

# Seaside Public Library Policy Manual



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## MISSION STATEMENT

The freedom to know is the foundation of democracy. The Seaside Public Library dedicates itself to collecting and distributing an array of information and ideas that is diverse in material, varied in formats and rich in viewpoint, reflecting the multi-cultural character of the community and world it serves. The Seaside Library offers equal access to its resources and encouragement in their use so that enlightenment, literacy, and life-long learning may flourish.

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## **LIBRARY ORGANIZATION**

### **LIBRARY ADVISORY BOARD**

The Seaside Public Library is a department of the City of Seaside, advised by a five-member appointed Library Board. The library operates under the direction of the Library Director. The City Manager is responsible for all departments of the City of Seaside.

The Seaside Public Library is advised by a Library Board appointed by the City Council. The Board shall consist of five members, with the Library Director as an ex-officio member.

The term of office shall be four years beginning on December 31st, and no member shall hold office for more than two consecutive terms.

New Board members shall be accorded a welcoming orientation program to introduce the new member to the staff, provide information about the library and to acquaint them of local, state and national programs.

The Board shall elect a chair and a vice-chair at the beginning of each serving year, and in the absence of the chair, the vice-chair shall assume the duties of the chair.

Board members receive no salary or compensation for services rendered, nor any financial interest either directly or indirectly in any contract to which the library is a party. Board members may be reimbursed for expenses incurred in the performance of duties.

The Board, should it so desire, may appoint the Library Director as secretary to the board to take

minutes and to keep a record of its actions.

At each meeting, the board shall follow an agenda prepared by the Library Director prior to the meeting with other pertinent information on which the board members will be required to make decisions.

The Board shall meet at least once a month in the library at a designated time. Special sessions may be called by the chair of the board should the chair deem it necessary.

Three Board members present shall meet the requirements of a quorum.

Failure of a Board member to attend any three meetings within a twelve-month period without valid reason shall be grounds for dismissal. A twelve-month period is defined as beginning in January of each calendar year.

Business meetings shall be governed by Robert's Rules of Order.

The Board believes that censorship is an individual matter and declares that while anyone is free to reject materials of which one does not approve; one cannot exercise this right of censorship to restrict the freedom to read of others.

## **CONFIDENTIALITY**

Oregon State Law<sup>1</sup> makes the following library records exempt from disclosure: The records of a library, including circulation records, showing use of specific library material by a named person or consisting of the name of a library patron together with the address or telephone number.

It is the policy of the Seaside Public Library not to release information that would reveal the identity of a library patron who checked out or used certain materials or requested an item of information from the Library. Information concerning the account of a patron will be released to that person only.

However, the Library will release information to the parent or guardian of a minor child for the purpose of recovering overdue material and settling accounts for lost, late or damaged material or charges incurred by minor children for which a parent or guardian may be considered liable. Information will not be provided to parents or guardians who are merely attempting to determine what library materials their minor children are using.

Other requests for the release of information of confidential patron records will be honored if submitted by an order from the court as outlined in the Oregon Revised Statutes.

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<sup>1</sup>ORS 192.502 (21).

## **REQUESTS FOR INFORMATION**

The Library Director is the custodian of library records. All requests for records from law enforcement, the public, the press or any other source must be forwarded to the Director's office. The Library Director will consult with the City Attorney before deciding the appropriate response for records requests.

## **LAW ENFORCEMENT REQUESTS**

If the Library Director is unavailable, staff members should

- Ask to see the identification of the officer or agent
- Write down
  1. the badge number
  2. the name of the law enforcement agency
  3. the officer/agent's name and phone number
- If possible, get a business card

Library records cannot be released without the approval of the Library Director or designee.

## **SEARCH WARRANTS AND SUBPOENAS**

Any employee who receives the request for Library records shall ask for the identification of the person or entity making the request and then immediately refer such person or entity to the Library Director. In the absence of the Library Director, they should immediately refer to the designee in charge as assigned by the Library Director.

The Library Director or designee should attempt to contact the Library's legal counsel (City of Seaside Attorney) and to have such legal counsel present. In the event that legal counsel is not available, the Library Director or designee should only meet with the requesting person or agent with another Library staff member in attendance.

If the requesting person or entity or the agent or officer of that person or entity does not have a court-issued order, subpoena or search warrant compelling production of the records, the Library Director or designee shall explain the Library's confidentiality policy and the State's confidentiality law and inform the person that Library patron records are not available except when such an order, subpoena or search warrant has been presented.

If the court order is in the form of a court-issued order or subpoena, before any records are produced the Library's legal counsel shall examine the order or subpoena for any legal defect, including the manner in which it was served on the Library, the breadth of its request, its form, or any insufficient showing of good cause made to the court.

If the order is in the form of a duly-issued search warrant, the agent or officer may legally begin the search of Library records as soon as the Library Director or designee is served with the order. However, the Library Director or designee should ask to have the Library's legal counsel present

before the search begins in order to allow the Library's legal counsel an opportunity to examine the sufficiency of the search warrant and to assure that the search conforms to the terms of the search warrant.

If the order is a search warrant issued under the Foreign Intelligence Security Act, no information regarding the existence of the search warrant or of the records that have been produced pursuant to the warrant shall be disclosed to any other party, including the patron whose records are subject to the search warrant. The Library Director or designee does have the right to and shall seek legal advice concerning the warrant from the Library's legal counsel and shall request that the Library's legal counsel be present during the actual search and execution of the warrant.

## **LIBRARY MATERIALS AND SERVICES**

Essential to the mission of the library is the active promotion of library services, collections, community outreach and partnerships.

All persons are welcome to use the library and library materials on the premises during operating hours. The privilege of borrowing materials however, requires a library card.

## **CARD ISSUANCE**

### **APPLICATIONS**

In order to receive a library card, patrons age 18 and over must complete a Seaside Library application form. Applicants age 17 and younger must have a parent or guardian sign the application.

### **PROOF OF ADDRESS**

The person accepting responsibility for the use of the library card (the adult applicant or the parent/guardian signing a minor's application) must provide proof of a current resident address. For out of town cards, only a picture ID is required.

Due to identity theft, a picture ID AND proof of residency in the Seaside City limits must be shown (with current street address). For example, a valid driver's license with current street address would be acceptable for validating both requirements of picture identification and residency. If picture ID does not show current residence, a second item for proof of address is required.

A passport would be acceptable for picture ID. However, it cannot be used to verify residency since the address is written by the passport holder. Along with such a picture ID, A second item for residency would be required such as:

- A valid driver's license with current address in Seaside

- Oregon ID card
- Rental agreement
- Utility bill
- Insurance
- Current mail
- Property tax or closing documents on a property or home in Seaside.

With the exception of non-resident and visitors cards, no charge is made to a person or business for a library card. Responsibility for items borrowed with a library card rests with the owner of that card. The Seaside Public Library issues the following types of library cards:

## RESIDENT CARDS

***Resident cards*** are issued free of charge to City of Seaside residents and property owners.

***Seaside residents*** are those who reside on property within the corporate city limits of the city of Seaside. A minimum residency of four weeks is required.

***Property owners*** are those who own property within the corporate city limits of the city of Seaside. Proof of property ownership is required.

All resident cards are valid for a period of two years from the date of application and may be renewed by verifying the application information is current. Cards that have been expired for three consecutive years will be deleted.

## NON-RESIDENT CARDS

***Out-of-town cards*** are issued to those who do not qualify for resident cards. The out-of-town rates are set by the Seaside City Council. Cards must be paid in advance, and proof of current address is required. The current charge for an out-of-town card is \$70 a year,<sup>2</sup> \$35.00 for six-months, or \$17.50 for three months.

***Visitors cards*** are offered to out-of-town residents at a charge of \$6.00 a month. Visitors must provide temporary and permanent addresses and have valid proof of residence. Visitor cards are limited to six items at a time. Visitors are not eligible for interlibrary loan privileges.

## LIBRARIES READING OUTREACH CARDS

Libraries Reading Outreach in Clatsop County cards are for all children ages 0-19 who live outside the city limits of Astoria, Seaside, and Warrenton but reside within Clatsop County. It is requested

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<sup>2</sup>City of Seaside Ordinance 94-09.



that children get the card at the public library closest to their home address. Cards are renewed annually.

### **“CARD IN HAND” REQUIREMENTS**

To conduct circulation transactions or to receive information about a cardholder’s circulation records, patrons must present a valid library card. Patrons conducting business by phone must provide the library card barcode number or their last name. Discretionary exceptions to this policy may be made for the occasional forgotten library card if the patron offers valid identification or is identified by a member of the library staff.

## **CIRCULATION OF MATERIALS**

### **LOAN PERIODS**

The loan periods for all cards are as follows:

21 DAY LOAN	7 DAY LOAN
CDs	New fiction
E-Readers	Wi-Fi Hotspots
Books	Specialty Items
Audio Books	
Magazines	
DVDs	

Books marked as Reference, current issues of all periodicals and all material in Archives are for in-library use only.

There is a limit of five interlibrary loan requests at any one time.

Interlibrary loan circulation periods are determined by the lending library.

### **RENEWALS**

There is a limit of two renewals per item. Items may be renewed over the phone and also online.

Items on reserve for another patron may not be renewed.

Interlibrary loans may or may not be renewed depending on the policies of the lending library.

### **CHARGES AND FEES**

The library operates best when all patrons cooperate for the timely check out and return of items. This enables all patrons to have a larger selection of materials available.

In the event that library materials are willfully detained, the Seaside library, in accordance with ORS 357.975 may impose fines or charges as follows.

## **OVERDUE CHARGES**

There is a seven day grace period for all items, after which time fines will be charged retroactively to the original due date.

There is a charge of 25¢ per day per item for adult materials. Youth materials are fine free but are charged as lost after 30 days overdue. Lost items are charged based on value of the item that was lost.

No materials may be checked out on any card that has over \$5 in fines.

Patrons with \$5 in fines will be unable to access the public computer stations.

Reminder mailed notices or e-mails will be sent on the 30th and 45th days past the due date. A final reminder is sent before items are referred to collections.

On the 30th day past overdue, the book will be considered lost to the library. At this time, the Library Director may refer the charges to another agency (collection agency, court settlement, etc.) for collection. Patrons referred to another agency pay all charges to that agency as the library will not be able to accept payments directly from the patron after their account has been referred. Once the Library has been notified by the collection agency or courts that the account has been paid in full, library privileges will be reinstated.

## **LOST AND/OR DAMAGED MATERIAL CHARGES**

If a lost item is found and returned to the library in good condition within 30 days, the lost book charges will be waived. After 30 days, lost book charges will not be waived. Overdue fines will not be waived regardless of when book is returned.

## **INTERLIBRARY LOAN CHARGES**

There is no fee for requesting and receiving interlibrary loans. Lost items borrowed from other libraries will be charged according to the fees of the lending library.

## **PATRON RESPONSIBILITIES AND CONDUCT**

It is the policy of the Seaside Public Library to provide a safe, comfortable environment that is conducive to the use of library materials and facilities. The library is designed for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members regarding the use of the library and its intended purposes.

## **UNACCEPTABLE BEHAVIOR**

The following behavior including, but not limited to, will not be allowed in the library:

- Any behavior that endangers the safety or health of others
- Violation of any local, state, or federal law
- Vandalism or deliberate destruction of library materials or property
- Theft of library materials or personal property of other patrons or staff
- Deliberate disruption of library procedures
- Use of foul, threatening or abusive language or actions
- Running, chasing, horseplay
- Screaming, shouting, yelling, loud laughing or other noise
- Eating or bringing food into the library except for a pre-approved event
- Abnormal, erratic behavior that hinders normal library use
- Sexual activity
- Pushing, hitting, fighting, biting
- Throwing books or other objects
- Prolonged crying or temper tantrums
- Bullying or bothering other people
- Jumping on furniture
- Use or possession of alcohol or controlled substances
- Personal hygiene that disrupts others' use of library facilities, collections or services
- Use of cell phones or other electronic devices that cause a disturbance

In most cases, disruptive patrons or those behaving inappropriately will be warned of their behavior and asked to behave in a more appropriate manner. Patrons who refuse to behave in an appropriate manner will be asked to leave the library.

No food is allowed in the library unless it is for a specific pre-approved event or meeting. Water and other non-alcoholic beverages are allowed in the library as long as they are in an enclosed container with a lid. No drinks are allowed in the computer lab areas of the library.

In cases in which a patron poses a clear danger to herself/himself or others, clearly violates the law, or refuses to leave the library after being requested to leave by a member of the staff, the police will be called to handle the situation.

## **DISRUPTIVE MINORS**

Minors who are being disruptive will be requested to leave after one warning.

If minors are accompanied by an adult who cannot or will not control them, the adult will be asked to remove the minor from the building.

## **UNATTENDED CHILDREN**

Children under the age of ten who are left unattended or appear to be in the facilities without adult supervision can be a cause of concern to the library. Issues of safety, liability and responsibility prompt the library to require that parents not leave children under the age of ten unattended in the library.

The following procedure will be used in the event of an unattended child:

1. A staff person will attempt to locate the child's parents/guardians in the building.
2. If the parent/guardian or responsible adult cannot be located in the building, a staff member will stay with the child while the supervisor attempts to locate the parents.
3. If the parents/guardians have not been located, or if the library is closing, the staff is directed to call the police.
4. Under no circumstances shall a staff member take the child out of the building.

## **NO SMOKING ON LIBRARY PROPERTY**

On July 14, 2014, the City of Seaside passed a resolution, RESOLUTION #3826, designating the entire Seaside Public Library property smoke-free from cigarettes and other personal smoking devices in accordance with ORS 433.855 and OAR 333-015-0064(2).

## **COLLECTION DEVELOPMENT AND MATERIALS SELECTION**

### **COLLECTION DEVELOPMENT POLICY**

The Seaside Public Library Collection Development Policy is intended to guide the selection of materials to be added to the collections, whether by purchase, through gifts, or through donation. The policy will provide the basis for the systematic development of the Library collection and sets forth the criteria to be met in selecting books, serials, media, electronic products, and other forms of research materials.

The Library Board of the Seaside Public Library recognizes that American democracy functions only if the full range of human ideas is accessible to the people. Proponents of various points of view must be able to fully and openly make their cases, however popular or unpopular they may be. These principles are guaranteed in the First Amendment of the Constitution. A public library is a First Amendment institution.

The library collection, protected by the First Amendment, exists for the benefit of its patrons. Seaside Public Library must offer a storehouse of ideas that are varied, divergent and inclusive.

Collection development at the Seaside Public Library is founded on the principles of intellectual freedom, equal access for all, and the preservation of the documentary record of culture. The library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and selection practices that are flexible and responsive to the changing needs of the community. The library builds and maintains collections for the general public while recognizing the needs of special population groups.

The library collection will be selected and maintained to enable each person to find the library materials and information that she or he wants according to his or her own free choice. The collection, taken as a whole, will be an excellent and unbiased source of information. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Factors to be considered in adding specific materials to the library collection will include any one or more of the following: composition of the present collection, collection objectives, public interest, patron requests, and timeliness of topic, audience for material, current or historical significance of author or subject.

## **COLLECTIONS ACCESS**

The Library Board recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Board believes that reading, listening, and viewing are individual private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read, view, listen or inquire cannot be restricted.

The library collection will be organized and maintained to facilitate access. No materials will be labeled, restricted, sequestered, or altered because of any controversy about the author or the subject matter. Items are cataloged and placed in the library's collection based on best location for the intended audience.

## **RESPONSIBILITY FOR THE COLLECTION**

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of policies determined by the Library Board. Suggestions from staff members and patrons are encouraged and given serious consideration in the selection process.

## **GENERAL SELECTION CRITERIA**

The selection of library materials is based on the patron's right to read and view, as well as the right to freedom from censorship by others. Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and recognition of the needs of the community. To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the Library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. The Seaside Public Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection.

Acquisition of materials are based on the general principles of selection which include diversity of viewpoint, effective expression, creativity, imagination, reading enjoyment, and popularity as

measured by accepted "best seller" lists. No materials will be excluded because of race, nationality, religion, gender, sexual orientation, political or social view of the material or the author.

## **SPECIAL COLLECTIONS**

Special collections of the Seaside Public Library are diverse and include both permanent and rotating collections. The rotating collections, such as the library of things collection, may change depending on audience interest as well as selection and maintenance of the collection. The permanent collections may include but are not limited to: the permanent art collection, archives, and other collections which are intended to be kept as long as they hold interest and value to the Seaside Public Library and the Seaside community. The library director has the final say on the maintenance and development of these collections. The art collection is curated with the assistance of the Seaside Public Library's art committee, made up of staff and volunteers. The list of art pieces and their estimated value is updated by library staff with the assistance of the art committee. Special collections may include but are not limited to: archival materials, microfilm, first edition books, donated miscellaneous items, library of things, and bike locks.

## **DONATIONS AND GIFTS**

Donations of materials and gift items are gratefully accepted as long as no restriction is placed upon their use or disposal.

Acceptance of books and other library materials will be determined by the Library Director on the basis of their suitability to library purposes and needs. Ultimate use or disposal of all gift materials will be determined by the Library Director or designated agent.

The library has the right to discard any gifts in poor physical condition.

Gifts will not be appraised for value by library staff.

## **MEMORIALS**

The Seaside Library Trust was established to accept funds donated in honor or memory of a loved one. Funds will be used upon the discretion of the Library Director for library projects or materials for the library. Unless otherwise advised, bookplates will be placed in each item purchased in honor of the loved one.

## **PATRON REQUESTS**

The library strongly encourages its patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive serious consideration and requested materials will be purchased whenever possible.

The Seaside Public Library enhances its borrowing and lending capabilities through use of a shared library system called the Northcoast Library Cooperative (NLC) which shares materials between Astoria Public Library, Warrenton Community Library, and Seaside Public Library. The Seaside Public Library also offers an extended interlibrary lending system that borrows books from

libraries throughout the United States. This service is provided at no additional charge to library patrons unless the items become lost or damaged.

### **GENERAL DESELECTION CRITERIA**

The Library Board recognizes that discarding materials from the collection is an important part of maintaining the Library collection. The discard policy of the Library will consider the same factors as the selection policy.

Materials that no longer meet the stated objectives of the library will be systematically withdrawn on a continual basis. Disposition and replacement of weeded library materials will be at the discretion of the Library Director.

Weeded materials may include unneeded duplicate copies, outdated materials, and materials that are badly worn or damaged.

Systematic withdrawal of materials no longer useful is necessary in order to maintain an accurate, timely and relevant collection. Library materials are typically discarded based on the CREW (Continuous Review, Evaluation and Weeding) method developed by Joseph P. Segal of the Texas State Library and recognized as the role model for de-selection.

- **Misleading** (and/or factually inaccurate)
- **Ugly** (worn and beyond repair or mending)
- **Superseded** by a new edition or better book on the subject
- **Trivial** (of no discernible literary or scientific merit)
- **Your collection has no use for this book** (is irrelevant to the interest of needs of the library community)

### **DISPOSITION OF MATERIALS**

Disposition of library materials is subject to all relevant provisions of the Charter of the City of Seaside.

The two methods of disposition of library materials are donation and discard.

#### **Donation**

Materials may be donated to the Friends of the Seaside Library to be sold on behalf of the city for the benefit of the Library. Materials may be offered to other libraries and/or institutions (hospitals, nursing homes, e.g.).

Materials that are of limited use to the public, and cannot be sold or donated to other institutions may be recycled or discarded.

### **RECONSIDERATION OF MATERIALS**

The Board recognizes the right of individuals to question materials in the Library collection. Anyone questioning material in the collection may ask the staff about such materials. A staff member will give the patron a copy of this policy.

Individuals still questioning library materials may state their opinion in writing on the "Request for Reconsideration of Library Materials" form. The form will be referred to the Library Board. The patron may attend the open meeting of the Library Board to hear the opinions expressed. The Board will consider whether the material meets the criteria of the selection policies described herein. If there is more than one complaint, each will be considered and taken seriously. The Library Director will respond in writing to each individual as soon as practical, citing the decision of the Board.

### **CONSTITUTIONAL PROTECTION**

The Library Board considers all materials selected under this policy constitutionally protected under the First Amendment of the Constitution of the United States.

If a patron charges that a particular item is not protected under the First Amendment, the burden of proof rests with the complainant.

If a court having jurisdiction over the Seaside Public Library decides that any material in the collection is unprotected by the Constitution, such material will be removed immediately. Material under court consideration will remain available to patrons until a final ruling.

### **POLICY REVIEW**

This Policy for the Selection and Discarding of Materials will be reviewed periodically to be revised or reaffirmed.

### **LIBRARY COOPERATIVE**

On July 1, 2019, the Seaside Public Library joined the Northcoast Library Cooperative (NLC) to support library resource sharing in Clatsop County. The Astoria Public Library, Seaside Public Library, and Warrenton Community Library are the founding members of the Cooperative. The NLC has a policy and procedures manual to help guide resource sharing between the libraries. Participation in this cooperative is approved by the Seaside City Council. To date the following services are agreed upon through the cooperative: courier services between the libraries, shared library automation services, Overdrive/Library2go services (Seaside and Warrenton), and some shared library services to cardholders within the cooperative.

### **ELECTRONIC INFORMATION AND SERVICES**

#### **ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORKS**

The library's public computers allow users to search a variety of electronic resources. Library Online Public Access Computers, also known as the Library Catalog computers, are exclusively for searching the library's holdings. Computer lab computers in the adult and teen areas provide access to the Internet, word processing software, and printing capabilities in addition to other applications. Computer lab computers do not provide support for all file types, browsers, browser plug-ins, or the vast array of all technology.



The library strives to balance the rights of users to access information resources with the rights of users to work in a public environment free from sounds and images that might disturb other library users or library staff.

The library's goal in providing Internet access is to provide further resources beyond the physical Library collection, and, as a public access agency, to give anyone who wishes to use the Internet the chance to do so.

## **COMPUTER USE FOR CHILDREN AND YOUNG ADULTS**

The Children's area in the library is designed to be welcoming for children. To best serve children, all electronic devices in the Children's area are for use of children from grade school age and under and their parents or caregivers.

The Young Adult area is designed to be used by middle school and high school students.

The Seaside Public Library does not filter any computer stations in the Library. Parents or legal guardians shall assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet.

Parents shall be aware that not all sites are appropriate for their children.

The Seaside Public Library affirms the safeguarding of First Amendment rights, intellectual freedom, equality of access, confidentiality of information about users, and their use of library resources. The library affirms the principles concerning Access to Digital Information, Services, and Networks, as delineated within the American Library Association's Library Bill of rights.

## **TIME AND OTHER LIMITATIONS**

To access the Internet a customer must use his or her own library card number. A visitor who does not have a library card may receive an Internet guest pass by giving their name or showing identification. Visitors under the age of 16 need not show identification.

Patrons who have outstanding fines and charges over \$5 will not be allowed to use the Internet. Each individual must use his or her own library card number or guest pass number to log in. If other computers are available, extra time may be allowed if the patron is in the process of seeking employment, paying taxes, taking an examination or testing, or other need that is deemed appropriate by staff. During periods when demand for computers is slower, the library director may allow computer time extensions at staff discretion.

The library's computers are set up for use by a single individual. A maximum of two persons may sit/work together at any one computer, except in special situations such as when a parent/guardian is with children.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice. Users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public.

Users are responsible for complying with copyright law, licensing agreements and the policies of individual websites that are viewed.

Computers will turn off fifteen minutes prior to closing

## **RULES GOVERNING USE OF LIBRARY COMPUTERS**

Illegal activities or activities that interfere with or disrupt the network, users, services or equipment are prohibited. The library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and the network and to enforce the following rules. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

Failure to comply with the following rules may result in loss of computer privileges, loss of library privileges and prosecution.

At each log-in, library computer users must complete a click-through agreement acknowledging these rules and must agree to follow the rules.

1. Log on using your own library card or guest pass number and promptly give up the computer when your time has elapsed.
2. Promptly give up the computer when requested by staff.
3. The library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using library computers. Do not attempt to run or execute programs or applications from personal storage media.
4. Software and other files downloaded from the Internet may contain viruses or spyware that may infect other computers. The library does not allow downloading to their computers.
5. There is a charge of 5¢ per page for printing black and white from public computers. Color printouts are not available. Pages printed in error, or pages not needed after printing will still be paid for by the customer.
6. Stop viewing any site that creates a hostile environment for other library users and staff. If a staff member asks you to stop, do not continue viewing the questionable site and do not view similar sites while others are present.
7. Use headphones when listening to audio content, and keep volume low so you do not disturb others.
8. As a courtesy to others, log off completely when you are finished with your session. This also protects the privacy of your search.
9. Do not gather around computers when doing so may obstruct others or create noise that distracts others.
10. Whether or not they are in use, young adult and children's computers in all locations are for the exclusive use of young adults and children and their accompanying caregivers.
11. Do not use another's identification, bar code or pin number, with or without permission, to sign up or log on to a computer.

12. Do not misuse computer equipment or software.
13. No drinks allowed around computers or in the computer lab areas.

**Misuse** includes but is not limited to:

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography
- Hacking into the library computer system or any other computer system
- Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings
- Interfering with system operations, integrity or security
- Attempting to gain or gaining access to another person's files or authorization code
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment
- Violating copyright laws and software licensing agreements or the policies of the individual websites that you view
- Failing to pay for printing
- Failing to log in using your own library card number or guest card number
- Failing to comply with time limits

## **WIRELESS ACCESS**

The Seaside Library provides free wireless access to its patrons. Users who bring personal electronic devices into the library may be able to access a library wireless connection from inside the library. Other public wireless networks may be accessible in some library areas as well.

The Library provides wireless access during normal library operating hours. However, high demand, reliability of technology and other factors may affect access. For these reasons the Library cannot guarantee the availability or reliability of the service.

## **RULES GOVERNING USE OF WIRELESS COMPUTERS**

- Users may request the Wi-Fi connection information at the front desk.
- Signal strength may vary throughout the library. Please move to a different location within the library if you are having trouble securing a connection or staying online.
- Library staff cannot perform repairs or troubleshoot your equipment.
- Wireless connections are not secure; use caution when transmitting personal information.
- Do not plug into an outlet where you block aisles, exits or access to materials or equipment.
- Libraries have limited electrical outlets available for public use in designated areas.
- The library cannot guarantee your equipment will work with the library's network.
- Do not leave your equipment unattended. The library is not responsible for equipment that is lost or stolen.

- The library printer will not print from a wireless laptop. To print from the wireless network, you will need to save your work and print from a Library PC. Black and white copies are five cents.
- Please access WIFI and other applications with sound using your own headphones.

Specifically, as a wireless Internet user, you must:

- Stop viewing any site that creates a hostile environment for other library users and staff if a staff member asks you to stop.
- Follow the rules of the websites you visit.
- Never harass others with prints, images or messages.
- View and print only legal material and conduct only legal activity.
- Make appropriate choices about the sites you view when others are present, since the library is a public place that serves children as well as adults.
- Use sound-muffling headphones or mute sound to avoid disturbing others.
- Never block aisles, exits, access to library materials, exhibit cases or other resources.

Wireless users who do not follow the rules for wireless Internet use will be prohibited from further use. Additional action may be taken.

## **E-READERS**

E-Readers check out for a 7-day period. E-Readers may not be renewed or placed on hold. The charge for overdue E-Readers is \$1 per day. The charge for a lost or damaged E-Reader will be the cost to replace the item. Replacement cost includes replacing the device, charging cord, case, and processing fee. E-Readers may not be requested through interlibrary loan unless approved by the Library Director. If E-Reader devices are returned in the drop box, there is a fine of \$25. Library patrons may not add or remove any materials (e-books, applications, or any other installed software) on the E-Readers.

### **Notice: Warning of Copyright Restrictions**

As a patron, your ability to post or link to copyrighted material is governed by United States copyright law. The library reserves the right to delete or disable any post or link that, in the judgment of library staff, violates copyright law. In accordance with 17 USC S 512 (i)(1)(A), the library may terminate a patron's access to the system or network for disrespect of the intellectual property rights of others, or for repeat infringements of copyright. The library has adopted this policy and will make all reasonable effort to enforce it in appropriate circumstances.

## **PHYSICAL FACILITIES AND GROUNDS**

### **HOURS OF OPERATION**

#### **DAILY SCHEDULE**

Tuesday	9 a.m. - 8 p.m.
Wednesday	9 a.m. - 8 p.m.

Thursday	9 a.m. - 8 p.m.
Friday	9 a.m. - 5 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	1 p.m. - 5 p.m.

The Library is closed Mondays.

#### **HOLIDAYS**

The following holidays are recognized by the Library:

New Year's Day  
President's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving  
Day after Thanksgiving  
Christmas

The library makes every effort to keep its regular hours in inclement weather. However, there may be occasions when this is not possible. For example, weather conditions may deteriorate to the point where it would not be safe for staff on duty to get home, or road conditions may prevent library staff from getting to the library in time to open it. The library staff reserves the right to close the library early or open it late when conditions mandate.

#### **MEETING ROOM USE POLICY**

The Seaside Public Library makes its meeting rooms available without charge to individuals and non-profit community groups. The primary purpose of this service is to provide space for educational and cultural enrichment and lifelong learning, and to support the Library's role as a gathering place for all ages, creating a sense of community and neighborhood belonging, and a welcoming environment for all residents.

For profit agencies must meet all other community room policy criteria for use and are charged at the rate of \$25 for the first 2 hours and \$10 for each additional hour. (City of Seaside Resolution #3815 Adopting Fees For City Services, 34.03 Fees for Services (K) Library Fees (4) Library Community Room Charges.)

#### **ELIGIBILITY FOR MEETING ROOM USE**

1. When meeting rooms are not in use for Library sponsored programs, non-profit community groups and individuals may use rooms for meetings or programs of an educational, cultural or civic nature. All meetings must be open to the public and free of charge.
2. No private meetings or events are permitted, except for Library, municipal, or other governmental meetings.

3. Meeting rooms shall not be used for commercial purposes, for the solicitation or development of business, for profit or for fundraising, or for gambling or games of chance.
4. Except for Library sponsored events, no admission fees may be charged or solicited; no donations of money or other property may be solicited or collected from the audience; no contact or sales lists may be compiled; and no goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions, except with advance permission from the Library Director.
5. Community Room users must adhere to the City of Seaside's meeting room insurance policy.
6. In permitting use of its meeting rooms, the Library does not imply endorsement of the beliefs, policies, or activities of any group or individual. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

## **SCHEDULING AND RESERVATION PROCEDURE**

7. Meeting rooms will be scheduled according to the following priorities:
  - Library programs
  - Municipal related meetings or programs
  - Other government departments and agencies
  - Local non-profit community groups and individuals
8. Reservations for all meeting rooms will be handled by the Library Director or designated library staff member. Applications are available at the Seaside Library. All applications will be approved or disapproved by the Library at its sole discretion; an application for use does not assure approval.
9. Meeting room use applications must be made at least one week in advance and up to three months in advance. The Library reserves the right to regulate the frequency of meeting room use by any group or individual in order to ensure equitable access by eligible applicants.
10. If an applicant must cancel a meeting room reservation, at least 24 hours' notice should be given. Any applicant that fails to honor its reservation of meeting space without notification of cancellation will forfeit the right to reschedule.
11. The Library may cancel a meeting room reservation due to building conditions, weather conditions, or other special situations.
12. On the rare occasion that the Library finds it must use a meeting room unexpectedly for Library or governmental purposes, even though a non-Library meeting has been previously scheduled, the Library will make every effort to schedule an alternate time for the non-Library meeting.

## **AVAILABILITY OF FACILITIES AND EQUIPMENT**

13. The following meeting rooms are available for non-Library booking:

Room	Seating Capacity	Food Allowed	Other
Community Room	<ul style="list-style-type: none"><li>• 107 with chairs only</li><li>• 50 with tables and chairs</li><li>• (12 person minimum)</li></ul>	<i>Yes with prior permission from library staff</i>	Internet (wireless), pull down screen, kitchen, bathrooms
Conference Room	12	No	

14. The Conference room is available during regular library hours, from the start of the Library's business day until 15 minutes before the end of its business day. The conference room is not available when the Library is closed.
15. The Community room is available during regular library hours. The community room is not available when the Library is closed.
16. Kitchen facilities adjacent to the Community meeting room are available upon request and with permission from the Library Director.

## PUBLICITY

17. In publicizing a meeting to be held in a Library meeting room, the Library phone number should not be listed for further information and the sponsoring group must be clearly identified. Groups must not imply Library endorsement or sponsorship of their program or organization in their publicity.

## USE OF MEETING ROOMS

18. The meeting facilitator must check in at a public service desk upon arrival for access to a meeting room.
19. Meeting room activities must begin and end at the times specified in the reservation.
20. Tables and chairs are available. The group is responsible for setting up, rearranging, and taking down tables and chairs. Nothing may be attached to the walls or ceiling.
21. Meeting rooms must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
22. Only beverages and light refreshments may be served in meeting rooms where food is allowed. Preparing and serving meals is not permitted.

23. No cooking with grease laden vapors. All beverage spills must be reported immediately to the Library.
24. Applicants must provide their own kitchen supplies and are responsible for kitchen cleanup after use. All food, beverages, and supplies must be removed from the kitchen immediately after a meeting.
25. All City of Seaside ordinances, including the fire code, and Library policies, including posted room capacities, must be strictly observed.
26. Nothing may be stored for a group before or after a meeting and all equipment, materials and supplies must be removed immediately after a meeting.
27. Children must be supervised at all times by a responsible adult or child aged 14 or older. At least one adult age 18 or older must be present when youth groups use the meeting rooms.
28. Meeting room activities must not interfere with or disturb Library staff or users. Music and other noise must be kept to a level acceptable to the Library.
29. Smoking and alcoholic beverages are prohibited in meeting rooms. Alcoholic beverages are not allowed on Library property. No smoking is allowed on Library property, City of Seaside Resolution #3826.
30. The Library telephone will be available for emergency use only. No messages will be taken for non-Library organizations or individuals.

## **LIABILITY AND RESPONSIBILITY**

31. One person aged 18 or older must be responsible to the Library for the conduct of a non-Library meeting. Any individual or organization using a meeting room must acknowledge the policies and regulations governing its use and assume responsibility for observing them by signing the application or checking the “terms” box on the online application form.
32. The Library assumes no responsibility for lost, stolen or damaged items brought into a Library meeting room.
33. Any individual or organization using a Library meeting room agrees to indemnify and hold harmless the Library, the Library Board, the City of Seaside, and its officials for any and all liability which may arise from the use of the premises.

## **BULLETIN BOARDS, READERBOARDS, AND EXHIBIT SPACES**

### **BULLETIN BOARD ACCEPTABLE USES**

1. The Library bulletin board is for posting of non-profit or educational notices.
2. There will be no political campaigning or signature gathering posted.
3. Postings must be dated and will be removed after one month.
4. All announcements and posters must be approved and posted by the library staff.
5. Posting of a notice does not imply endorsement by the library staff, library board, or the City of Seaside.



## **OUTDOOR READER BOARD ACCEPTABLE USES**

6. The purpose of the outdoor reader board is to disseminate information regarding events. Due to time and space limitations only events that are sponsored and put on by the Seaside Library will be posted on the outdoor reader board.

## **EXHIBIT SPACES**

7. The Seaside Library offers display space for the exhibition of artwork. Exhibit space is made available on an equitable basis to artists' work that is reviewed and accepted by the Seaside Library Art Committee.

8. Temporary art exhibits are displayed in the community room, the entrance cabinets, and hallway. Exhibits must conform to the space restrictions of the exhibit areas.

9. All exhibitions must not conflict with the library schedule of events. The allotted time for exhibits will be determined by the Art Committee.

10. The library is an exhibition only space; sales of artwork are not available. Information, including artwork prices, may be placed with the front desk staff. Inquiries will be forwarded to the artist.

11. The library will not provide storage for property of exhibitors.

12. The Seaside Library Art Committee and Library Director reserve the right to make final decisions about the items to be exhibited.

13. Permanent art hung in the library, whether donated or purchased, will be exhibited or decommissioned at the discretion of the Library Board, Library Director, and Art Committee.

**APPENDIX A**  
**SMOKE FREE LIBRARY PROPERTY**

**RESOLUTION #3826**

**A RESOLUTION OF THE CITY OF SEASIDE, OREGON,  
EXTENDING THE SMOKE-FREE AREA ON THE SEASIDE PUBLIC  
LIBRARY PROPERTY**

**WHEREAS**, ORS 433.855 regulates smoke-free areas in places of employment including within ten feet of public entrances; and

**WHEREAS** OAR 333-015-0064 (2) states that "Nothing in these rules shall prevent an employer from increasing the amount of property where smoking is prohibited beyond the 10 foot requirement or from designating the entire premises as smoke free"; and

**WHEREAS** the library has received complaints from the public concerning secondhand smoke affecting those patrons entering the library building; and

**WHEREAS** for the health and wellbeing of employees and library users, especially those youth and families with small children that are encouraged to regularly attend story times, family programs, and use of the library's services generally.

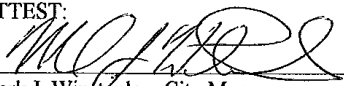
**NOW, THEREFORE, BE IT RESOLVED** that smoking shall not be permitted on the Library's grounds up to the sidewalks on the north side of the building, on the west side of the building to the fence or property line, on the east side of the building up to the cement sidewalk, and behind the building on the south side including the area surrounded with grass. May it also be resolved that the library grounds would be designated as a smoke-free area; and that the city manager or designee is authorized to post signs stating that smoking is prohibited on the library property.

This Resolution shall become effective on July 22, 2014.

**PASSED** by the City Council of the City of Seaside this 14 day of July, 2014.

**SUBMITTED** to the Mayor and **APPROVED** by the Mayor on this 15 day of July, 2014.

  
\_\_\_\_\_  
DON LARSON, MAYOR

ATTEST:  
  
\_\_\_\_\_  
Mark J. Winstanley, City Manager

## APPENDIX B

### FEES FOR CITY SERVICES

#### RESOLUTION #3815

#### A RESOLUTION OF THE CITY OF SEASIDE, OREGON, AMENDING RESOLUTION #3759, ADOPTING FEES FOR CITY SERVICES

#### THE SEASIDE CITY COUNCIL RESOLVES AS FOLLOWS:

**SECTION 1.** In accordance with Chapter 34.03 of the Seaside Code of Ordinances, fees for City Services are adopted as follows:

#### 34.03 FEES FOR SERVICES.

A schedule of fees, unless otherwise provided by law, is established as follows:

- (A) Photocopy fee (8½" x 11" & 14") Black and White - \$0.25 per page; Color - \$0.50 per page
- (B) File location and research
  - (1) Location of requestor's personnel file - no charge
  - (2) Other file location and all research \$6 per quarter hour
- (C) Audio/video tape duplication reproductions \$25 per tape including tape-cassette copy
- (D) Non-sufficient funds (NSF) charge \$25 per check returned NSF
- (E) Meeting agenda
  - (1) Picked up at city hall or for newspaper and radio reporters - no charge
  - (2) Mailed
    - (a) Single meetings - \$3.50 minimum mail charge.
    - (b) Annual subscription (Jan-Dec) - \$3 per meeting
  - (3) Single agenda and single minutes - \$5 (includes postage and handling)
- (F) Agenda packets
  - (1) Requested in advance of copy day - \$0.25 per page plus mailing charges
  - (2) All others - see photo copy fee
- (G) Fax (requested in lieu of standard mail delivery) \$5 for first page and \$2 for each additional page
- (H) Mail charges, prepaid (for copies, reports, and the like) Actual cost, minimum of \$4
- (I) Print-out or email business licenses, \$25 for each printout  
Print-out on labels or disc \$45 for each
- (J) Lien search \$10 per tax lot

(K) Library fees

- (1) Out-of-district use      \$50 for 12 months  
  \$25 for 6 months  
  \$15 for 3 months
- Visitor Pass use      \$5 for 1 month, limit 5 items
- (2) Overdue fines \$*0.15* per item per day
- (3) Photocopy fee using Library copier -      Black and White - \$0.20 per page  
   Color - \$0.50 per page
- Copies using Library PC and/or Microfilm \$0.05 per page
- (4) Library Community Room Charges:
- Non-Profit Agencies – No charge
- For Profit Agencies – Must meet all other community room policies for use –
- \$25 for first 2 hours  
\$10 for each additional hour

(L) Plots and blue prints

- (1) 24" x 36" plot \$25 each
- (2) 18" x 24" blue print \$2 each
- (3) 24" x 36" blue print \$2.50 each
- (4) \$2 per linear foot for roll stock

(M) Copies of police reports

- (1) Insurance companies \$10 per report, to be paid at time of request
- (2) For general public \$0.25 per page
- (3) Fingerprints for use by private citizens \$8/One Card, \$10/Two Cards \$15

(N) Animal control/code enforcement – Chapter 92 of Seaside Ordinance

- (1) License Fees – Spayed female or neutered male or kennel dogs \$15 year  
Seaside resident 65 years of age or older \$5  
Seaside residents disabled \$5  
Any other dogs \$30
- Dog impound - \$25 each (licensed- first offence)  
\$40 each (unlicensed – first offence)  
\$55 each (second offence)  
\$75 each (each subsequent offence)
- \$15 each (unlicensed dog – penalty when no enforcement)  
\$30 each (unlicensed dog – penalty when enforcement)
- (2) Penalty – Nuisance Dogs first violation \$150  
second violation \$250  
each additional violation \$350
- Dog Control - \$700  
Potentially Dangerous Dogs \$500

(O) Copies of fire reports

- (1) Insurance companies \$10 per report
- (2) For general public \$0.25 per page

(P) Copies of 911 tapes \$15 - \$50 per request (depending on amount of staff time)

(Q) Other copies (books, journals, maps, and the like) Cost includes labor, materials, and copy equipment

Zoning ordinance only	\$20
Zoning map	\$20
Maps Large 3' x 6'	\$20
Comprehensive plan	\$15.50
Sign ordinance	\$13.00
Subdivision & partition ordinance	\$14.50
Inventory of historic residences	\$28.75

(R) Certified copies of Municipal Court Records \$10

Monthly payment plan fee -- Violation \$25; Crime \$50

Clear Driver's License Suspension Fee \$25

(S) City Hall Meeting Room Charges:

Non-Profit Agencies -- No charge


For Profit Agencies -- Council Chambers - \$50 for first 2 hours  
\$20 for each additional hour

Conference Room - \$25 for first 2 hours  
\$10 for each additional hour

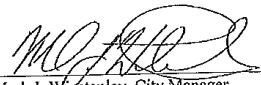
SECTION 2. This Resolution shall become effective May 1, 2014.

PASSED by the Council of the City of Seaside this 28 day of April, 2014.

SUBMITTED to the Mayor and APPROVED by the Mayor this 29 day of April, 2014.

  
DON LARSON, MAYOR

ATTEST:

  
Mark J. Winstanley, City Manager

**APPENDIX C**  
**NAMING OF LIBRARY BUILDING**

**RESOLUTION #3884**

**A RESOLUTION OF THE CITY OF SEASIDE, OREGON,  
NAMING THE SEASIDE LIBRARY BUILDING THE  
DON LARSON BUILDING**

**WHEREAS**, since retiring and moving to Seaside, Don Larson has been involved in city business in a variety of ways. He served on the Planning Commission four years, was on the Seaside City Council for three years, and was then elected Mayor January 1, 2003; and

**WHEREAS**, throughout Don Larson's years of public service, he has built a solid reputation for strong organizational skills, leadership, and resolve; and

**WHEREAS**, Don Larson was nominated by the City of Seaside and received a Small City Award at the Oregon Mayors Association Conference in 2009, that recognized his numerous and extraordinary contributions to local government leading to positive changes for the future of Oregon; and

**WHEREAS**, Don Larson was a major contributor to the new library project; from the first discussion of a new library, to construction, and finally the completion, which has resulted in the public using and enjoying the new facility.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SEASIDE:**

**That in honor of Don Larson's extraordinary passion and visionary leadership to the City of Seaside, the Seaside City Council hereby proclaims, the Seaside Library Building located at 1131 Broadway as the Don Larson Building.**

**PASSED** by the City Council of the City of Seaside this 14 day of NOVEMBER, 2016.

**SUBMITTED** to the Mayor and **APPROVED** by the Mayor on this 16TH day of NOVEMBER, 2016.



DON LARSON, MAYOR

ATTEST:



Mark J. Winstanley, City Manager

## **APPENDIX D**

The Seaside Public Library supports the American Library Association Library Bill of Rights in affirming that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

### **AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS<sup>3</sup>**

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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<sup>3</sup> Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

## APPENDIX E

### AMERICAN LIBRARIES ASSOCIATION FREEDOM TO READ<sup>4</sup> STATEMENT

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.*

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<sup>4</sup>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.



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.

<sup>4</sup>This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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

## APPENDIX F

### AMERICAN LIBRARY ASSOCIATION FREEDOM TO VIEW<sup>5</sup>

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

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<sup>5</sup>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.

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.

## APPENDIX G

### FREE ACCESS TO LIBRARIES FOR MINORS<sup>6</sup>

#### *An Interpretation of the LIBRARY BILL OF RIGHTS*

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states “a person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” 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 the chronological age, educational level, or legal emancipation of users violates Article V. Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents—and only parents—have the right and the 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

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<sup>6</sup>Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, by the ALA Council.

assume the role of parents or the functions of 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.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.