

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY21-02**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING
THE GUSTAVUS PUBLIC LIBRARY POLICIES**

WHEREAS, the Gustavus Public Library policies require updating to comply with state and federal regulations regarding confidentiality and other issues, and;

WHEREAS, the Gustavus Public Library policies require updating to meet the current needs of the current state of the library, and;

WHEREAS, the Gustavus Public Library policies require updating to ensure all staff volunteers and patrons are aware of the current library policies and able to access them easily, and;

WHEREAS, formal action is needed to address the revisions necessary to the Gustavus Public Library policies,

NOW THEREFORE, BE IT RESOLVED that the City of Gustavus updates its Gustavus Public Library Policies as attached.

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2021, and effective upon adoption.

Brittney Cannamore, Mayor

Attest: Karen Platt CMC, City Clerk



GUSTAVUS PUBLIC LIBRARY

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Mission Statement

The mission of the Gustavus Public Library is to provide community members and visitors of all ages with a welcoming and supportive environment to freely access information, materials, and programming; to support literacy and life-long learning, facilitate connection to place and culture, and meet the recreational, social, intellectual, and cultural needs of the community.

Photography and Videos:

The Gustavus Public Library reserves the right to take photographs and video of events, public programs, and patrons utilizing the library space. These photographs and videos may be used for publicity purposes in printed materials and online. All library patrons consent to the use of photos or videos taken at the library and/or during library events unless they provide staff with a written objection to such use prior to the program or event.

Children's Use Policy:

The Gustavus Public Library welcomes children to use its facilities and services. The following are rules regarding the use of the library by children:

- Library staff and volunteers are not responsible for the supervision, safety and wellbeing, or behavior management of children in the library and on library property. This includes during regular library hours, special events, and when the library is closed.
- All patrons, including children, are expected to behave appropriately in the library and will be asked to leave if they are unable to follow library expectations.
- Children must be appropriately supervised while using the library or attending library programs.
- All patrons, including children, are free to enter and leave the library at will, and library staff and volunteers will not supervise or monitor children who are entering and leaving the library building. If a parent/guardian is uncomfortable with their child leaving the library unattended, then the parent/guardian needs to be present and supervising the child at all times while their child is in the library, or assign another appropriate caregiver to supervise the child in their stead. A library staff member or volunteer is never an appropriate person

to supervise an unattended child and will not be allowed to act as such, and if asked will decline to do so.

- All patrons, including unattended children, will be asked to leave promptly when the library closes, and it is up to parents or guardians to ensure that children are supervised and transported home when leaving the library.
- Library staff and volunteers will not be responsible for contacting parents or guardians if a child is asked to leave the library due to behavior or library closing.
- Library staff and volunteers are under no circumstances responsible for transporting children away from the library.
- Library staff and volunteers are not responsible for monitoring or restricting children's access to content via materials or internet. It is solely the responsibility of the parent/guardian to ensure that children are accessing appropriate content while in the library as well as the content of materials borrowed from the library.
- In accordance with Alaska Statute 40.25.140, the Gustavus Public Library is unable to disclose personally identifying information about any of our patrons, including children, except under court order. If a parent/guardian would like to access information about their child (including a list of materials checked out under the child's name), the child must be present to consent to this information being disclosed.

Library Use Policy

The Gustavus Public Library encourages all residents and visitors of Gustavus to utilize and enjoy the library. All patrons, regardless of their library account status, are welcome in the library to use computers, attend programs, and access materials while in the library. We expect all library users to comply with the following:

- All patrons must engage in acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by library staff and volunteers, will be asked to leave.
- Patrons are expected to behave in a way that respects other patrons' privacy, does not impede others' ability to use and enjoy the library, and which does not interfere with the ability of the staff/volunteers to perform their duties.
- Patrons, staff, and volunteers are expected to communicate with others in a way that is respectful. Verbally abusive language, threatening behavior, discriminatory behavior, and/or harassment of any sort will not be tolerated in the library, and those engaging in these behaviors will be asked to leave the library.
- Patrons are asked to remove outdoor footwear before entering the library.
- Patrons are expected to help preserve the cleanliness and integrity of library materials and property.

- Patrons are only allowed to consume foods in designated areas of the library or under special circumstances as approved by library staff. Beverages should have a secure lid.
- Cell phone conversations and other loud conversation should be limited, when possible, to the front entry or the meeting room so as not to disturb other library patrons.
- Animals, apart from service animals, must remain outside the library unless pre-approved by library staff. Animals which interfere with patrons' safety, comfort, or ability to access the library must be kept off library property.
- Library staff and volunteers are not responsible for the supervision of minors in the library (see Children's Use Policy).
- The Library assumes no responsibility for lost or stolen property. After 30 days all items left in the library will be donated or disposed of.
- Patrons and group members may only store items at the library as approved by Library Directors. Directors will make reasonable attempts to return items which are stored at the library without approval. Items not claimed after 30 days will be donated or disposed of. The City of Gustavus is not responsible for lost or damaged items left at the library.
- A person who has concerns related to unacceptable patron behavior may fill out a Comment Form, available at the Front Desk. Comment forms will be reviewed by the Library Directors and/or City Council.
- Failure to follow the Library Use Policy will result in immediate and/or future services being refused. If necessary, the Gustavus City Council and/or law enforcement may be called upon to assist in non-compliance of the Library Use Policy.
- The library does not allow solicitation on the library property, including for religious, political, or business purposes. Visitors soliciting others for these purposes will be asked to cease the behavior or leave the property.

Circulation Policy

- Patrons may check out up to 20 books and 10 DVDs/other resources at a time on a single account.
- Patrons may check out books for up to 21 days at a time, and DVDs/other resources for up to 7 days at a time.
- The library does not charge fees for overdue items. However, patrons are expected to return or renew materials in a timely manner. Overdue notices will be emailed until the issue is resolved, or the item is marked as "LOST".
- Items that are 90 days or more overdue will be marked as "LOST". Patrons will be charged for the replacement value of these items at that time.
- Patrons that lose or damage library items will be charged for the replacement value of those items.
- Patrons will be restricted to one check-out at a time until fines are resolved.

Confidentiality Policy

In accordance with Alaska Statute 40.25.140, the Gustavus Public Library will keep confidential the names, addresses, and other personally identifying information of people who have used materials except under court order.

Computer Use Policy

The Gustavus Public Library offers free access to computers and internet to all community members and visitors. Computer and internet users are expected to comply with the following:

- Public computers are available on a first-come, first-served basis.
- Public computer use should be limited to 30 minutes. If after 30 minutes there are no other patrons waiting to use a computer, a patron may continue to use the computer for another 30 minutes or until another patron requests a computer.
- Files may not be saved to public computers. Computer users should save their files using another method.
- Computer users may not modify library computers, their software, or the internal network to which they are connected in any way.
- Although efforts are made to maintain the confidentiality and privacy of library patrons, the library cannot guarantee confidentiality or privacy on public computers.
- Internet and computer use must comply with State and Federal law.
- Material viewed in the library must be appropriate for a public space, and must not compromise other patrons' safety, wellbeing, or ability to access the library.
- Parents and guardians are solely responsible for monitoring the computer and internet use of their children.
- Any person found in violation of the Computer Use Policy may have their immediate and/or future computer use privileges revoked.

Printing Policy

- Printing and copying are available for public use during library hours at a cost of 25 cents per page for black and white text, 50 cents a page for colored text, and \$1 per page for color images or graphics.
- The library fax is available for public use at a rate of \$1 per fax, regardless of the number of pages being faxed.
- Scanning to email or USB is free of charge.
- Patrons are expected to pay for their printing, copying, and fax fees immediately unless they have made prior arrangements with a Library Director.
- Patrons may print up to 4 pages of government/legal documents (for example tax forms, rental agreement) free of charge. All other materials (including tax instruction booklets and fishing licenses) will be charged as written above.

Library Account Policy:

- Any individual currently residing in Gustavus may obtain a library account if their identification can be verified, and they have no outstanding charges with the Gustavus Public Library.
- A resident qualifies for a card if they can claim one of the following:
 - currently owns property in Gustavus or;
 - has resided in Gustavus for a minimum of the past 6 consecutive months or;
 - has recently moved to Gustavus and can demonstrate permanent employment, intent to establish permanent residence in Gustavus or;
 - any person who holds a current official government issued photo ID with Gustavus, Alaska listed as the official address, such as an Alaskan Driver's License, Alaska State ID card, or Merchant Marine ID card or a Gustavus Voter Registration card.
- A temporary/seasonal resident may obtain a library account if they provide:
 - A \$20 fee. This is a one-time fee, not to be refunded and,
 - A current official government issued Identification card and,
 - A valid permanent forwarding address and,
 - The name of their current employer in Gustavus and/or local place of residence
- To ensure patrons' confidentiality, all accounts will be removed from the library system after 5 years of inactivity, unless a patron request otherwise. If a patron requests an account after 5 years of inactivity will be considered a new patron.
- All new patrons must provide a signature agreeing to the Library's policies.

Educator Library Accounts

Current educators in Gustavus may set up a teacher account at the Gustavus Public Library. Educator accounts may be used to check out materials for educators and their students, and these accounts do not have a limit on number of materials checked out. Educators are defined as teachers, support staff at the school or preschool, adults homeschooling children, tutors, childcare providers, and afterschool program leaders.

- It is the account holder's responsibility to monitor materials checked out under this account and ensure they are appropriate for their learning environment.
- It is up to the account holder to decide whether materials checked out under these accounts are for in-the-classroom use only, or for students to take home.
- Account holders are responsible for ensuring that materials are renewed or returned by their due date and are returned in good condition. However, no fines will be charged to a teacher in an event that materials are lost or damaged.

All library materials checked out by a public school student or teacher during school hours will be checked out on an educator account. If a teacher does not wish to be responsible for materials checked out by their students, teachers should advise their students to check out these items on their personal accounts outside of school hours. The front desk can hold materials for students to check out outside of school hours.

Children's Library Accounts

The Gustavus Public Library allows patrons of any age to obtain a library card. We do not require a parent or guardian signature for children under the age of 18. If a parent or guardian does not wish for their child to obtain a library card, that parent or guardian should supervise the child at the library.

- Children under the age of 18 do not require identification to receive a library card.
- Patrons under the age of 18 may check out items in accordance with the library's Circulation Policy.
- Parents or guardians are solely responsible for ensuring content is appropriate for children under the age of 18.
- If a patron under the age of 18 loses or damages library material, they are responsible for covering the cost of that material. If a patron under the age of 18 is unable to pay for a lost or damaged item, they have the option of volunteering at the library at a rate of \$10/volunteer hour until the full cost of the item is covered. The patron will be limited to checking out one item until the full cost of the item has been covered through payment or volunteer hours.

Collection Development Policy

Due to the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection and weeding of materials and serves to acquaint the public with the principles of selection.

1. Criteria considered in the development of the Gustavus Public Library's collection:

- physical format is suitable for library usage
- materials are important to the development of the general collection.
- materials have cultural, historical, or social importance in our community
- materials are relevant to the interests of our patrons and community
- the materials are current and up to date
- the materials accurately represent themselves and provides accurate information
- the availability of materials elsewhere
- materials have received attention from critics and reviewers

- materials have been requested by patrons
- materials fill a gap in the library's collection
- the popularity of similar materials
- materials need replacement or updating
- materials represent a wide range of groups, interests, and viewpoints
- cost and accessibility of materials

2. Criteria considered in the weeding of the Gustavus Public Library's collection:

- format, condition, and visual appeal of materials
- whether the materials are up to date
- accuracy of information in the materials
- relevance of the materials to patrons
- availability of materials elsewhere, or similar resources available in our collection
- popularity and current interest of material to our patrons
- whether the material holds significance in our community
- availability of physical space in the library
- Librarians will follow current weeding best practices

3. Challenged materials

In our efforts to offer a collection of materials representing a variety of interests and viewpoints, it is likely that some patrons may find some of the library's materials to be objectionable or offensive. If a patron has concerns about the presence of a material or resource in the library's collection, they may follow the procedure below:

- Inform the staff or volunteer on duty that they wish to contest a material.
- Fill out a Request for Consideration of Library Materials form.
- Library staff will review the request
- If requested, library staff will provide the patron with a written response within 30 days.

Donations Policy

- Monetary donations go toward the operating budget unless specified by the patron. Patrons wishing to see specific items or resources added to the library may purchase those materials independently and donate them to the library. These items will be used in accordance with the Collection Development Policy.
- Donated materials: once an item is donated to the library, the Library Directors will have full authority to decide whether and how that item is used in the library. Donated items may be added to the collection if they meet the Collection Development Criteria, sold to raise funds for the library, given away as prizes or incentives, or disposed of based on the current needs of the library.

Meeting Room/Group Use Policy

- The library Meeting Room is available for reservation on a first-come, first-served basis. Reservations must be made to a Library Director.
- The Library Directors reserve the right to review all applications and may deny use of the meeting room due to inadequate staff availability or overbooking.
- The fee for the use of the Meeting Room is \$15 for an hour or \$60 for the entire day, for private use or meetings which are not open to the public.
- For-profit events open to the public are asked to donate 10% of profits to the library to cover the use of the space.
- Library sponsored events, programs and meetings open to the public, and non-profit or educational use, are free of charge but must be limited to no more than three hours per week.
- Any person or entity organizing a public event or meeting at the library is responsible for creating promotional materials to advertise the event and providing these materials in a JPEG format to the Library Directors at least one week in advance for digital distribution to library patrons. All advertising outside of library channels is the responsibility of the person or entity organizing the event. The advertising information must clearly indicate the event is not a library or City sponsored event.
- The library will provide a sandwich board for the event organizer to design and use in front of the library upon request.
- The person or entity reserving the Meeting Room space is responsible for communicating in writing the number of attendees of the event or meeting to the Library Directors within one week of holding the event.
- Any person reserving the Meeting Room is responsible for coordinating the setup and cleanup of the space and must leave the space in the condition they found it in.
- All use of the Meeting Room must comply with State and Federal Laws and must be in line with all other Library Policies.
- Large groups (10 or more individuals) and/or organized children's groups wishing to visit the library should call ahead to inform staff or volunteers of their visit.
- Groups requesting a tour of the library must contact the Library Directors at least one week in advance to schedule this.
- Large groups visiting the library during library open hours are expected to comply with the Library Use Policy.

Interlibrary Loan Policy

- Interlibrary loans (ILLs) are available to library patrons who are in good standing with the library
- If a material is unavailable at the Gustavus Public Library, patrons may request this item in writing either by filling out the Interlibrary Loan Request Form at the front desk or library website, or by emailing the Library Directors with the

patron name, name of the material requested, author's first and last name, and ISBN number.

- Patrons who utilize the Interlibrary Loan system are responsible for all fees associated with the item they borrowed, in accordance with the policies of the lending library.
- Interlibrary Loan materials (ILLs) will be treated in accordance with the policies of the lending library they were sent from, and patrons will be responsible for any fines associated with these items. If an item is lost or damaged, the patron will be responsible for associated costs. If the loaning library charges late fees, the patron will be responsible for associated costs. Any patron with an outstanding ILL fee will be restricted from requesting ILLs and restricted to checking out one item from the local collection until the fee has been settled.

Volunteer Policy

- Community members interested in volunteering should fill out a Volunteer Application form, which will be reviewed by the Library Directors, who have final discretion over volunteer positions.
- Every effort will be made by the Library to provide the type of assignment requested by the volunteer and that best matches their skills. However, Library Directors will prioritize volunteer tasks based on the current needs of the library.
- All volunteers will be oriented and expected to comply with all library policies and procedures.
- Volunteers will be required to sign and comply with a Volunteer Agreement.
- Volunteers are under the supervision of the Library Directors.
- The Library reserves the right to discontinue a volunteer's service.
- Necessary training and information shall be provided to all volunteers to ensure they are equipped to perform their volunteer duties.

Public Notice Posting Policy

- Those wishing to hang a flyer at the library must first receive approval from a Library Director.
- Library staff and volunteers will remove all public notices in a timely manner after the event advertised has happened, or one month after posting, unless an extended posting has been approved by Library Directors.
- Notices that include abusive language, threatening behavior, discriminatory behavior, or harassment of any sort will not be tolerated and will be removed immediately in the sole discretion of library staff. Anyone attempting to post materials with this content will be given a verbal warning and will lose the ability to post notices at the library should they repeat this behavior.

Additional Policies

- Additional policies may be enacted at the library due to special circumstances, including pandemics, emergencies, etc.