the same guidelines as the general print collection with the following additions: authority of producer, artistic merit and reputation of the reader, technical quality (sound quality), and cost.

Large Print

The Library selects popular titles of both nonfiction and fiction for the large print collection to meet the needs of visually impaired patrons. Criteria used are the same as those for the general print collection.

Foreign Language

The Library does not attempt to develop an exhaustive collection of foreign language materials because of the collections available through our partner libraries and interlibrary loan. However, the library is committed to developing and maintaining foreign language collections which meet the needs of a changing population. Foreign language needs are assessed through such tools as language needs assessment, patron requests, circulation statistics, census data, and community awareness. The information gathered is used to determine the size and scope of the collection. Criteria utilized in selecting material mirrors criteria employed for the general collection with the addition of the following: translations, serious attention to copyright date, construction/physical quality, and format of the book.

Availability of materials may impact the development of the collections.

The Library provides materials for those learning English as a second language. The collection also includes materials which aid English speakers in learning a second language. Emphasis is placed on the languages most frequently studied in the community.

Criteria utilized in selecting material mirrors criteria employed for the general collection with the addition of the following: translations, serious attention to copyright date, construction/physical quality, and format of the book.

Periodicals

The Library maintains a collection of magazines which are selected according to the following criteria: popularity, cost, community interest (does the periodical have local or regional interest), whether the periodical is included or excluded in standard indexing and abstracting resources, availability of display shelving, and storage space. Periodicals are maintained in storage for two years.

The periodical collection also includes titles that meet the needs of the professional Library staff, all of which are archived from inception of the subscription, to act as support for potential challenges by patrons.

Newspapers

The serials collection provides local, state, regional, and national coverage. Titles are selected to represent these areas. Issues are retained for six months prior to removal from the collection. The Woodland Daily Democrat is preserved on microfilm (see below).

Microfilm

Microfilm is used primarily for long-term storage and preservation of the Woodland Daily Democrat. Patrons have access to the microfilm archive of the Daily Democrat.

Government Documents

The Library receives and archives government documents pertaining to city, county, and regional issues. The Library retains a small collection of government documents in perpetuity while discarding documents that have a particular expiration date or become obsolete.

Internet (external links)

External links on the Library Website are selected according to the general criteria for nonfiction and fiction print material. Links are provided for information purposes only and do not constitute endorsement of or approval by the Woodland Public Library. The Library is not responsible for accuracy, legality, or content of selected external sites or subsequent links added to the Website.

Responsibility for Selection

The Woodland Public Library Board of Trustees delegates to the Library Director the authority and responsibility for selection and management of all print, non-print, and electronic materials within the framework of this policy. Actual selection and management activities are shared among trained Library staff who shall discharge this obligation consistent with this policy and established procedures.

Resources Utilized for Selection of Material

- Firsthand examination
- Professional selection tools, including professional journals, critical reviews, bibliographies, and professionally recognized awards
- Publishers' catalogs, including small press, independent, and academic catalogs and book distributors' lists
- Media (news reports, National Public Radio, CSPAN, newspapers)
- Online resources (Amazon, Barnes & Noble, bookstores)
- Other public libraries' new books lists
- Patron requests (encouraged)
- Suggestions from Library staff

Policy on Donated Materials

Any material donated or gifted to the Woodland Public Library by an individual or a group will be reviewed by professional Library staff in the same manner as material purchased by the library for the collection. All donated items will be released to the Library with no guarantee they will be added to the collection. In the case that the donated materials are not added to the collection, or a single copy is added to the collection when two or more donations of the same title are made, the Library reserves the right to donate/offer the materials to the Friends of the Library for re-sale. **Materials received in poor condition will not be accepted OR will be discarded or recycled.** The Library is under no obligation to contact the individual or group who donated the material to communicate the status of the donation

Policy on Controversial Materials

While the Library neither endorses nor opposes any particular item, ideology, or tenets represented in the materials, Woodland Public Library is committed to providing a full range of expression, ideas, and points of view in order to maintain a balanced collection in which all library users may find free access. As a result,

controversial materials that meet the selection policy will be added. Consequently, not all materials will appeal to all users, and some materials may actually be offensive to some. This policy is entirely consistent with professional practices, the *Library Bill of Rights* and the *First Amendment to the United States Constitution* – “Congress shall make no law...abridging the freedom of speech, or of the press...”

Evaluation of Collections

Review of all library material is a continuous and necessary process to ensure the Library maintains an active and dynamic collection for patrons. The use of tools such as circulation reports by collection, collection turnover rates, and withdrawal reports are employed to provide useful data for making collection development and deselection decisions by professional Library staff.

Weeding/Discarding, Replacement, and Mending

Weeding is an integral and essential component of library collection management. An active and continuous weeding program is vital for the maintenance of a viable, sustainable, and useful collection. Material is deselected from the collection for the following reasons: out-of-date, obsolete, or inaccurate information; low circulation /insufficient use; items that are worn, damaged, or in poor condition; duplicate copies of titles that are no longer in high demand due to lack of interest; space limitations/considerations.

Criteria for replacement of material withdrawn from the collection includes: popular interest, adequate coverage by subject area, importance in subject area, availability of copies in the library system, cost, obtainability, space considerations.

The decision to repair the item in-house is based on the following criteria: negative impact on circulation due to appearance; feasibility/practicality of binding; cost of binding versus cost of replacing the item.

Revision of Collection Development Policy

The Collection Development Policy will be reviewed, evaluated, and revised periodically to ensure the Library collection is meeting the needs of patrons and fulfilling the Library’s mission.

Woodland Public Library Collection Development Policy Adopted 10/19/2016

Woodland Public Library Procedures for Reconsideration of Materials

Informal, Verbal Complaint

The first and most informal level of challenge is frequently a verbal complaint, usually made by an adult in response to some perceived inappropriateness of an item in the collection. Active listening, validating their right to object, de-escalating the conflict, and seeking resolution are key behaviors to employ at this stage. Clarifying the objection, explaining the selection policy including the reconsideration form and asking for clarification of the patron's desired outcome are key. Regardless of the outcome, staff should prepare a detailed written account to be submitted to the Director that includes name of objector, objected title, author/producer, specific part(s) objected to, description of interaction, and outcome.

Written Request for Reconsideration

A person may choose to initiate the formal *Request for Reconsideration*. A *Request for Reconsideration Form* will be provided to any requesting individual. When a completed and signed form has been submitted, a formal challenge begins with the following required steps:

1. *Initial Finding:*

- Once a completed and signed form is received by the Library Services Director; she/he and the professional librarians will:
- a. Re-examine the challenged material.
 - b. Survey appraisals of the material in professional reviewing sources.
 - c. Determine the extent the material supports the goals of the Library.
 - d. Weigh merits against alleged faults to form opinions based on the materials as a whole and not on passages isolated from context.
 - e. A written response will be given to the objector by the Library Services Director, preferably in person. If in person is not possible, the Director will send it to the objector by registered mail.

2. *Appeal of Decision*

If the objector is not satisfied with the written decision of the Library Services Director, the decision may be appealed to the Library Board of Trustees, the governing board of Woodland Public Library. In such cases, each Board member will be provided with a copy of the complaint, the material itself and reviews, as well as the Initial

Finding's report and decision. A public hearing will be scheduled within 30 days to deliberate and decide on the matter; the objector may attend the meeting. The Board's decision is final, and a written decision will be composed by the Board President.

3. *Legal Action*

The objector may file legal action to compel the Library to remove the material. Such cases are handled by the Woodland City Attorney who may seek the support of the American Library Association and the Office of Intellectual Freedom in the defense. Materials remain on the shelf during the course of legal action and are removed only with a court injunction.

Reporting Challenges

The Library Services Director will submit all challenge attempts to the Office of Intellectual Freedom via the Challenge Database Form (OIF, 2007) available online at

<http://www.ala.org/bbooks/online-challenge-reporting-form>

In doing so, Woodland Public Library is actively cooperating with groups concerned with resisting attempts to abridge intellectual freedom as stated in the Library Bill of Rights.

Advice from American Library Association.

“Addressing these challenges requires a balance of carefully crafted library policy, knowledge, and understanding of intellectual freedom principles, and sensitivity to community needs and concerns. It also requires effective communication.” (ALA, 1999). That need for effective communication extends to staff, boards, public, and media with a focus on three key messages when responding to a challenge:

- Libraries provide ideas and information across the spectrum of social, religious, and political views.
- Libraries are one of our great democratic institutions. They provide freedom of choice for all people.
- Parents are responsible for supervising their own children's library use.

Summary—Intellectual Freedom Implications for Professionals

Three primary documents direct Woodland Public Library's actions—*Library Bill of Rights* (Appendix B), *Freedom to Read Statement* (Appendix E) and *Library Code of Ethics* (Appendix F). In addition, formal interpretations related to *Freedom to View* (Appendix G) and *Free Access to Libraries for Minors* (Appendix C) further clarify the position related to intellectual freedom. The Woodland Public Library seeks to provide well-developed policies and proactive community education plans to encourage support of intellectual freedom and of the individual right to choose. Any complaint will be handled with unwavering civility and firmly rooted in a clear understanding of professional responsibility.



Woodland Public Library

250 First Street · Woodland, CA 95695

<http://www.cityofwoodland.org/library>

530 · 661 · 5980

Request for Reconsideration of Library Materials

Requestor's Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Please check one:

Representing: Self _____ Organization _____

Organization Name: _____

Address: _____

Phone: _____

Item you wish to bring to our attention: Book Video Audio Other

Title: _____ Publication Date: _____

Author: _____ Publisher: _____

Please summarize your complaint with specific references (i.e. page numbers) by answering the following questions:

1. How was this item brought to your attention? Did you pick it up yourself?
Did you read a review?
2. Did you read the entire item or otherwise completely review the material?
3. Are you concerned about the item as a whole or a specific part?
4. What objections do you have to the item and why? (Please be specific.)
5. What is the potential harm or danger of the work?
6. What are some positive aspects you have found in this item?
7. For what age group would you recommend this item?

Summary of complaint:

Summary of Complaint Continued

What outcome is desired?

- Return to staff selection committee for reconsideration.
- Offer alternative material on same subject from another point of view
- Other _____

What alternative item(s) are recommended on the same subject?

Additional Comments:

Signature

Date



1. Staff member _____ Date _____

2. Library Services Director _____ Date _____

3. Board President _____ Date _____

Woodland Public Library Internet Access Policy

Upon accessing Public Access Computers patrons must agree to the following:

I have read and agree to comply with the following as a condition of use:

- **Please safeguard your privacy when using the Internet. I acknowledge that the Library strives in all cases to protect privacy; however, the nature of public access computers prohibits a complete guarantee of privacy. I will use caution and judgment in all my uses of public Internet computers.**
- **Computer and Internet settings cannot be changed. Additional software or files cannot be installed or downloaded to Library computers.**
- **I have read and agree to the Woodland Public Library's Internet Access Policy below.**

The Woodland Public Library offers public access to the Internet in order to provide equal access to information and resources which meet the educational, informational, and recreational needs of all members of the community. Users should be aware that the Internet is a global entity. While the Internet offers unprecedented opportunities to enlarge the scope of information available to all users, it is an unregulated medium in which any person, institution, or group in the world can post data. The Woodland Public Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for the content, accuracy, or quality of information which the user may find controversial or offensive. The Library is responsible only for the content of the Woodland Public Library Home Page, which presents information about the Library and guides users to recommended informational sites beyond library walls. As is the case with other resources in the Library collection, any restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.

Acceptable Use:

Internet workstations must be used in a responsible manner, respecting the rights of others, and taking care with the use of the equipment. Use of the Internet must be consistent with the Woodland Public Library's Rules and Regulations Governing Public Behavior. Computer and Internet settings may not be changed. Additional software or files may not be installed or downloaded to any library computer.

The workstations may not be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, state, or local laws. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information on the Internet. A work protected by copyright may not be copied without permission of the copyright owners, except as permitted by the principles of "fair use". Any responsibility for the consequences of copyright infringement lies with the user.

The Internet workstations are in public areas and privacy cannot be guaranteed. The City of Woodland is committed to providing an environment free of harassment. Users may not display on screens and/or printers materials which may be reasonably construed to be obscene or otherwise objectionable by community standards.

Provision of New Technology Policy

Promoting the use of new technology in the Library, where doing so is cost effective, provides greater opportunities for the public and supports the Library's mission and goals. It is Library policy to determine the need for various new technologies, to research the costs and benefits of providing these, and, insofar as doing so supports the Library's mission, to provide public access to new technology that facilitates and enhances public access to information, education, and culture.

Woodland Public Library Circulation Policy

Core Statement

In order to make materials available to all patrons on an equal basis, the Library will set policies for the length of loan period, renewals, reserves, and fines. The Library will determine who is eligible to borrow materials and will provide for the return or replace-return of such materials.

Interlibrary Loans

The Library shall cooperate in the borrowing of books from and lending books to other libraries and shall serve nonresident borrowers in compliance with the regulations of the California Library Services Board.

Services to Schools and Organizations

The Library shall cooperate with local schools and organizations in their requests for library materials and services so far as practical within existing Library resources.

Loan Periods, Overdue Materials, Fines and Damaged Materials

In order to ensure the greatest access of materials to patrons, the Library Services Director is authorized by the Board of Trustees to set the standards for loan periods, overdue materials, fines and damaged materials. The current **Fines & Fees Schedule** is available at the circulation desk. Patrons are encouraged to make every effort to return Library materials on or before the due date. Fines are charged in accordance with the current schedule for materials returned after that date. All fines should be paid when the material is returned. Borrowing privileges may be suspended at any time that fines for overdue materials have not been paid off. Patrons are responsible for the replacement cost of lost or damaged materials or property. Anyone who intentionally injures, defaces or destroys Library property is liable to prosecution. (California State Education Code, Section 19910) The Library is not responsible for alterations or additions to the original material nor for the damage to users' playback equipment. It shall be the responsibility of the patron to abide by current copyright laws.

Woodland Public Library Card Policy

Full Access Library Cards

Anyone who resides in the State of California is eligible for a Woodland Public Library card. The initial card is free, and a minimal fee will be charged to cover the cost of materials for replacement(s). To apply for a Library card, adults must present current traceable photo identification which gives both their name and address, e.g., driver's license, rent receipt, utility bill. Children under the age of 18 must have a guardian or responsible adult present to apply for the card, the guardian or responsible adult is responsible for all fines and fees. Library cards are non-transferable, remain the property of Woodland Public Library and must be surrendered upon request. Library users **must** present their Library card each time they wish to check out any materials.

Other Types of Library Cards

Temporary Card

If a user does not have a permanent address, but are living within Woodland city limits, they may apply using current traceable identification which gives both name and address, for a three (3) month temporary Library card with a three (3) item limit.

A PO Box is not considered a permanent address.

Examples of temporary residence would include hotels, motels, shelters, rehabilitation centers, visiting family, and exchange students.

E-Card

For access to only electronic materials, users may apply for a one-year E-Card providing access to all Library electronic resources. No identification is necessary.

Institutional Library Card

Educational and non-profit organizations with offices in the Woodland city limits needing access to the Library's resources and inter-library loan for work related projects may apply for an institutional Library card. The institution must agree to pay all fines, fees, and related charges. The director of the institutional must provide written documentation agreeing to pay all charges related to the usage of the card.

Woodland Public Library Card Policy Adopted 10/19/2016

Woodland Public Library Confidentiality of Circulation Records Policy

All circulation records identifying the names of Library users with specific materials are confidential in nature. (Title I, Division 7, Chapter 3.5, sections 6254, 6254.5, 6255 and 6267)

California Government Code

Section 6267. Registration and circulation records of library supported by public funds.

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- (a) By a person acting within the scope of his or her duties within the administration of the library.
- (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- (c) By order of the appropriate superior court.

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

Section 6254. Records exempt from disclosure requirements.

Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.

1. Guidelines for Responding to Law Enforcement Requests for Library Records and User Information

PROCEDURES FOR LIBRARY STAFF

If a law enforcement officer requests Library records or information about a Library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Services Director is the individual authorized to respond to requests for records and information and that Library policy requires you to refer the officer to the Director.
- Refer the officer to the Library Services Director or to a designated alternate authorized by the Library Services Director to respond to requests for records and information. A listing of Library employees authorized to respond to records and information requests in the absence of the Library Services Director can be found in Appendix A.

If a law enforcement officer requests Library records or information about a Library user or staff member and neither the Library Services Director nor a designated alternate is present in the Library:

- Ask for the officer's identification. Record the information.
- Inform the officer that the Library Services Director is the individual authorized to respond to requests for records and information and that Library policy requires you to refer the officer to the Library Services Director.
- Attempt to reach the Library Services Director, a designated alternate, or the City Attorney using the phone/contact list in Appendix A.

If you cannot reach the Library Services Director or a designated alternate, utilize the procedures outlined below for use by the Director or a designated alternate. A written report describing the officer's inquiry should be provided to the Director at the earliest opportunity.

PROCEDURES FOR THE LIBRARY SERVICES DIRECTOR OR A DESIGNATED ALTERNATE

In all cases:

- Ask for the officer's identification. Record the information.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrant-less searches (the officer does not present a subpoena or court order):

- Explain the Library's privacy policy, informing the officer that Library records and information about Library users and Library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with the contact information for the City Attorney and ask the officer to speak to him/her.
- If the officer claims that an emergency or other circumstance requires the Library to turn over records or provide information without a court order, call the City Attorney and ask for assistance.
- If the officer employs force to take possession of Library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- Provide all notes and records to the City Attorney. If a Library worker or volunteer is required to respond to a voluntary request or a warrant-less search in the absence of the Library Services Director or a designated alternate, all materials should be turned over to the Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the City Attorney responds to subpoenas on behalf of the Library.

- Contact the City Attorney and turn the subpoena over to him/her. If a Library worker accepts service of the subpoena in the absence of the Library Services Director or a designated alternate, the subpoena should be turned over to the Director.
- The Library Services Director will work with the City Attorney to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Immediately ask the City Attorney to provide advice and assistance.
- Ask the officer if he/she would be willing to delay the search until the City Attorney arrives.
- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local, state, or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for the City Attorney, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the Library without the advice of the City Attorney.
- Ask the officer(s) to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the Library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officer(s) are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.

- Provide all notes and records to the City Attorney. If a library worker is required to respond to a search warrant in the absence of the Library Services Director or a designated alternate, all materials should be turned over to the Director.

If an agent for the Federal Bureau of Investigation presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (orders issued under the USA Patriot Act):

- Call the City Attorney and ask for assistance.
- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for the City Attorney, do not inform other Library staff or any other person about the order until authorized to do so by the City Attorney.
- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he/she will delay the search until the City Attorney arrives.
- If required to turn over records or other items at once, do not notify any Library staff except for the City Attorney and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the Information Technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of the City Attorney, he/she cannot inform other Library staff or any other person about the order unless authorized to do so by the City Attorney.
- If a Library worker or volunteer is required to respond to an order issued under the USA Patriot Act in the absence of the Library Services Director or a designated alternate, they should inform the Director as the custodian of records. It is not unlawful for library staff to refer the agent to the Director or his/her designated alternate; however, except for the City Attorney, the staff member should not inform anyone else about the order unless authorized to do so by the City Attorney.

2. Third Party and Law Enforcement Requests for Library Records and User Information

The legal custodian of records for the Woodland Public Library is the Library Services Director. As the legal custodian of records, the Library Services Director is the person responsible for responding to any request for Library records or information about a Library user.

The Library Services Director may designate one or more Library employees to serve as persons responsible for responding to any request for records or information about a Library user when the Library Services Director is absent or unavailable.

The circulation and registration records of the Woodland Public Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a valid court order in proper form, issued by a court of competent jurisdiction, is presented to the library by the law enforcement agency or person seeking the records.

No Library employee or volunteer may release Library records or reveal information about a Library user to any third party or law enforcement agent unless authorized to do so by the Library Services Director or the Director's designated alternate. In all circumstances, without exception, employees and volunteers shall follow the procedures set forth in Woodland Public Library's "Guidelines for Responding to Requests for Library Records and User Information."

Woodland Public Library Rules and Regulations Governing Public Behavior

Woodland Public Library is committed to promoting and maintaining a safe, pleasant, and efficient environment for the public and staff. Patrons can help maintain a harmonious and safe library for all by complying with the following rules and regulations:

1. Respect the rights and privileges of all other Library users.
2. Talk in quiet tones and low voices.
3. Refrain from improper conduct. Conduct is regarded as improper if it includes one or more of the following, all of which are violations of criminal or civil codes of law. (Please ask at the desk for the complete text of the codes):
 - a. Creating a public disturbance
 - b. Obscene and/or abusive language, verbal or written
 - c. Mutilating, damaging or defacing any books, map, chart, picture, engraving, manuscript, cassette, or other Library property
 - d. Sexual acts
 - e. Smoking in or on library grounds
 - f. Gambling
 - g. Playing a portable audio device without headphones
 - h. Loitering on Library premises, such as sitting or standing idly about, sleeping, or lingering aimlessly.
 - i. Use of alcohol, narcotics, tobacco, e-cigarettes, and/or hallucinogens on Library premises.
 - j. Soliciting or panhandling
 - k. Physical or verbal harassment or abuse of Library users or staff.
4. Maintain an acceptable standard of personal hygiene. Unpleasant body odor which substantially interferes with the use and enjoyment of the Library by other patrons or with the ability of staff to work is unacceptable. Shirts and shoes are required.
5. Keep food and drink outside the Library except for bottled water in a secure container.
6. Make sure that all Library materials are checked out before removing them from the premises.
7. Personal property brought into the library is subject to the following:
 - a. Items inappropriate to Library use, including but not limited to bicycles, wagons, shopping carts, luggage, large grocery bags, large trash bags, bedrolls, and strollers without children are not allowed in the Library.

- b. Personal possessions must not take up seating or space needed by others.
 - c. Personal possessions such as grocery bags, trash bags, backpacks, bedrolls, shopping bags, and luggage left outside the Library are subject to disposal.
 - d. The Library is not responsible for personal belongings left unattended.
8. Leave bicycles, shopping carts, skateboards, or other wheeled conveyances off Library grounds, with the exception of wheelchairs and baby strollers/carriages being used to transport persons. A bicycle rack is provided outside the Library.
 9. Skateboarding is not allowed on Library premises, and signage is posted to indicate such.
 10. Stay with your children or keep them with you. A responsible adult, older sibling, or babysitter must accompany any child under the age of seven.
 11. Only service animals are allowed in the Library.

The Library Director and his/her designated staff are authorized to interpret these rules in accordance with applicable law and to ensure appropriate behavior of all persons in the Library facilities. Patrons not complying with the above rules and regulations will be requested to leave the premises and /or risk suspension of their Library privileges.

Woodland Public Library Policy on Children in the Library

Children of all ages are welcome to the Woodland Public Library. Children and adults have the right to use the Library in safety and in an atmosphere conducive to studying and thinking. Therefore, it is the Library policy that:

- All children under the age of seven must be accompanied by a responsible adult, older sibling, or babysitter. In the case of groups of children, there must be one adult for every four children. Children under the age of seven cannot be left in the Library while their responsible adult is attending a meeting in the Leake Center. During Pre-School Story Times, the adult must remain in the building.
- All children will behave appropriately. If they are disruptive, they will be given a warning and told they have the choice of behaving appropriately or leaving the Library. If the disruptive behavior continues, they will be escorted from the Library and told they cannot return that day. In cases of repeated problems, they can be barred from the Library for a longer period of time, i.e., the rest of the week.
- If a young child accompanied by an adult is being disruptive, the adult and the child will be approached. The adult will be told how the child must behave, and the child will also be reminded. If the disruption continues, the adult will be told to remove the child from the Library.

If the Children's Librarian is available, he/she should be responsible for this policy. If not, the Librarian on duty will carry out the policy. Should there be no Librarian on duty, any Library Technical Assistant II may carry out this policy.

If a child is left unattended at the time the Library closes and the staff feels the child is too young to be left alone, they will follow these steps:

- Two staff members will remain with the child—preferably the Children's Librarian or Librarian on duty (if available)—and one other staff member. Staff will attempt to telephone the adults responsible for the child. If they are contacted, they should be told to pick up the child. They should be told that staff will stay with the child up to fifteen minutes, at which time the police will be called and asked to pick up the child.
- If an adult cannot be reached, the police will be called to pick up the child.

**UNDER NO CIRCUMSTANCES will a staff member leave the Library premises with a child.
UNDER NO CIRCUMSTANCES will there be fewer than two staff members with the child.**

If it becomes obvious to staff that a child or group of children are being left in the Library for childcare purposes, the following policy will be implemented:

- If the child/children are not disruptive or overly demanding of staff time, they should be allowed to stay in the Library.

- If the child/children are disruptive, the policy on disruptive behavior will be carried out. The child/children will be told to inform their parents that they will not be allowed to spend time at the Library if they continue to be disruptive.
- If they return and continue to be disruptive, they are to be asked for their parents' names, address, and telephone number. The child's Library card can be checked if it is impossible to obtain this information in any other way. The parents will be telephoned and/or sent a letter explaining Library policy.
- If the child cannot or will not give the information, and it cannot be obtained from other sources, the police will be called to remove the child/children.

Woodland Public Library Posting Policy

It is the policy of Woodland Public Library, as a part of its information mission and as a public service, to provide access to community information by providing spaces for the free distribution of handouts, and the public posting of flyers, notices, and posters not prohibited by law.

In keeping with the Library's mission, non-Library materials acceptable for posting or distribution are limited to those promoting cultural, educational, intellectual, non-commercial, or charitable activities. Campaign materials, materials containing proselytizing speech, and commercial materials such as business advertisements or promotions are not permitted.

All materials proposed for posting or distribution must be submitted to Library staff and approved by the Library Director or designee.

Distribution or posting of materials at the Library does not indicate the Library's endorsement of the ideas, issues, or events promoted by those materials.

Placement, Quantity and Size

The Library Director shall designate which spaces, such as bulletin boards, literature racks, counter tops, desktops, or shelves are available for free distribution or posting of non-library materials within the Library or on Library grounds.

The Library will give preference to materials that:

- are of general community interest
- originate with organizations located in the City of Woodland
- announce events, activities, and services in a timely fashion
- are of a suitable size and, in the case of handouts, of suitable quantity

Duration and Responsibility

Materials will be posted or placed for free distribution for 30 days, or until the last day of the event. After 30 days, materials will be discarded.

The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

Materials posted or left for free distribution without approval from the Library will be discarded.

Materials known to be illegal will not be posted or placed for distribution.

Woodland Public Library Posting Policy Adopted 10/19/2016

Woodland Public Library Display Case Use Policy

As an educational and cultural institution and as part of its public service, the Woodland Public Library provides exhibit space for non-commercial displays of interest, information, and enlightenment to the community.

The Library retains priority rights for use of display cases for library purposes but encourages non-profit organizations, community groups, and individual or government agencies to provide displays whenever space is available.

Display cases provide a public forum in which to exhibit educational, cultural, or charitable materials. Provision of space for a display does not indicate endorsement by the library.

The Library reserves the right to determine the acceptability of a display. Approval rests with the Library Services Director or a designated staff member.

The Library reserves the right to schedule displays and determine the frequency an individual or group may provide a display.

The Library assumes no liability in the event of damage, destruction, or theft of a display.

Unless other arrangements are made, a display will be exhibited for one month. Failure to dismantle a display by the agreed upon date may result in its removal by Library staff.

Woodland Public Library Photography Policy

The Woodland Public Library reserves the right to photograph program participants. These photos may be used by the Woodland Public Library for publicity purposes without compensation or further permission. If you do not wish you or your child to be photographed, please notify Library staff.

“We often take pictures at Library events to use in the Library publicity materials and on our website. If you do not want us to use a picture of you or your child, please tell a staff member prior to the event.”

Woodland Public Library Policy on other Library Facilities

Events Policy for Woodland Public Library Rose Gardens

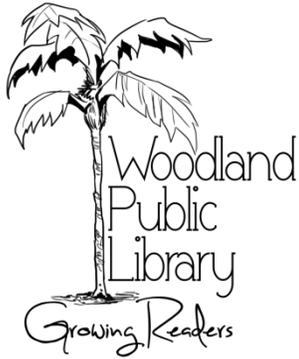
Individuals or groups may use the Rose Gardens located on the grounds of Woodland Public Library for private special events. For-profit groups, events charging admission or fees, or groups that will be selling anything are not allowed.

To use the Rose Gardens, contact the Library to check availability and fill out the Woodland Public Library Rose Gardens Reservation Form. There is no charge for use. The person responsible must ensure that there is no damage to the Gardens and that they are cleaned and returned to their original state after the event.

Special Events Liability Coverage can be purchased through Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA), 77 W. Lincoln Ave., (530) 666-4456. (Approved 1/9/06)

Outside Facilities

The walkways, Rose Garden, Courtyard, and grounds are the property of Woodland Public Library, and appropriate behavior is expected. Bicycles may only be stored in the racks provided for such use. Skateboarding is prohibited as signage indicates.



Woodland Public Library

250 First Street · Woodland, CA 95695

<http://www.cityofwoodland.org/library>

530 · 661 · 5980

Woodland Public Library Rose Gardens Reservation Form

Date requested

Type of event

Responsible person (please print name)

Name

Address

Phone

(Signature)

(Date)

Approved 10/19/2016

Woodland Public Library Gifts Policy

California Education Code Section 18920: The Library Board of Trustees may administer any trust declared or created for the Library, and received by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere and, where not otherwise provided, dispose of property for the benefit of the Library.

Policy

1. The Woodland Public Library welcomes gifts and memorials of books, equipment, and money with the understanding that such gifts will be used to extend, enrich, and improve Library services. If the donor so requests, materials or books will be identified by gift bookplates or other method designated by the Library Board of Trustees.
2. In accepting gifts, the Library reserves the right to declare whether or not they will be added to the collection. The same principles of selection that apply to the purchase of Library materials will be applied to gifts. Gifts which the Library is unable to use will be sent to the Friends of the Woodland Public Library book sale.
3. Dedication of a room or an area will be allowed if the gift pays for the construction of such room or area.
4. The Friends of the Woodland Public Library are in active partnership with the Library in fundraising and gifting.

Woodland Public Library Education and Training Policy

Staff Conferences, Workshops, Professional Meetings

It is the policy of the Library to provide consistent quality service to the public through a formal program of in-service and continuing education for staff. Therefore, the policy provides for the budget to include the payment of expenses for staff, including the Library Services Director, to attend conferences, workshops, and professional meetings that have a direct benefit to the Woodland Public Library.

Trustee Conferences, Workshops, Professional Meetings

It is the policy of the Board of Trustees to provide for the payment of expenses for Trustees to attend conferences, workshops, and professional meetings that have a direct benefit to the Woodland Public Library and to provide therefore in the annual budget.

State and National Association Dues

Payment for state and national association dues for Board members shall be provided for in the annual budget.

Woodland Public Library Leake Center Rooms Policy

The Woodland Public Library has two community rooms that may be rented for general use by members of the public who have a Woodland Public Library account in good standing. The Leake Center Community Room can accommodate 245 standing guests or 100 seated. The Leake Center Conference Room can accommodate 12 seated guests. The Library Courtyard may be rented in conjunction with either the Leake Center Community Room or the Leake Center Conference Room.

The mission of the Woodland Public Library is to inform, enhance the quality of life, and to foster life-long learning in the community of Woodland. The function of the Woodland Public Library Leake Center is to provide a safe and supportive environment that furthers this primary purpose and encourages the use of the Library's informational, educational, and recreational materials, programs, and services. In order to achieve these aims the Library must maintain a safe and reasonably quiet environment that takes into account the safety and welfare of its patrons, buildings, and staff. Public use of the Leake Center is not the primary purpose of the Library and shall not disrupt its main purpose.

Reservation of Leake Center Rooms

Community groups are permitted and encouraged to use these community rooms for educational, cultural, or intellectual activities when such use does not conflict with regular Library programs, are consistent with the rules for eligibility and use as set forth in this *Policy*, and comply with the procedures and limitations specified in the *Leake Center Room Use Agreement*.

Room reservation requests may be submitted in person, by phone, or by e-mail during regular business hours. Leake Center Room reservations are handled by contacting the Literacy Office at 530-661-5986 or e-mailing leakecenter@cityofwoodland.org.

Eligibility

1. Organizations eligible to reserve Library community rooms (in priority order):
 - Woodland Public Library-sponsored meetings, programs, etc.
 - Woodland Public Library-affiliated groups (e.g. Board of Trustees, Friends of the Library, Rose Club, etc.)

- City of Woodland Departments
- Civic and school groups
- Non-profit or community organizations not included above
- Commercial use is limited to in-service training of staff
- Private individuals

Reservations

Rooms are available Monday through Thursday 9:00 a.m.-10:00 p.m.

Occupancy time must begin during Library open hours.

Reservations are accepted on a first-come, first-served basis, up to one year in advance of rental date.

You may tour the Leake Center rooms during open Library hours by appointment, provided there are no events in progress.

Reservation times must include set-up and take down/clean up time. Take down/clean up time is defined as removing garbage and food remains and returning room to original table/chair configuration.

Groups 2 and 3 may use a Leake Center room up to 4 times per month. See fee schedule for Group definitions.

The individual reserving Leake Center rooms must have a Woodland Public Library card in good standing.

Usage

Individuals reserving the Leake Center rooms must be 18 years or older and 21 years or older if alcohol is being served. A photo ID with the applicant's address and birthdate must be submitted at the time of the reservation application. For events open to the public; Woodland Public Library must be named on all printed materials regarding the event. Our name must be spelled out in full. The correct address is 250 1st Street, Woodland CA 95695

No use of the Leake Center shall result in a private individual or entity profiting from the activity authorized.

The fact that a group is given permission to meet in a Leake Center room does not constitute endorsement of the policies or beliefs of the group by the Library Services Director, the Library Board of Trustees, or the City of Woodland. The Library reserves the right to request that groups not associated with the Library state clearly in press releases and other publicity that the meeting is not Library sponsored and that the presence of the group in the room does not constitute endorsement by the Library. Permission to use the rooms is not transferable.

No smoking is allowed in any Leake Center room or on Library grounds, including the Rose Gardens and outside lawns.

Fire code does not permit open flame devices. No smoke/fog machines are allowed. All users and guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm.

Decorations which do not damage the walls, ceiling, or furniture are permitted. No scotch tape or masking tape may be used to hang items. Wall decorations are limited to a tackable surface, if available, or can be hung by the use of putty tack.

Candles and/or open flames are not permitted.
All decorations must be removed when the event is over.

The individual or group reserving the room assumes full responsibility for the conduct of the guests at their function.

Parking availability is not guaranteed and may be limited.

In the event of an emergency such as a power outage, natural disaster, etc., the Library will not be held responsible for interruption of a reservation. The Library reserves the right to cancel a reservation without notice or liability. Refunds will be made if cancellation is necessary.

Wireless Internet access is available in the Leake Center rooms. Users should test connectivity in advance. Organizations must provide their own computer, wireless access card, projector, and other equipment. Library staff is not available to troubleshoot user computer equipment.

The Library provides a screen, podium, and whiteboard in the Leake Center Community Room and a whiteboard in the Leake Center Conference Room.

Maximum occupancy must not exceed posted limit.

The Library is not responsible for loss or damage to individual or group property before, during, or after use of the rooms and courtyard.

The Library does not provide set-up of the rooms. Each user is responsible for set-up and clean-up. Users may arrange chairs and tables as they wish. Any damages to the rooms or equipment in the rooms by the user will be charged to the user. Users will be charged for janitorial or staff time to clean the facility if the room is not left in its original condition. The rooms/courtyard shall be left in the same condition in which they were found, including the placement of chairs and tables.

Due to limited kitchen facilities, only simple refreshments may be served in the rooms. Portable gas grills are permitted in the courtyard. Individuals or groups using the courtyard must have prior approval from the Library Services Director to use a portable gas grill in the courtyard. No alcoholic beverages may be served or consumed when the Library is open to the public. No alcoholic beverages may be served or consumed when the library is closed to the public unless a certificate of liability insurance in the amount of \$1,000,000 is provided to the Library prior to the meeting with an endorsement identifying the City of Woodland as an additional insured. In addition to the above, selling alcohol requires a Special Daily License/Event Permit issued by the California Department of Alcoholic Beverage Control. <http://abc.ca.gov/>. Your application must include permission by the Library Services Director or designee and the Police Department.

The Library can impose reasonable conditions for the use of the Leake Center rooms and courtyard to ensure that public or private property is not damaged through the use of its facilities and to ensure that the safety, welfare, and comfort of the public is not disturbed. This includes restrictions on the use of amplified sound. The use of the rooms and courtyard must not disturb the normal activities of the Library. Illegal activities shall not be permitted in the rooms/courtyard or on Library premises and such activity will result in immediate eviction and denial of future use of the Library's facilities by groups or individuals violating this policy.

Fees

Fees for each room are on an hourly basis, see fee schedule attached. Set-up and clean-up time must be included in paid reservation time. Use fees should be received at least seven days prior to use of the room. The Library must be

notified at least 72 hours prior to a scheduled user's cancellation in order to receive a refund. No partial refunds for unused time will be made. If any Library personnel are required to deliver keys, secure the library and/or community room, or return to the Library for any other problem caused by the user group, the group will be charged a \$50 callback fee. This charge must be paid before any future use of the community room is allowed. If the community room must be re-keyed due to a lost key, the user will be billed the full amount.

The following organizations are exempt from the Leake Center room use fee: Woodland Public Library sponsored programs and events, Friends of the Woodland Public Library, Woodland Library Rose Club, and City of Woodland Departments.

Room use fees are established by the Board of Trustees, adopted by the Woodland City Council, and included in the City of Woodland Municipal Fee Schedule. To secure a reservation, applicants must read and accept this Policy, and complete and submit a signed *Leake Center Room Usage Agreement*.

Signed *Agreement* and fees must be received by the Library representative handling the reservation as specified in the *Leake Center Room Usage Agreement*.

Woodland Public Library Leake Center Community Rooms Fee Schedule

Group 1: Exempt from Fees

- Woodland Public Library-sponsored meetings, programs, etc.
- Woodland Public Library-affiliated groups (e.g. Board of Trustees, Friends of the Library, Rose Club, etc.)
- City of Woodland Departments

Group 2:

- An organized club or special interest group that has non-profit status with open membership that works directly with youth and youth are present and engaged in the activities held in the community rooms. The group must have a formal organization. For example: scouting groups, youth groups, 4-H

\$10 per hour Leake Community Room

\$10 per hour Leake Conference Room

\$10 per hour Library Courtyard (in addition to Leake Room fee)

2 Hour minimum Reservation

Group 3:

- Civic groups
- Non-profit or community organizations not included above
- Commercial use is limited to in-service training of staff
- Private individuals

\$30 per hour Leake Community Room

\$20 per hour Leake Conference Room

\$20 per hour Library Courtyard (in addition to Leake Room fee)

2 Hour minimum Reservation

Leake Center Community Room Reservation Form

WOODLAND PUBLIC LIBRARY
Leake Center Community Room Reservation
ONE RESERVATION PER FORM

Organization _____ Type of Activity _____

Reservation Date _____ from _____ am / pm to _____ am / pm Number of Persons Expected _____

Person Responsible _____ Phone _____ Card #: _____

Address _____

GROUP 2 RENTAL RATES:

Community Room \$10/hour,
Conference Room \$10/hour
Courtyard* \$10/hour (in additional to room fees)

GROUP 3 RENTAL RATES:

Community Room \$30/hour,
Conference Room \$20/hour
Courtyard* \$20/hour (in addition to room fee)

ROOM(S) RESERVED:

- Leake Community
 Conference Room
 Courtyard

LIBRARY EQUIPMENT NEEDED:

Tables (Approx. number) _____
Room Chairs (Approx. number) _____
Pull Down Screen: Y / N
Podium: Y / N
Stove Y / N

WIFI REQUESTED:

- YES
 NO

PLEASE READ BEFORE SIGNING

I have the authority to enter into this agreement for the above organization. I have read the policies relating to the use of rooms/equipment and agree to abide by them. I agree to leave the room(s) in a clean and orderly condition and guarantee restitution for loss or damage to any equipment, furniture or other library property.

I understand that failure to comply with these policies/procedures may result in denial of future use of library premises and/or equipment by the above organization.

Indemnity and Hold Harmless

The applicant and/or Organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to the City's property, or for any claims made as a result of any accidents or injuries to the Renter, guests, or invitees or any person providing services to the applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renters shall assume the defense of and indemnify and save harmless the City, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operation under the Agreement. Acceptance of the City of the Insurance Certificates does not relieve the renter from liability under the indemnity and Hold Harmless Clause.

I have read the Reservation Policy and agree to abide by all of the conditions of this application and of any contract or permit issued based on this application.

Signed _____ Date _____

Staff Use Only
Date Received _____
Group Type _____
Total Fee _____
Date Paid _____
Approved _____

Adopted February 4, 2015 Library Board Of Trustees

Woodland Public Library Fees for Service

The Woodland Public Library is a free library in accordance with Education Code, Title I, Division 1, Part 2, Chapter 5, sections 18900-18965 for all normal and customary library services. However, it is Library policy to charge cost-recovery fees for services beyond traditional library operations. Nontraditional services may be defined as database searching, public access computers, videos, printing, and reserve materials. The responsibility to set fees is vested with the Library Services Director. A current **Woodland Public Library Fines and Fees Schedule** is available at the circulation desk.

Approved 10/19/2016

Emergencies in the Library

When the safety of the public, staff, materials, and/or facility is at risk, all necessary steps will be taken. The Library Services Director will have plans for handling emergencies related to weather, natural disaster, physical plant operations, medical, and/or life-threatening issues. Training and information will be provided during orientation and on a regular basis to staff to ensure their awareness of safety procedures, evacuation plans, protection procedures for library materials, equipment and facilities; cooperation with public safety departments, delegation of responsibilities in emergencies, and procedures for expedient return to services.

APPENDICES

Appendix A- Contact List

Greta Galindo
Library Services Director
530-661-5984

Carol Davis, Librarian II
530- 661-5994

Patricia Lakie, Librarian II
530- 661-5991

City Attorney
Best, Best & Krieger, Attorneys at Law
916-325-4000

Appendix B- 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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 27, 1967, and January 23, 1980, by the ALA Council; inclusion of "age" reaffirmed January 23, 1996.

Reprinted with the permission of the American Library Association.

Note: From time to time, the American Library Association issues interpretations of the **LIBRARY BILL OF RIGHTS** on such topics as videotapes for children and young people, labeling of library materials, library meeting rooms and exhibit spaces, and sexism and racism in library materials. These interpretations are available without charge from the Office for Intellectual Freedom of the American Library Association (50 East Huron Street, Chicago, IL 50511; 1-800-545-2433 Ext. 4223 toll free).

Appendix C- Free Access to Libraries for Minors

(An interpretation of the **Library Bill of Rights**)

Some library procedures and practices effectively deny minors access to certain services and materials available to adults. Such procedures and practices are not in accord with the **Library Bill of Rights** and are opposed by the American Library Association.

Restrictions take a variety of forms, including among others, restricted reading rooms for adult use only, library cards limiting circulation to some materials for adult use only, collections limited to teacher use, or restricted according to a student's grade level, and interlibrary loan services for adult users only.

Article 5 of the **Library Bill of Rights** states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." All limitations on minors' access to library materials and services violate that article. The "right to use a library" includes use of, and access to, all library materials and services. Thus, practices which allow adults to use some services and materials which are denied to minors abridge the use of libraries based on age.

Material selection decisions are often made and restrictions are often initiated under the assumption that certain materials may be "harmful" to minors or in an effort to avoid controversy with parents. Libraries or library boards which restrict the access of minors to materials and services because of actual or suspected parental objections should bear in mind that they do not serve in loco parentis. Varied levels of intellectual development among young people and differing family background and child-rearing philosophies are significant factors not accommodated by a uniform policy based on age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet the young person's needs.

The American Library Association opposes libraries restricting access to library materials and services for minors and holds that it is the parents—and only parents—who may restrict their children—from access to library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children. The library and its staff are responsible for providing equal access to library materials and services for all library users.

The word “age” was incorporated into article 5 of the **Library Bill of Rights** because young people are entitled to the same access to libraries and to the materials in libraries as are adults. Material selection should not be diluted on that account.

(Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004, by the ALA Council.)

Appendix D- Access for Children and Young People to Videotapes and other Non-Print Formats

(An Interpretation of the **Library Bill of Rights**)

Library collections of videotapes, motion pictures, and other non-print formats raise a number of intellectual freedom issues, especially regarding minors.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people have access to materials and services that reflect diversity sufficient to meet their needs.

To guide librarians and others in resolving these issues, the American Library Association provides the following guidelines.

Article V of the **Library Bill of Rights** says, “A person’s rights to use a library should not be denied or abridged because of origin, age, background or views.”

ALA’S free access to libraries for minors: An Interpretation of the **Library Bill of Rights** states:

The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources based solely on chronological age, educational level, or legal emancipation of users violates Article V.

{Parents—and only parents—have the right and responsibility to restrict the access of their children—and only their children—to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions or parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.}

Policies which set minimum age limits for access to videotapes and/or other audiovisual materials and equipment, with or without parental permission, abridge library use for minors. Further, age limits based on the cost of the materials are unacceptable. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the

same standards to circulation of these materials as are applied to books and other materials.

Recognizing that libraries cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Published reviews of films and videotapes and/or reference works which provide information about content, subject matter, and recommended audiences can be made available in conjunction with non-print collections to assist parents in guiding their children without implicating the library in censorship. This material may include information provided by video producers and distributors, promotional materials on videotape packaging, and Motion Picture Association of America (MPAA) ratings if they are included on the tape or in the packaging by the original publisher and/or if they appear in review sources or reference works included in the library's collection. Marking out or removing ratings information from videotape packages constitutes expurgation or censorship.

MPAA and other rating services are private advisory codes and have no legal standing*. For the library to add such ratings to the materials if they are not already there, to post a list of such ratings with a collection, or to attempt to enforce such ratings through circulation policies or other procedures constitutes labeling, "an attempt to prejudice attitudes" about the material, and is unacceptable. The application of locally generated ratings schedules intended to provide content warnings to library users is also inconsistent with the **Library Bill of Rights**.

*For information on case law, please contact the ALA Office for Intellectual Freedom.

See also: **STATEMENT ON LABELING** and **EXPURGATION OF LIBRARY MATERIALS**, interpretations of the **Library Bill of Rights**.

Adopted June 28, 1989, by the ALA Council; the quotation from **FREE ACCESS TO LIBRARIES FOR MINORS** was changed after Council adopted the July 3, 1991, revision of that Interpretation. Updated on June 30, 2004, by the ALA Council.

[ISBN 8389-7351-5]

Appendix E- The 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.

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**

Appendix F- Code of Ethics of the American Library Association

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.**
- II. **We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- 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.**
- IV. **We recognize and respect intellectual property rights.**
- 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.**
- VI. **We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- 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.**
- 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.**

Adopted June 28, 1995, by the ALA Council

Appendix G- 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 ensure 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