

**AGENDA**  
**Working Session Meeting**  
Middleton Public Library Board Meeting  
Location: Middleton City Council Chambers  
February 23, 2022 3:00 pm

1. Call to Order
2. Approval of Agenda
3. Library Policy Revamp Discussion
4. Attorney Fees (Mark) (Discussion, Action Item)
5. Endowment Fund (Mark) (Discussion, Action Item)
6. Adjournment

The Next Scheduled Library Board Meeting is Tuesday, March 8, 2022 6:00pm

## Middleton Public Library Policy Manual

### I. GENERAL OBJECTIVES OF THE LIBRARY

The Middleton Public Library shall attempt to make available to the public the best possible facilities for obtaining information and knowledge, for stimulating the search for new ideas, providing opportunity for acquaintance with the past, offering the pleasure to be found in books, and to serve the community as a center of reliable information. In addition, the Library endeavors to provide opportunity and encouragement for children, young people, men and women to educate themselves continuously as well as to support the educational, civic, and cultural activities of local groups and organizations.

The Board accepts as a major responsibility the continuous exploration of ways to increase the number of library users and the amount of materials circulated. It attempts to provide the widest possible range of opinion, ideas, and information within its physical and budgetary limitations, while maintaining constant vigilance against intolerance, bias and censorship.

The Board affirms the principles set forth in the Library Bill of Rights and Freedom to Read, both of which are printed in the Appendix.

### II. SELECTION AND APPOINTMENT OF TRUSTEES

City or municipal libraries are established and operate under the Idaho Code, Sections 33—2601 to 33—2611 and 33—2617 Title 33.

#### 1. Number of trustees to be appointed:

A. A board of five library trustees, selected from the citizens at large, shall be appointed by the City Council. In addition to the five trustees, a city council member shall act as liaison, but with no voting rights.

#### B. Term of Office:

The Library Trustee's term is five (5) years. Trustees may not serve more than two consecutive terms of five years each. Each year the City Council shall appoint one of its members to be a liaison to the Library Board.

#### C. Vacancies:

All vacancies shall be reported to the City Council within five (5) days by the Board of Trustees and shall be filled by appointment in the same manner as appointments are made originally. Appointments to complete an un-expired term shall be for the remainder of that term only.

#### D. Compensation:

No compensation shall be paid or allowed to any Trustee.

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### III. ORGANIZATION AND POWER OF THE TRUSTEES:

#### 1. Organization of the Board:

Board officers shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary, and Public Relations Representative who shall be elected each year at the regular meeting in **January**. They shall take office **upon adjournment of the meeting in which they are elected. All officers shall be elected upon receiving a majority of the votes cast by the board members participating in the election.**

2. The Board of Trustees manages and controls the affairs of the library. They shall make and adopt such bylaws, rules and regulations of their own guidance and for the government of the library as may be expedient. They shall determine any question of policy.
3. They shall have exclusive control of the expenditure of all monies collected for the library fund, and the supervision, care, and custody of the library building. Such money shall be drawn from the treasury by the proper officers, upon properly authenticated vouchers of the Board of Trustees, which shall be in accordance with current city policies and procedures.
4. **The Board selects and appoints a librarian. The board prescribes rules for the conduct of the librarian and all library employees and fixes their salaries, duties, and job descriptions with the approval of the City Council. The wage for all new hires shall be set at the lowest amount stated in the wage scale for that position. All wage increases shall be approved by the board. The board shall continue regular, annual wage increases at the regular board meeting in May of each year. No employee shall have their wage rate, as it exists as of May 28, 2021, reduced as a result of the amendment.**
5. The Board adopts a yearly budget with the advice and assistance of the librarian, allocating the proper amounts for books, salaries, maintenance and other operating expenses; subject to approval of the City Council.
6. The Board, with the assistance of the librarian, must prepare the necessary and proper reports from the library for the city government and the State Library.

### IV. POWERS AND DUTIES HELD JOINTLY BY BOARD AND LIBRARIAN

1. Both the Board and the librarian shall be responsible for public relations and interpreting the library policies to the public.
2. The librarian and the Board will work together in the preparation of the annual budget.
3. The librarian and the Board will cooperate in obtaining adequate funds for library operation.

### V. OTHER DUTIES HELD BY THE LIBRARIAN

1. The librarian is responsible for general administration and supervision of the entire operation of the library.

## Middleton Public Library Policy Manual

2. The librarian recommends to the Board of Trustees employment of new personnel and volunteers and supervises their work.
3. The librarian shall keep the monthly financial records and statistics and shall present a summary at each board meeting.
4. The librarian shall attend all or part of each board meeting as desired by the Board.

### VI. PERSONNEL POLICIES

1. Trustees shall designate official holidays when the library will be closed, annual leave, and sick leave for staff, minimum wage, and make these a matter of record for the staff. As a general rule, they should conform to the regulations governing other city employees.

### VII. WHO MAY USE THE LIBRARY

1. The library will serve all residents of the city free of charge. Persons not residing within the city limits shall be required to pay an annual fee, as decided by the Board, for the privilege of checking out books and materials. There is no charge for use of library materials on the premises. Library cards may be issued to children age 6 and older, with parental consent.
2. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons or other noisy behavior, solicitations, no shirt and shoes.

### VIII. SERVICES OF THE LIBRARY

1. Hours of operation shall be determined by the librarian and the Board and shall be as long as possible within the limitations of budget, staff, and public need. Holidays shall conform as much as feasible to those of other offices in the city.
2. The Library Board permits library staff to close the library in case of any emergency that would directly affect the patrons' or the staff's personal or families' welfare. If time allows, the staff will contact the Director or the Chairman of the Board for permission to do so. Staff, Board members, and City Hall will be called after the library is closed with the explanation and an estimate of the length of closure if it is physically possible to do so.
3. Middleton Public Library provides inter-library loan service to patrons who have an up-to-date membership with no overdue books or unpaid fines. An inter-library loan is a transaction in which library materials are borrowed from another library. Resource sharing between libraries increases access to materials.

The loan time will be dependent upon the due date set by the lending library but usually fall within our library's loan limits. A request for renewal must be made, at least, one day prior to the Middleton library's due date.

## Middleton Public Library Policy Manual

We do not charge for inter-library loans, but if the lending library charges a fee, it will be passed on to the patron. Other fees may be assessed. Overdue charges will begin to accrue the day after the due date at the rate of 25 cents per day. Any charges that the lending library makes for overdue fines or damages will be in addition to our fines.

### IX. GIFTS AND DONATIONS

1. Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition the librarian deems advisable.
2. Gifts of money, real property and /or stock will be accepted if they comply with the state and city codes governing such gifts. (See State Code 33—2610)

### X. LOANS

1. The library will accept, on loan, materials and books for public display in the locked display case when available.
2. Art work will be accepted for display from local art organizations.

### XI. MATERIAL SELECTION

1. The library will provide any materials which help to meet its objectives. Materials may include: books, periodicals, pamphlets, newspapers, pictures, slides, films, music scores, maps, recordings, video tapes, and computer discs. This shall be done with the consideration of the money and/or resources available to the library.
2. The librarian and the Board will rely on their best judgment, aided by reputable and recognized review sources and consideration of prevailing standards.

### XII. BOOK SELECTION POLICIES

1. The librarian and the Board will consider, with respect, any complaint that is presented in good faith and in a reasonable manner by a qualified person of the library.
2. The Board will not consider the random selection of a passage taken out of context a “reasonable” complaint.
3. The Board will not consider a petition signed by a number of persons a valid complaint in and of itself unless each signatory complies with the standard for entering a complaint.
4. Complaints will not be considered from persons ineligible to use the library (e.g., non-residents of the city who have not paid the non-resident fee.)

## Middleton Public Library Policy Manual

5. All legitimate objections and grievances will be considered carefully and thoughtfully if the patron provides the following information in writing:
  - i. Patron's name and address
  - ii. Title, author, and publisher of the objectionable material
  - iii. An affirmation that he/she read the material in question
  - iv. Patron's objection to the material, and
  - v. Why he/she believes it should be removed.
  
6. Complaints will be presented to the Board by the librarian. The Board will review the book and the complaint. No book will be removed from the shelves without the approval of such action by a majority vote of the Board of Trustees.

Notice of action to retain or remove a book will be sent to the complainant(s) in writing within a reasonable period of time.

Adopted	June 18, 1948
Amended	February 1, 1961
	June 30, 1967
	February 23, 1992
	May 31, 1994
	November 17, 1998
Amended	2004 – Pending
	February 22, 2005
	April 18, 2006
	May 30, 2014
	May 21, 2021
	June 8, 2021

## MIDDLETON PUBLIC LIBRARY INTERNET POLICY

- The Middleton Public Library provides public access to the Internet as part of its mission to deliver services and materials to meet the information needs of its customers.
- The Middleton Public Library upholds and affirms the right of each individual to have access to constitutionally protected materials. The Library **also** affirms the right and responsibility of parents and legal guardians to determine and to monitor their children's use of Library materials and resources.
- The Library's workstations are in public areas. Since others may be involuntarily exposed to what is viewed, the Library asks that each user exercise good judgment and consideration of others. Please bear in mind that some materials, such as sexually graphic materials, may well be more appropriate for viewing in the privacy of your home, rather than in a Public Library setting. If Library staff become aware of subject matter that would interfere with the maintenance of a safe, welcoming and comfortable environment for the public, the Internet user will be asked to end a search or change a screen.
- If the inappropriate material is deemed by the senior library staff on duty to be offensive, the patron may be asked to leave the library. Egregious offenses will be referred to the Library Director and, if warranted to the Library Board. More serious action may be taken at that point. Any individual who disagrees with the decision of the authorized library representative may appeal. Appeals will be directed to the Library Director or, if the decision being challenged was made by the Library Director, to the Library Board.
- The Library wishes to make the Internet and all computer resources available to anyone who respects the rights and property of others, and who abides by the Library's rules and procedures. Failure to appropriately consider the rights of others may lead to the loss of computer privileges for a finite period.
- The Middleton Public Library offers filtered access to the Internet by default. Unfiltered access is available on a per session basis.
- The Library staff is available to facilitate use of the Internet and to answer questions or concerns.
- The Library provides access to the Internet for the purpose of researching electronic information resources. Users may browse, print, or transfer files to storage devices.
- The Library does not provide e-mail accounts. However, customers may access free, Web-based e-mail accounts through library Internet stations. Library staff will assist in the use of email when possible, but cannot delete or send communication for patrons
- Middleton Public Library disclaims any warranty as to the quality or accuracy of electronic information via the Internet. The Middleton Public Library shall have no liability for any direct, indirect or consequential damages related to the information contained therein. The library does not guarantee privacy or confidentiality for the use of Library Internet stations.

- The Library's Internet stations may not be used for any purpose that violates U.S., state or local laws. Users must respect all copyright laws and licensing agreements pertaining to software files and other resources obtained via the Internet.
- Library Internet users may not attempt to alter or damage computer hardware or software. Software must not be installed or run from any drive. The Library does not allow the use of personal software.
- Library equipment may not be unplugged, moved, removed, or otherwise modified. Users may not attempt to reconfigure systems or software or in any way interfere with the system set-up.
- Users may not use the network to make unauthorized entry or hack into other computational, informational, or communication services or resources. Users may not invade the privacy of others or engage in any activity that is harassing, defamatory or threatening; or receive or display text or graphics which may reasonably be construed as obscene as defined by law.
- All Library users are expected to use library resources, including the Internet, in a responsible and courteous manner, consistent with the educational and informational purposes for which the resources are provided. All Library users must abide by the Library's Rules of Conduct and Internet rules and procedures. Please read those rules and familiarize yourself with their requirements. Violations may result in the loss of Internet use and/or library privileges.
- Illegal activities will be reported to law enforcement authorities.

Approved 11-9-2021



## **Overview**

The library believes in freedom of information for all, and does not practice censorship. The selection of library materials is predicated on the patron's right to read and similarly, his freedom from censorship by others. Many books are controversial and any given item may offend some person. Selections for the library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the reader.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

The Board of Trustees recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration. Procedures have been developed to assure that complaints are handled in an attentive and consistent manner.

## **Procedures for Request for Reconsideration of Library Materials- 09/99**

Reconsideration forms are available from Public Services staff at all Pikes Peak Library District facilities.

When a patron wishes the library to discard or reclassify a book or item of non-book material, he or she fills out the "Request for Reconsideration of Library Materials" form.

1. The form is sent to the office of the Associate Director of Public Services who then requests that Collection Management Librarian who orders materials in the area in which the challenge falls and an Adult Services or Children's Services, librarian chosen in rotation, review the material to determine if the material meets the selection criteria established by the Board of Trustees and the guidelines for collection development. Staff reviewers do not receive a copy of the Request for Reconsideration and do not know the name of the patron requesting reconsideration.
2. One copy of the material is checked out to the Public Services staff card for review.
3. Holdings and circulation history of the material is completed.
4. The material, and blank review form – with deadlines for completion - are delivered to reviewers (one at a time).
5. The Director and the Collection Management Section Head receive an "FYI" copy of the request for reconsideration.
6. The Board of Trustees will have a copy of the complaint in their packet at the next meeting after the reconsideration form has been received.

7. The Collection Management Librarian and Adult Services or Children's Services Librarian review the material and send their recommendation as well as professional reviews of the material to the Associate Director of Public Services.
8. The Associate Director of Public Services will review the material, consider the recommendations, reviews, circulation history of the material and make a decision regarding the disposition of the challenged item.
9. The Director will be advised of the material and the recommendations, reviews, and circulation history and make the decision regarding the disposition of the challenged item.

**If the Associate Director's decision is to retain the material**

1. The Director and the Board of Trustees will be notified of the decision at the next meeting after the decision is made.
2. The Associate Director will notify the patron of the decision in writing.
3. If the patron is not satisfied with the decision to retain the material, the patron may request in writing that the Director and the Board of Trustees review the material.
4. The President of the Board of Trustees will request a subcommittee of at least three Board members to review the material. Any Board member may serve on the review committee upon request. The President of the Board will set a deadline for completion of the subcommittee's review.
5. The members of the Board subcommittee will report to and make a recommendation to the full Board of Trustees.
6. The Board of Trustees will make a decision following the subcommittee's report and recommendation.
7. The Director will notify the patron in writing.
8. The decision of the Board of Trustees is final.

**If the Associate Director's decision is to remove the material.**

1. The Director and the Board of Trustees will receive all items related to the decision in the Board packet prior to the removal of the material.
2. If the Director and the Board of Trustees agree with the decision, the Director will notify the patron of the decision in writing.
3. If the Director and the Board of Trustees disagree with the decision, the material will be retained.
4. The Director will notify the patron of the decision in writing.
5. If the decision is to remove the material, the Director will notify the Collection Development Librarian who will collect and discard all copies of the material.

The Library does not indicate through the use of labels or other devices, particular philosophies outlined in a book. Labeling establishes in a reader's mind a judgement before the reader has had the opportunity to examine the book thoroughly.

The library board of Middleton Public Library has delegated the responsibility for selection and evaluation of library materials to the library director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials, please return the completed form to the library.

Middleton Public Library

307 Cornell

Middleton ID 83644 (208) 585-3931

Information about the person requesting a review:

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? \_\_\_\_\_

1. Material on which you are commenting:

\_\_\_\_\_ Book \_\_\_\_\_ Textbook \_\_\_\_\_ Video \_\_\_\_\_ Display \_\_\_\_\_ Library Program

\_\_\_\_\_ Audio Recording \_\_\_\_\_ Newspaper \_\_\_\_\_ Electronic

information/network (please specify)

\_\_\_\_\_ Other \_\_\_\_\_

2. Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

3. What brought this material to your attention?
4. Have you examined the entire material?
5. What concerns you about the material? (use other side or additional pages if necessary)
6. Are there material(s) you suggest to provide additional information and/or other viewpoints on this topic?

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## **Section 1: Board of Trustees**

### **1.01: BOARD OF TRUSTEES**

Pursuant to Title 33, Chapter 26 of the Idaho Code, the Board has among its powers the authority to establish policies for the governance of the Library. The Board authorizes the Director to establish regulations to further the Board's policies. The Board will review these policies on an annual basis, prior to its January meeting. The Board may amend these policies at any time. The Board shall conduct its business in accordance with By-Laws established by the Board for its own governance. The Board may amend its By-Laws at any time.

### **1.02: PUBLIC COMPLAINTS**

The Board welcomes constructive criticism to improve the Library. All complaints should be resolved through the proper channels in the following order:

1. Staff
2. Director
3. Board

Any complaint about the Library, including policies, regulations, facilities, or services, should be referred through proper administrative channels before being presented to the Board for consideration and action.

This policy supersedes all previous Establishment policies of the Middleton Public Library and is effective on **2/1/2018**.

Middleton Public Library Board

## **Section 2: Personnel**

### **2.01: PERSONNEL**

The Library Staff will follow the personnel policies of Middleton City, as outlined in the City of Middleton Personnel Policy manual. The Board has sole responsibility for hiring, supervising, and evaluating the Director, who serves at the pleasure of the Board. Nevertheless, the Board expects members of the Library's staff to bring serious concerns related to the Director's job performance to the attention of the Board.

These concerns would include:

Job performance that clearly does not meet the Job description or Job performance standards adopted by the Board;

Intentional actions by the Director that circumvent the written library policies as adopted by the Board;

The creation of a hostile, harassing, or threatening work environment whether as an ongoing practice or a single incident;

Unethical or illegal actions or behavior.

The Director and supervisory staff have the authority to dismiss any library employee whose attitude, professional ethics and conduct, or performance of duties make such action advisable.

The Library is committed to providing equal employment opportunities for all persons.

### **2.02: CONTINUING EDUCATION**

The Board encourages the personal and professional development of staff members through participation in civic, educational, and professional organizations. Attendance at library institutes and the conferences of library associations may be financed within the restriction of the Library's budget. Insofar as it is feasible, attendance at conferences will be rotated among eligible staff members.

All non-probationary members of the staff, regardless of job classification, are eligible to apply for permission to attend work-related conferences, workshops, and classes on library work time. Exceptions for introductory or temporary staff may be made at the discretion of the Director or designee. Opportunities for training will involve as many people on the staff as feasible given budgetary and staffing constraints. Priority will be given to training that supports Library strategic plan activities and/or supports an individual employee's approved performance plan for work-related training. All applications for time allowed to attend conferences, workshops and classes will be approved or denied by the Library Director in consideration of Budgetary and Scheduling constraints.

This policy supersedes all previous Personnel statements of the Middleton Public Library and is effective on 03/8/2022.

Middleton Library Board of Trustees:



### **Section 3: Library Services**

#### **3.01: SERVICE PRIORITIES**

The following services are essential to achieving the Library's mission to assist members of the community in educating themselves and enhancing their personal, business, and social well-being:

Access to facilities during convenient hours

Access to a collection of current materials, both physical and digital

Access to technological resources, particularly the Internet

Programs, particularly those that support early literacy or lifelong learning

Reference and information services

To support these service priorities the Library must manage its staff effectively, make sound decisions for the development and maintenance of its collections and physical spaces, and engage in promotional activities designed to make the public aware of these services.

#### **3.02: SERVICE HOURS**

The Library shall be open as many hours and as many days in the week as practical within the restriction of the Library's budget. Each of the service elements listed in 3.01 (Service Priorities) shall be offered whenever the Library is open.

The hours of opening shall be determined by:

The convenience of all parts of the population, including working people; and

The ability of the staff to cover the hours of opening within the limits of the established work week.

Holidays shall conform to those of other City offices, unless the Board determines otherwise. When the Board chooses to open the Library on a holiday when other City offices are closed, Library personnel will be compensated in accordance with City policy.

#### **3.03 SERVICES FOR SCHOOLS**

Programs for school class visits and library programs delivered at schools may be scheduled upon request. Representatives of those public and private schools physically located within the Middleton City Limits are eligible to request these services. These visits will be scheduled to the extent that staffing limitations and other program or service priorities permit. The Director or designee will

consider requests from classes outside the Middleton city limits for specialized programs at the Library or library programs at their school on an individual basis.

### **3.04 INTERLIBRARY LOAN**

When possible within the constraints of the Library's budget, staff will provide an Interlibrary Loan service to provide access to books and DVDs that are not otherwise available through the Library. The Library will not charge patrons a fee for this service, though charges from other libraries lending requested materials may be passed along to patrons.

#### **3.04A LIMITS ON INTERLIBRARY LOAN SERVICE**

Interlibrary Loan service is available to Library cardholders in Good Standing at the Middleton Public Library.

A cardholder may request up to two items each month.

Textbooks, and items with copyright within the last 2 years are not available through the Interlibrary Loan service. Items requested via Interlibrary Loan will be held for pickup for ten days or for the duration of the loan period, whichever is shorter. Loan periods are set by the institutions loaning these items and may be shorter than those set by Middleton Public Library for similar items. Cardholders will be charged the replacement cost of any items lost. Items are considered lost 30 days after the due date. Cardholders who return items late or fail to return items may have their Interlibrary Loan privileges suspended or revoked. Interlibrary Loan items may be renewed in some cases, depending on the decision of the institution that owns the borrowed item. Requests for renewals should be made at least 7 days prior to the item's due date.

This policy supersedes all previous Library Service Policy statements of the Middleton Public Library and is effective on **3/8/2022**.

Middleton Public Library Board of Trustees:

## **SECTION 4: USE OF THE LIBRARY**

#### **4.01: USE OF THE LIBRARY**

Since the Library is a tax-supported institution, its services and resources are intended for use by those individuals who live or pay property taxes within the city limits of Middleton or who pay a non-resident fee for services. In addition, "corporate cards" are available to business entities of any kind whose principal offices are located within the city limits. Reciprocal borrowing agreements or service contracts with other libraries may qualify a non-resident of the Library's legal service area for a borrower's card without payment of a direct fee. The Library's "legal service area" is that area within the corporate boundaries of the City of Middleton. Services to patrons will not be denied or abridged because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status. The Library allows patrons from any area to use materials while in the Library. Reference assistance and programs may be available to patrons whether or not they are Middleton residents or purchase a non-resident card.

#### **4.02: CIRCULATION**

Staff shall make one library card available to any individual who resides in the City of Middleton or who pay property tax within the city limits of Middleton, to any business entity whose principal offices are located within the city limits, or, upon payment of a fee equal to the amount of per household residential support as determined by the Board, to any non-resident. Members of libraries participating in cooperative borrowing agreements with the Library may borrow materials without charge. Borrowing may be limited as deemed necessary by staff when excessive demand makes it necessary to do so in order to ensure service to the greatest number of patrons. All cards will have a probationary status of 90 days with limited privileges during that time.

##### **4.02A: LIBRARY CARDS**

The Library offers the following cards:

##### **1. Resident Cards**

Resident Cards are available without direct payment of a fee to Middleton residents; individuals paying ad valorem taxes on real and/or personal property situated within the city limits. An applicant for a Resident's Card must present the following:

A driver's license, passport, or other official photo identification

Proof of current address within the city limits of Middleton or proof of employment by the City of Middleton.

Resident Cards will be updated annually upon verification of continued eligibility. A Post Office box will not be accepted as proof of residency.

Unmarried minor children (under 18 years of age) residing in Middleton shall be issued an individual card, without identification, so long as a parent or legal guardian fills out the application for service and provides the requisite identification and proof of current address within the city limits. Unless otherwise noted, staff shall follow this approach to issuing cards with borrowing privileges to minors.

## **2. Temporary Card**

Individuals who have not established a permanent address in Middleton, but who are living within the city limits, may receive a Temporary Card valid for a period of three months. To receive a Temporary Card, an individual must present official photo identification and either a letter from an entity designated by the Library as a cooperating service agency agreeing to accept mail for the individual, or a piece of mail (postmarked within the past ten days) to prove receipt of mail at the designated address. Temporary Cards may be renewed upon verification of continued eligibility. A patron to whom a Temporary Card is issued may have checked out on the card no more than three items at any one time and no Audiovisual materials including Videos and Audio books may be checked out by the holder of a temporary card.

## **3. Non-Resident Card**

An individual who does not meet the requirements for a Resident Card may obtain a Non-Resident Card upon the payment of an annual fee of \$30.00 and in-person presentation of official photo identification. The Non-Resident card has the same privileges as a Resident Card and the annual payment of the non-resident fee by one individual in a household allows all other persons in that household to obtain a Non-Resident card without the payment of an additional fee. Non-resident senior citizens over the age of sixty-two may purchase a Non-Resident Card for an annual fee of \$15.00. Students who reside outside of Middleton City but attend public or private schools (including higher education) within the geographical limits of the Middleton School District may purchase a Non-Resident Card at the same rate as nonresident seniors. Cards

purchased at the discounted rate shall be for the personal use of the individual cardholder only.

#### **4. Temporary Non-Resident Card**

Temporary Non-Resident cards are available for an increased rate of \$20.00 for 90 days to any non-resident who wishes to borrow items or access the computers at the Library. These cards carry the same privileges as a resident card with the probationary period for the first 90 days for the borrower only. Discounts for seniors and students are not available for a Temporary Non-Resident Card.

#### **4.02B: LIMITS ON BORROWING SERVICES**

The following table lists the borrowing limits for materials loaned by the Middleton Public Library and fines approved by the board:

Item Type	Maximum Items Out Per Card.	Loan Period	Maximum Renewals	Fine Per Day
Books	100	21 Days	2	\$0.00
DVD/Blu-Ray	100	21 Days	2	\$0.00
Hot Spots	1	14	1	\$5.00
Audiobooks	100	21 Days	2	\$0.00
TV Series (DVD)	100	21 Days	2	\$0.00
Video Games	100	21 Days	2	\$0.00
Kits*	2	21	0	\$0.25
Bike Locks	1	0 (Day Circulate Only)	0	(Replacement)
Tickets/Passes	1	14	0	\$1.00

\*Board Games are ONLY to be returned to the circulation desk. A late fine will be assessed for any Board Games returned in the book drops

#### **4.03 FINES AND FEES:**

The Director or designee shall charge fines and fees to assure the timely return of materials, help fund the replacement of materials that are lost or damaged, and offset costs for services rendered by the Library.

## 2. Lost or Damaged Items

If an item is lost or damaged, the patron shall pay the acquisition cost plus an additional fee for processing of the item. Replacement copies will only be accepted in lieu of payment for lost or damaged materials by the Director or designee and include the processing fee.

The Library will assess a charge on checks that, for any reason, are not honored by the bank on which they are written, and which are returned unpaid to the Library. Such charge shall be equal to that made by the City of Middleton for the same purpose and payment may not be made by personal check. At the discretion of the Director or designee, the Library may engage the services of a collection agency to collect outstanding fines and fees or to ensure the return of materials.

The Library may pursue court action against patrons who refuse to return items to the Library. No materials will be loaned to patrons owing more than \$5.00 in fines or fees, nor to any patron who has unresolved charges on an account referred to a collection agency. These charges must be paid in full before the account is allowed to continue lending from the Middleton Public Library. Fines for items will not be waived except at specific instruction from the Library Director or Designee.

## **4.04: SECURITY**

The Board expects Library patrons to respect the Library, its staff, its furnishings, collections, and equipment, and other Library patrons. Patrons who do not act in a manner consistent with the Board's expectations may be asked to leave the Library. The Director or designee will establish rules of conduct and will create regulations covering the appeal of any suspension of Library privileges resulting from failure to abide by those rules.

### **4.04A: RULES OF CONDUCT**

Disrespectful, illegal, disruptive or other inappropriate conduct that interferes with the operation or enjoyment of the Library is prohibited. Such conduct includes, but is not limited to, the following:

1. Possessing a deadly or dangerous weapon within the library building. A "deadly or dangerous weapon" may include a knife, dirk or dagger having a blade three inches or longer, a snap-blade or spring-blade knife of any length, an ice pick or similar sharp object, a straight-edge razor or any razor blade fitted to a handle, and any cutting, stabbing or bludgeoning weapon or device capable of inflicting bodily harm. It does not include a lawfully possessed firearm or pocket knife with a blade of three inches or less.
2. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than intended by the manufacturer.
3. Bringing a pet or other animal into the Library, other than an assistance dog, assistance dog in training, service dog or service miniature horse as defined by state and federal law. The person accompanying the service or assistance animal will be liable for any damage caused by the animal. Patrons will be asked to remove their service or assistance animal from the Library if the animal:
  - Poses a direct threat to the health or safety of others
  - Is out of control and effective action is not taken to control it
  - Is not housebroken, or
  - Interferes with the Library's fundamental purpose, e.g., continuous barking.
4. Using cellular telephones, radios or other sound-producing devices in a disruptive manner.
5. Soliciting or selling items or distributing leaflets of any kind. This provision does not apply to the sale or distribution of material both authorized by the Library and sold or distributed for the benefit of the Library or of Library performers.
6. Loitering, sleeping, or following staff members or other patrons around the building.
7. Consuming meals or beverages in the computer area of the Library, except for beverages in closed containers.

8. Impeding the free movement of persons into or out of the Library.
9. Use of tobacco products or vaping devices such as e-cigarettes or e-cigars in the Library building.
10. Bringing into the Library large bundles, packages or personal property which cannot be stored under a study chair or carrel surface. If activity of a generally suspicious nature is observed by other patrons or staff, security or other library staff will require that bags, bundles, etc., be opened by the owner for examination of contents.
11. Obstructing traffic in the library building by blocking aisles or walkways.
12. Entering or remaining within the Library barefoot or without being fully clothed.

Using roller blades, skateboards, or bringing bicycles inside the library building or on the deck entry area immediately surrounding the building.

Parents are responsible for the behavior of their children in the Library at all times. Children under the age of 10 must be attended by a parent or other responsible caregiver at all times while in the Library.

Engaging in any criminal activity.

Engaging in any other behavior disturbing or disruptive to staff or patrons.

Any staff member observing a violation of this regulation shall report it to Library Security or a senior staff member on duty. Security or senior personnel shall confirm the violation if possible and may, at their discretion, either ask the patron to conform his or her conduct to the requirements of this regulation or may suspend the privilege to use the Library. Staff will involve law enforcement as appropriate.



#### **4.04B: SECURITY APPEAL PROCESS**

Patrons who have their Library use privileges suspended may appeal in writing to the Director to have their Library privileges restored. The appeal must be submitted to the Director within 15 days from the date of suspension or, for suspension periods consisting of less than 15 days, any time prior to the expiration of the suspension period. Any appeal submitted after the 15-day time period will not be considered. The Director or designee shall review a timely written appeal and provide the patron with a written decision within 10 business days of receipt of the appeal. The patron may appeal the Director's decision to the Board in writing within 60 days of the date of said decision. The Board shall review the appeal and the Director's written decision along with any other relevant documentation and will deliberate on the matter. The written decision of the Board shall be provided to the patron and the Director within 45 days of the appeal to the Board. The suspension of the privilege to use the Library will remain in effect throughout this appeal process.

#### **4.05: USE OF TECHNOLOGY**

The Library provides access to technological resources that create increased information access opportunities for all citizens. The Library always attempts to maintain patron confidentiality, but cannot guarantee the confidentiality of information sent, received, or printed by a patron. The Library assumes no responsibility and no liability for any loss or damage incurred by anyone using the Library's computing resources. This includes any loss or harm incurred by a patron from giving personal or financial information across the Library's network and the Internet.

#### **4.05A: HARDWARE AND SOFTWARE**

Users may not install software on Library equipment. Users are not permitted to store data on the hard drives of Library computers. The Library is not responsible for equipment malfunction, loss or damage to user disks or devices.

#### **4.05B PROHIBITED USES**

Use of the Library's technological resources is for lawful purposes only. Examples of prohibited and potentially illegal uses include but are not limited to the following:

Attempting to bypass the security of the computers or local area network at the Library.

Attempting to bypass the security of any other computer or network including the Internet.

Attempting to harm or destroy the data of another user, the network, any technology resource or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Attempting to alter or damage any hardware, software, operating systems, or configuration files on Library equipment.

Attempting to use unauthorized computer accounts, access codes, or network numbers.

The transmission of speech that is not protected by the First Amendment.

Violations of another user's privacy.

Violations of copyright or other laws.

Display of offensive sexual material as defined in Section 18-4105 of the Idaho Code.

Loss of Library privileges and criminal and/or civil prosecution are possible for illegal uses of computing resources. Any staff member observing a violation of this regulation shall report such to Library Security or the senior staff member on duty. Security or supervisory personnel shall confirm the violation when feasible and may, in their discretion, either ask the patron to conform his or her conduct to the requirements of this regulation or may suspend the privilege to use the Library. Staff will involve law enforcement as appropriate.

#### **4.06 INTERNET USE AND SAFETY**

Access to the Internet on library computers is provided without charge to holders of valid library cards and for a charge of \$1 for those that do not have a valid library card and free to children under 18 yrs old for a limited amount of time each day during the library's open hours as resources permit and for lawful purposes only. The Library Director or designated staff shall establish procedures to govern computer use within the scope of this policy. These procedures shall be displayed near the computer area and are available upon request by patrons. Each publicly accessible computer with Internet access is

equipped with a technology protection measure in the form of filtering software that operates to prevent minors from accessing visual depictions on the Internet that are obscene or constitute child pornography or are otherwise harmful to minors. For purposes of this policy, the terms "minor," "obscene," "child pornography," and "harmful to minors" are defined in the same manner as set forth at Idaho Code § 33-2741(7) (2012). The Library will enforce operation of the technology protection measure whenever any minor accesses one of its publicly accessible computers.

Adults may choose to access the Internet on one of the Library's publicly accessible computers for lawful purposes with or without operation of the technology protection measure. Adults should advise Library staff of their preference regarding operation of the technology protection measure but, if no preference is stated, the default Internet access for adults will be filtered. Display of offensive sexual material as defined in Section 18-4105 of the Idaho Code is prohibited at all times regardless of the operation of the technology protection measure. Enforcement and violation of this policy is managed in the same manner as that described at Regulation 4.05b pertaining to Prohibited Uses. While the Library has measures in place to protect against access to the above software to block specific sites, the Library cannot and does not accept responsibility for any failure of the filtering software to block specific sites. Furthermore, the Library neither endorses the viewpoints presented nor vouches for the accuracy of information available from the Internet.

#### **4.06A: WIRELESS ACCESS**

The Library provides free wireless filtered access points to enable the public to connect to the Internet via their own personal computing devices. Wireless users must abide by the Library's policies and regulations covering technology use while using the Library's wireless network. Users are responsible for configuring their own equipment. The Library does not provide technical support for establishing or maintaining a connection nor equipment configurations. The Library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the Library's wireless connection. The Library is not responsible for any personal information (e.g., credit card) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless-access users are individually responsible for maintaining up-to-date virus protection on personal laptop computers or wireless devices.

#### **4.07: CONFIDENTIALITY OF RECORDS**

Pursuant to Idaho Code, Sections 9-337 through 9-348, circulation records and other records identifying the names of library users with specific materials are confidential in nature. All Library employees are hereby advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or by legislative investigatory power. No library employee may release information about an individual's circulation record to a private individual unless it is the personal record of the individual patron making the request, or, the personal circulation record of the requesting patron's legal dependent.

The Library may generate various forms of ephemeral records with patron phone numbers, addresses, and/or email addresses for administrative and/or various business purposes such as telephone or email reference requests and questions, patron hold requests, program requests, PC reservations, etc. These records may exist in hard copy or electronic form and are destroyed on a regular and routine basis. This policy is not to be interpreted as restricting in any way the Library's own right to use circulation records or other borrower's records in its course of conducting normal library business.

Developed under the direction of the Board of the Middleton Public Library this Internet and Online Access Policy was discussed and adopted, following public notice required by Idaho code, during an open meeting of the Library Board on 11/9/2017.

This policy supersedes all previous Internet and Online Access Policy statements of the Middleton Public Library and is effective on 11/9/2017.

This Policy document will be reviewed by the Middleton Public Library Board at least once every three years.

The Middleton Public Library Internet Use & Safety Policy complies with Idaho Code 33-2741 Public Library – Internet Use Policy Required and with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Middleton Public Library Board of Trustees:

Internet Policy Reviewed:

Internet Policy Reviewed:

## **Section 5: COLLECTION DEVELOPMENT AND MAINTENANCE**

### **5.01 COLLECTION DEVELOPMENT**

The Middleton Public Library offers collections to further the Library's mission, "Middleton Public Library - We connect you to the world of ideas." The freedom to know is the foundation of our democracy. The Middleton Public Library strives to be an information center for the Middleton community to preserve and encourage the free expression of ideas essential to informed citizens. The Middleton Public Library's Board of Trustees has adopted this Collections Policy to provide guidance for the selection and evaluation of materials to anticipate and meet the needs of the Middleton community.

Responsibility for Selection: The Middleton Public Library's Board of Trustees delegates authority for the selection of materials to the Library Director and those members of staff designated by the director as selectors, who are charged with meeting the goals of this Collection Development Policy.

All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.

The Middleton community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Selections are based on general knowledge of the subject area and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs as identified by demographic circulation, statistical analyses, and customer requests. The selectors apply professional standards and work within specific selection and review procedures.

Selectors recognize the importance of informed citizens who are familiar with their heritage and with issues facing the community. Library customers will find materials to stimulate their imaginations and enhance their leisure time. Librarians support the role of a popular materials center by selecting materials to serve the full range of ages, cultures, lifestyles, education, reading, and technology skills of citizens. The materials selected reflect the complex culture shared by the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Library staff members achieve a balanced collection through the diversity of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

The Middleton Public Library is a popular materials center and does not attempt to duplicate the research resources of school or academic libraries. The library does not collect material to support local school curricula except when these materials also serve the general public.

The Library does collect supplementary materials that promote lifelong learning and provide a beginning point for those seeking more advanced information or materials. The collection is generally not archival, and items are expected to be used frequently. The selectors oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old. The Middleton Public Library adheres to the American Library Association's *Library Bill of Rights* and its interpretations, and *The Freedom to Read* and *Freedom to View* statements.

Inclusion of material in the collection does not imply the library's endorsement of it or its contents. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

### **Criteria for Selection**

All materials are evaluated using the following criteria:

Content fits within the mission and strategic plan of Middleton Public Library

Popular demand

Cost

Timeliness

Scarcity of material on the subject and availability elsewhere

Suitability of form for library use

Quality and sustainability of the format

Representation of diverse points of view and broad knowledge base

Relevance to community needs

Consideration of the work as a whole

Technical quality

**Materials in electronic format are evaluated using the following additional criteria:**

Added value over other formats

User-friendly search interface

Remote and in-house accessibility

Unlimited access, when possible

Customer access based on library card number

Vendor-provided usage statistics

Maintained over a variety of computer platforms

An item need not meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas.

### **Formats**

Materials are purchased in the most appropriate sustainable format for library use.

Middleton Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The Library

monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new formats will be based on an analysis of market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the Library's financial ability to acquire, process, and maintain a sufficient collection.

The Middleton Public Library acquires materials in formats that are useful for citizens with disabilities. Selectors will develop these collections as demand indicates, and will be alert for new formats that may be appropriate.

### **Multiple copies**

The Middleton Public Library may respond directly to community and customer interests by purchasing multiple copies of certain items. While the Library's budgetary resources do not allow for the purchase of multiple copies of every title owned, the budget is structured to provide multiple copies of high demand items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. The Library strives to meet temporary demand and still build a collection with breadth and depth.

### **Customer requests**

The Middleton Public Library customers are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected elsewhere in this policy. Library Card Holders may request items through their account at [www.mymidlib.org](http://www.mymidlib.org), through text, email, phone, or in person.

### **World language materials**

The Library generally does not acquire materials in languages other than English except by patron request; nor does it acquire foreign language films that do not provide an option for English subtitles. The Library maintains a collection of Spanish materials and may enhance this collection in accordance with need and use.

### **Gifts**



Gifts and donations of materials may be accepted with the understanding that the same standards of selection are applied to gifts and donations as to materials acquired by purchase, and that any gifts and donations may be discarded at the Director or designee's discretion. In most cases, the Library will not purchase or accept self-published materials that are not positively reviewed in at least two established review journals. To be accepted for consideration, books by local authors must meet the criteria set forth for the rest of the Library's collection of materials.

### **Collection Assessment**

Circulating collections undergo an annual assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by customers and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse. Assessment decisions are based on the following criteria:

- Currency
- Accuracy
- Use and vitality based on analysis of collection measures
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries
- Strategic plan priorities
- Sustainability of format

### **Placement of materials**

The Middleton Public Library Resource Services staff uses the Dewey Decimal Classification (DDC) system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Selectors take into account age recommendations in reviews as they choose and classify materials.

The Middleton Public Library shelving areas are divided in sections such as Juvenile, Fiction, and DVDs for ease of use, but customers of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Middleton Public Library staff, to monitor library use by minors.

#### References

This policy has been developed in concert with:

The Middleton Public Library Mission Statement, Donations Policy, and Internet Use Policy; and  
American Library Association's *Library Bill of Rights*(5.01A) and its interpretations, *The Freedom to Read* (5.01B) statement and *Freedom to View*(5.01C) statement.

### **Section 5.01A: LIBRARY BILL OF RIGHTS**

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

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

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

### **5.01B: 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.

#### **5.01C: 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 insure the constitutional guarantees 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.

#### **5.01D: THE NATURE AND QUALITY OF MATERIALS**

To build a collection of merit and significance consistent with the Library's mission and strategic objectives, the Director or designee will evaluate materials against general and specific criteria; selections are made in accordance with one or more of these criteria:

##### General Criteria

1. Present and potential continuing relevance to community needs
2. Affordability
3. Suitability of physical form for library use
4. Appropriateness of medium to content
5. Insight into human and social condition
6. Importance as a document of the times
7. Relation to existing collection and other material on subject
8. Suitability of subject and style for intended audience
9. Skill, competence, and purpose of author
10. Attention of critics, reviewers, and public
11. Currency
12. Reputation and/or significance of author

##### Specific Criteria for Works of Non-Fiction, Regardless of Format

1. Scope and authority of subject matter
2. Comprehensiveness and depth of treatment
3. Objectivity
4. Accuracy and logic of presentation



5. Clarity of style
6. Representation of challenging, though extreme or minority, point of view
7. Scarcity of information in subject field

Specific Criteria for Works of Fiction, Regardless of Format

1. Representation of important movement, genre, trend, or national culture
2. Sustained interest
3. Artistic presentation
4. Vitality and originality
5. Effective characterization and/or a realistic portrayal of life
6. Authenticity of historical or social setting

Staff will also consider the adequacy and availability of materials in other community agencies when making selection decisions. To avoid unnecessary duplication of materials, established special collections that are available for public and/or professional use (e.g., State Law Library, corporate libraries) will be considered the primary sources for specialized materials. The provision of curriculum-related materials is generally the responsibility of the schools, but the Library may provide materials that supplement and enrich the materials provided by the schools. When patron demand indicates the need for more curriculum related materials for individual use by the public (as opposed to school classroom use), materials may be purchased to meet these needs to the extent funds allow without creating a collection imbalance in other areas.

## **5.02 REQUESTS FOR RECONSIDERATION OF MATERIALS**

The Middleton Public Library strives to further the Library's mission, "The Middleton Public Library provides resources and experiences to enrich and exhilarate the lives of our community members." "The Middleton Public Library is the central source for life-long education in the city of Middleton, Idaho. We provide self-directed education, instructive and enlightening experiences and a comfortable place in which patrons can gather and interact. The Library supports citizens as they learn, innovate, build and experiment." We provide access to technology and information our patrons would not be able to access individually and create programs and services that support innovation. The library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions.

The Middleton Public Library does not endorse particular ideas, beliefs, or views. While customers are free to reject for themselves what that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others. No library materials shall be excluded because of race, nationality, political, religious, or social views of the author, performer, publisher, or producer. Not all materials will be suitable for all members of the community. The Middleton Public Library Director and the Board of Trustees are aware that customers may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by our customers. Customer concerns will be dealt with promptly and courteously as detailed in the following process.

Library materials that have been challenged will remain in the active collection until the Library Director has made a determination of its status.

### **When We Receive a Request for Reconsideration of Materials**

The Middleton Public Library staff will listen to the customer's concern and then provide him or her with a Request for Reconsideration form. Library staff are not to discuss the challenge/complaint further with the customer.

The Director will read/watch/listen to the library material being challenged. The director will then research the item, find at least three (3) reviews of the item in professional journals, and formulate a written response to the patron citing those reviews. These journals may include:

*Booklist*

*Library Journal*

*New York Times Book Review*

*Science Books and Films*

*The Horn Book*

*Local newspapers*  
*Kirkus Review*  
*Publisher's Weekly*  
*Voya*  
*School Library Journal*

For reasons of patron privacy and confidentiality, the Board of Trustees will not become involved in the reconsideration process unless those posing the challenge wish to appeal the Director's decision. In this case, the Board will review the challenge by reading/watching/listening to the library material being challenged. The Board will then examine the reviews identified by the Director in professional journals. The Board will then make a final ruling on the concern and send a written response to the individual or group.

#### Request for Reconsideration of Materials

Citizen concerns will be dealt with promptly and courteously.

#### The Complaint Process:

When a patron wishes to challenge materials in the library's collection, the following steps must be taken:

Patrons must make complaints in writing by filling out a Request for Reconsideration Form.

The Library Director will research and consider the item in question.

The Library's Director's decision will be reported to the patron in writing.

The challenge will not go to the Library's Board of Trustees unless the patron requests an appeal of the Library Director's decision.

**5.02A: REQUEST FOR RECONSIDERATION OF MATERIALS FORM**

Request for Reconsideration of Materials Form

Today's Date:

Name of Individual or Group:

Contact Person:

Telephone:

E-mail:

Address:

City, State, Zip Code

1. Library resource you are concerned with (circle one):

Book or Magazine

Video/DVD

Audio recording/CD

Electronic information

Title, author, artist:

Library program

Display/exhibit

Meeting Room

Other

Title, date, time, location

2. Have you examined the entire resource?

Yes

No

3. How did you find out about the resource(s)?

4. What are your concerns about the resource(s)? What action do you seek as a result of this complaint?

5. Are there resource(s) you suggest that provide additional information and/or other viewpoints on this topic?

Yes

No

**If yes, we welcome and encourage your recommendations.**

**Library use only:**

Complaint received by PPL staff member:

Date:

Notes/comments/actions

This Policy supersedes all previous Collection Development and Maintenance policies of the Middleton Public Library and is effective on 2/1/2018.

Middleton Public Library Board:

## **Section 6: GIFTS AND BEQUESTS**

### **Section 6.01: GIFTS**

Books and other materials will be accepted on the condition that the Director or designee has the authority to make whatever disposition is deemed advisable under the direction of the collection development policy. (5.01)

Staff members responsible for selection of materials will base their decision to include gift materials in the Library collection upon the following considerations:

1. Whether they conform to the Library's standards of materials selection;
2. Whether the physical condition is satisfactory; or
3. Whether the Library needs the title or added copies of the title in its collection.

When the Library receives a cash gift for the purpose of memorial, tribute, or other materials, the selection may be made by the donor or, at the request of the donor, by the Director or designee. The general nature of the book, or its subject area, may be based upon the interests of the deceased or the wishes of the donor, and the needs of the Library. Should the donor indicate no preference for a specific use of the gift, the donation may be used in a way and for whatever materials or equipment are deemed to be of greatest need for the Library.

Gifts other than books shall be accepted or rejected on the basis of artistic quality, suitability to the Library's purposes, and availability of space for their display. The Director or designee has the authority to accept or reject such gifts; the decisions regarding acceptance of a specific gift shall be conveyed to the Board of Trustees and may be subject to further consideration by the Board. Gifts of money, real property, and/or stock will be accepted if they comply with state and city codes governing such gifts; provided, in accordance with Idaho State Code, stock will be sold, with the proceeds deposited in the Library's fund account. The Library will not accept for deposit materials that are not outright gifts.

### **Section 6.02: FACILITY NAMING**

The Board will consider naming library facilities using the following criteria and will consider naming opportunities on a case by case basis.

1. Preference for facility names shall be given to names reflecting the geography or historical significance of the neighborhood and community the library will serve.
2. Generally, Board members will consider naming rights for individuals or families who donate a significant and substantial amount of the total construction cost of a project, typically one-half or more of its total cost.
3. The Board may choose to honor an individual, usually deceased, who has contributed to the public library's mission in the Middleton area or state of Idaho.
4. The name of a company, organization, product or service will not typically be considered as a library facility name.
5. A library facility name may be changed in the future. A facility name is not guaranteed to remain in perpetuity.

The Board may organize a subcommittee to review and recommend facility names to the Board. The subcommittee will consist of two Board members, two appointees by the Mayor, two neighborhood representatives (recommended by the Board and approved by the Mayor), and the Director. The Board will adopt any facility name at a regular Board meeting by majority vote. The Director will be responsible for determining the manner in which the name is recognized.

This Policy supersedes all previous Gift & Bequest policies of the Middleton Public Library and is effective on 2/1/2018.

Middleton Public Library Board:



## **Section 7: USE OF MEETING SPACES**

### **Section 7.01: MEETING SPACES**

The Board endorses the Library Bill of Rights as adopted by the American Library Association Council on January 23, 1980, which states: "Libraries that 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." However, public use of meeting spaces cannot be without restriction as usage must be safe and not undermine the Library's other functions. Thus, the Director or designee will establish rules and guidelines for the reservation and use of meeting spaces.

#### **Section 7.01A: MEETING SPACE RULES & GUIDELINES**

Meeting space usage is subject to the following rules and guidelines.

1. Library-sponsored activities are given priority in the consideration of the use of meeting spaces; however, the Library will not cancel an existing reservation for the purpose of having a library program. Use of library meeting rooms by other City of Middleton departments will not be given priority over uses by other groups.
2. All meetings held in the library must be open to the public.
3. Meeting space is not available for private or personal events such as birthday parties, weddings, memorial services, or the like.
4. No fee may be charged for admission to a meeting in the Library without authorization in writing from the Library Director.
5. Onsite sales of goods or services or collection of dues or donations are prohibited unless expressly permitted in advance by the Library Director.
6. Meeting spaces are ONLY available at times and locations that do not conflict with daily operations of the library. Meeting spaces may be available outside of the Library's open hours only at the discretion of the Library Director or designee and additional charges or fees may be imposed.
7. Reservations will only be taken for meetings with an anticipated attendance of two or more people and upon approval of an application completed by an adult

authorized to act for and bind the reserving group in an agreement with the Library.

8. Staff will charge a refundable deposit of \$50.00 for the use of a meeting room if any refreshments are served. Library-sponsored activities, recognized Middleton Public Library auxiliary groups, and City of Middleton agencies are exempt from the deposit.

9. Space may be reserved no more than two months in advance without written permission from the Director. Such permission is also required to make or accumulate more than four total pending reservations. Library-sponsored activities, Library auxiliary groups, and City of Middleton agencies are exempt from these requirements.

10. Payment secures all reservations. Until payment in full is made with the Middleton Public Library no reservation is considered final.

11. A full refund of the reservation fee is permitted if the staff of the Library is notified of the cancellation three working days prior to the meeting date by an individual authorized to act for the group. Reservations cancelled less than two working days before the scheduled meeting will not be eligible for refund except at Director's authorization.

12. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement or approval by the staff, Board or City of the users, their beliefs or of viewpoints expressed in the meeting. No group may list the Library as a host, partner or sponsor without prior express written permission from the Library Director or designee. Absent such permission, any printed or electronic advertisement or notification of a meeting to take place at the Library must include a disclaimer that the meeting or event is not sponsored or endorsed by the Library.

13. Staff may refer public inquiries concerning the meeting in question to the person signing the room reservation form for the group.

14. **The Middleton Public Library Foundation, Inc.** may use the name and address of Middleton Public Library as the headquarters and official address of the organization. No other group may do so, regardless of Library usage.

15. All news releases, publicity or advertisements relating to any program or meeting held in one of the Library's meeting spaces shall clearly state the name of the sponsoring organization or individual and shall not imply in any manner that the program or meeting is sponsored by the Library unless the Library has formally agreed to co-sponsorship.

16. The Library is not responsible for any lost or damaged property before, during or after a meeting. The individual reserving the room and the group whom such individual represents agrees to pay for all damage to any property of the City of Middleton resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the group, or any of its invitees; and it will save, hold harmless, defend and indemnify the City of Middleton and the Middleton Public Library from and against any and all liability which may be imposed upon them, or either of them, and/or for any damage to persons or property caused by the group or any person in connection with the use of a meeting room.

The Library reserves the right to deny or revoke a reservation and permission to use a meeting space at any time if the particular usage is disruptive to the Library's normal course of business, violates the Library's Rules of Conduct policy or any other Library policy or regulation, or violates any local, state or federal law.

This Policy supersedes all previous Room Use policies of the Middleton Public Library and is effective on 3/14/2019.

Middleton Public Library Board:

## **Section 8: DISPLAYS & EXHIBITS**

### **Section 8.01 DISPLAYS:**

The Library will consider requests from organizations, businesses, and industries to exhibit displays and post advertisements and brochures. Approval of materials for display or distribution ultimately shall be at the sole discretion of the Director. In all instances, the Library reserves the right to refuse any materials for exhibit, display, or posting. It is the policy of the Library not to advertise commercial endeavors unless the Library is a beneficiary of those endeavors. The Library will attempt to protect material displayed, but cannot be responsible for loss or damage to such material.

The Board hereby defines the conditions under which items may be accepted for display or posting in the Library:

1. The Director or designee may determine the suitability of a given item for display or posting, considering both the facilities available and the objectives of the Library.
2. Display items will be accepted for limited times only. In general, these periods will not exceed 30 days. Requests for a longer display period may be made to the Director.
3. No liability for loss of, or damage to, display items is assumed either by the Library or by the City of Middleton. Exhibitors are advised to carry their own insurance; such insurance should indemnify exhibitors for the entire value of items to be exhibited at the library.
4. In the event that the owner of the display does not reclaim it within 30 days of the ending date for the loan, the Library will make every effort to sell and dispose of the property in accordance with applicable Idaho law.
5. A display application form, clearly stating the duration of the display and its terms, will be completed and signed in every case and must be on file in the Library Administration office before displays will be approved. (Exhibit 8.01b)

#### **8.01A: DISPLAY CASES**

Upon completion of the display form (Exhibit 8.01b), displays of crafts or artifacts will be scheduled by staff as designated by the Director. Display cases

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may be used for one month, unless other arrangements are made in advance. It is the responsibility of the individual or organization using the cases to arrange and label the items.

**8.01B LOANED OBJECT DISPLAY AGREEMENT:**

**LOANED OBJECT DISPLAY AGREEMENT**

Loan Agreement between the Middleton Public Library and:

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Description of objects loaned for display or exhibition (quantity, appearance, condition):

\_\_\_\_\_  
\_\_\_\_\_

Borrowed on \_\_\_\_\_

To be returned \_\_\_\_\_

Owner's estimated value of loaned object(s) \_\_\_\_\_

Owner's insurance carrier and policy number: \_\_\_\_\_

I, \_\_\_\_\_, hold, covenant and agree to indemnify and (Owner or Owner's Authorized Representative) save and hold harmless City of Middleton and Middleton Public Library from and against any and all loss, damage, injury, liability and claims for loss, damages or injuries to persons or property or loaned object(s) arising out of the loan of the above-described object(s) to Middleton Public Library for display or special exhibit purposes. If I have not physically reclaimed the loaned object(s) from Middleton Public Library within thirty (30) days of the date to be returned specified above then I hereby authorize the City of Middleton and/or Middleton Public Library to sell and dispose of the loaned object(s) or to transfer said object(s) to another entity and waive any claims to the loaned object(s) or consideration received for the loaned object(s) by the owner, his/her heirs, assigns or those in probity with the owner. Whatever monies or other consideration the City of Middleton or Middleton Public Library has received upon sale or disposition of the loaned objects may, after being held in trust for a period of six (6) months, be deemed a gift to the Middleton Public Library, free and clear of any claim on the part of the owner. By executing this document, I agree to the terms stipulated above and hereby certify and swear that I am the owner of the loaned object(s) or the owner's duly authorized

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representative and that I am authorized to execute this document and enter into and bind the owner to the obligations cited herein.

Signed and effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_:

\_\_\_\_\_ Owner or Owner's Authorized Representative  
\_\_\_\_\_ Middleton Public Library Representative

**Section 8.02 BULLETIN BOARDS:**

The Library may permit distribution of, or may post on its bulletin boards, announcements of the cultural activities of the community (those concerned with literature, art, music, drama, and related activities) and public announcements of general interest to the community.

**Section 8.02A BULLETIN BOARD GUIDELINES**

Postings to Library bulletin boards are subject to the following guidelines:

1. Under no circumstances will postings be allowed on the grounds or on the outside of any Library building.
2. Posters, notices, and material for distribution shall be submitted to staff. Nothing may be posted or removed from bulletin boards except by staff.
3. Items to be posted or distributed must be delivered to the Library for approval. Approved items will be date-stamped and posted. All items will be removed by authorized staff members immediately following the event advertised. Posted materials which do not advertise a specific event will be removed 30 days after posting. All items will be discarded upon their removal. The Library will discard all items not approved for posting or distribution.
4. Posters and notices with printed price charges may be accepted, but not those announcing events designed to make a profit for a commercial enterprise.
5. In the field of education, only those announcements of courses given by educational institutions or sponsored by recognized community groups (e.g., the Chamber of Commerce) may be accepted.
6. Announcements concerning interdenominational religious activities (e.g., joint Good Friday services) may be accepted, but not those of individual churches, sects, or cults.
7. Individuals submitting these materials must leave a contact name, phone number, and date on which the materials will be picked up or after which they may be

discarded. Items not collected after the comment period expires are considered gifts to the Library, as are items left without a pick-up date.

8. Individuals representing themselves or a group are strictly forbidden to distribute advertising literature, circulate or post petitions, or solicit funds for any purpose either in a Library building or in any place on the premises that would interfere with the ability of staff or patrons to conveniently enter or exit the building.

9. Non-Library sale of any item(s) in any Library building or anywhere on Library grounds is allowed only with the written permission of the Director or designee. Under limited circumstances, the Library may act as an agent to sell materials. The determining factor in allowing sales or acting as the agent for sales will be whether the Library is a beneficiary of the sale.

10. Posting of notices and distribution of material does not imply endorsement by the Library.

This policy supersedes all previous Display & Exhibit policies of the Middleton Public Library and is effective **2/1/2018**.

Middleton Public Library Board:

## **SECTION 9: UNEXPECTED AND EMERGENCY CLOSURES**

**The Library may be closed under the following conditions:**

### **9.01 Local Emergency Conditions**

When public safety officials request the closure of non-essential services, be that specifically, i.e. the Library, or generally, i.e. Downtown Middleton. This category includes conditions such as fire, weather, bio-hazard, civil disturbance, or some other large scale threat that might adversely affect Library staff or the public. The Director will make all immediate safety closure determinations. Any other closure determinations will be made in consultation with the Board of Trustees.

### **9.02 Library Conditions**

Internal systems failures such as, power, water, structural or other conditions that create unsafe conditions, for either staff or the public. Identify if the conditions pose an immediate threat, such as a fire which call for an immediate evacuation, or a safety hazard such as lack of power which may allow a delayed closure. The Director will be notified immediately of all emergency conditions affecting the Library, in person or by phone when not present. When the Director is not in the building, senior staff in the building will consult together, and with the Director if available via phone, to determine if conditions warrant closing.

When the Library is closed complete as many of the following steps as are practical:

1. Post a closed sign on all public entries.
2. Post a note indicating the time and reason for closure signed by the senior staff member making the determination for staff arriving the next day.



3. Notify the City Public Information Officer and the media of the closure as appropriate.
4. Assist customers in contacting parents/guardians for rides when necessary.
5. Post closure on website
6. Communication - should Library telephones not operate, an alternate communication source will be a personal cell phone or a neighboring business phone.

**Evacuation Plan:**

Staff will maintain an emergency evacuation plan and maps that are available or displayed appropriately in the Library. These plans and maps will be reviewed by the City Fire Marshall to ensure all actions are reasonable and appropriate by current safety standards.

**Policy Approved:**

**Board Members:**

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