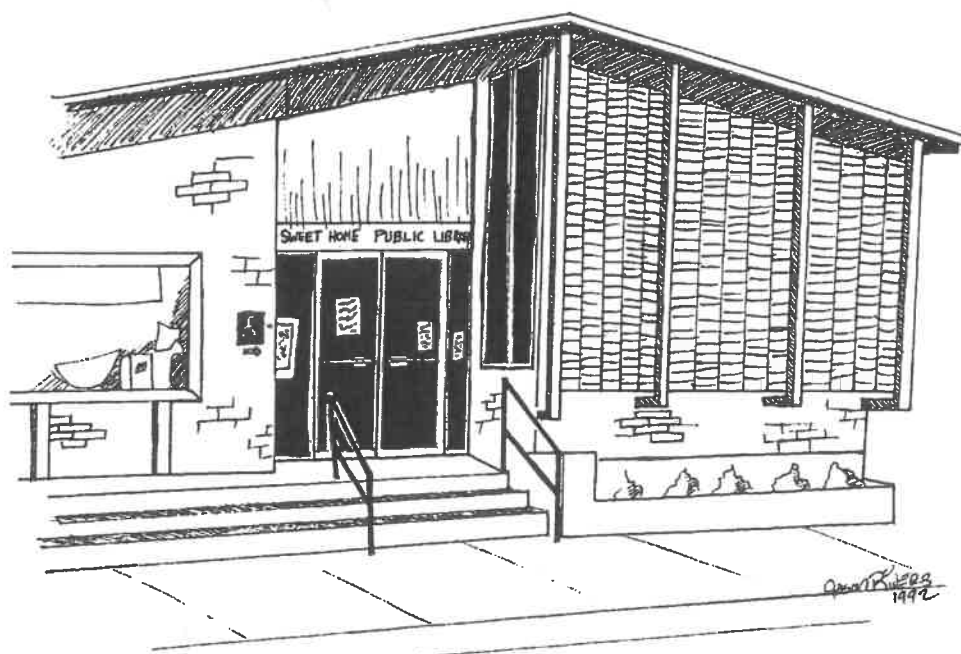


Sweet Home Public Library

Policy Manual



**Approved by the Sweet Home Library Board in its entirety October 14, 1993
And subsequently amended on 11/18/96, 9/10/98, 11/2/98, 6/10/99, 10/10/02, 7/14/11, 05/10/12, 12/5/13**

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Sweet Home Public Library

Moved to Appendices A Brief History

In the fall of 1941, the president of the Long Street Grade School PTA, appointed a committee to look into the possibilities of that group sponsoring a city library. It was decided that it would be more advisable for a group of interested persons to form a Library Association, and the PTA and other organizations could help financially. Long Street School PTA gave the first sum of money.

It was wartime and the committee believed that the need for a library would be felt more keenly than ever because of curtailment of vacation trips and rationing of gasoline.

The board of this association met for the first time on March 16, 1942 at the New Era office. They made an inspection trip to the city hall to see the two rooms the city donated for the Library's use, a kitchen and storage room in city hall, which was a former dwelling.

It was decided to keep the library open for 2 ½ hours on three afternoons a week, with the board members and other interested persons acting as librarians.

A Library Association was planned and had membership cards printed for patrons wishing to join at \$1.00 per member. By August of 1942 there were 66 memberships. The community donated money, books, materials and time that created a presentable library.

The formal opening was September 19, 1942 with a silver tea and everyone invited. Board members took turns as volunteer librarians.

In 1945 the board asked that the library be included in the city budget. The city granted this request. With the money from the Library Expansion Fund and other gifts, a librarian was hired.

Another big step in the progress of the library was the filing of incorporation papers. The Sweet Home Public Library Inc. was formed on January 17, 1949.

In May 1954, the City of Sweet Home took over the operation of the library.

When the present city hall was built that year, the library shared the basement with the Sweet Home Police Department. These quarters served as the library until 1969.

The bookkeeping procedures of the Library were transferred to the city office at the beginning of 1963-1964 to comply with State law.

Plans for the new Library building were discussed in 1966. More book space was urgently needed. A ground floor street entrance was needed for easier use by individuals. The library and police department were crowding each other in their basement quarters.

The decision to build at 13th and Kalmia had been made. The new building was planned to serve the community for 20 years. It was dedicated November 23, 1969.

Citizens voted down the city budget in the fall of 1984. The City Council elected to close the library as a cost saving measure. People in the community did not want to see their library closed and they rallied to support the library. The Friends of the Sweet Home Library was established. After being closed for approximately one month the library was re-opened with only the professional librarian, and enough money for the barest essentials, such as lights, heat and water. There was no budget for supplies or books.

Volunteers helped to keep the doors open. Patrons, the community and Friends of the Library raised funds to keep the magazine subscriptions current and best sellers on the shelves.

Since 1986 Sweet Home voters have approved Library operating levies to keep the library operating.

The Sweet Home Literacy Council was established November 1988 under the sponsorship of the library.

The library's 50th Anniversary was celebrated September 19, 1992, with a silver tea, duplicating its original opening.

Establishment of the Sweet Home Public Library

Ordinance Bill No. 1 For 1989
Ordinance No. 983
(Adopted February 14, 1989)

An ordinance relating to the Library, establishing the Sweet Home Public Library and creating a Library Board, and repealing Ordinance No. 647.

Section 1. Sweet Home Public Library Established

- (a) A public library is hereby established for the City of Sweet Home under the provision of Oregon Revised Statutes.
- (b) The Public Library shall be financed through the use of general fund monies, revenue obtained from the operation of the library, grants, gifts, donations and bequests received and designated to be used for library purposes, and any tax levies that may be authorized by the electors.
- (c) The Sweet Home Public Library shall be the public agency responsible for providing and making freely accessible to all residents, in the City of Sweet Home, library and information services suitable to persons of all ages.

Section 2. Library Board

- (a) The Sweet Home Public Library Board is hereby created. The Board shall consist of five members to be appointed by the City Council.
- (b) The term of office of the Board members shall be four years and their terms shall commence on July 1 in the year of their appointment. The terms of office shall be staggered so that the terms of not more than two Board members will expire in the same year. Of the first five Board members appointed, one member shall initially hold office for one year, one for two years, one for three years and two for four years. At the expiration of the term of any members of such Board, the City Council shall appoint a new member or may reappoint a member for a term of four years. If a vacancy occurs during a term of office, the governing body shall appoint a new member for the balance of the expired term.
- (c) Members of the Board shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties.

Section 3. Board Organization

- (a) The Library Board shall elect a chairperson and vice chairperson.
- (b) The Library Director shall be an ex officio member and shall serve as secretary to the Board and keep the record of its actions.
- (c) Three appointed members of the Board shall constitute a quorum.

- (d) The Board may establish and amend rules and regulations for its government and procedure consistent with laws of the State of Oregon and with the charter, ordinances, resolutions and regulations of the City of Sweet Home.
- (e) The Board shall meet at least once a month and at such other times as it may provide by its rules. Meeting dates and times are posted.

Section 4. Library Board General Powers

The Library Board shall be an advisory board and shall have no executive or administrative powers or authority, and this ordinance shall not be construed as depriving elected or appointed officials of the City of any power they may have under the laws of the state or the charter of the City. The Board shall have powers and duties as follows:

- (a) Upon request by the City Manager, the Library Board may assist in the interview process of selecting and appointing a Library Director. The City Manager, as the fiscal and administrative agent for the library, shall have primary responsibility for library personnel, including recruitment, selection, classification and pay, and supervision.
- (b) The Library Board shall make recommendations to the City Council about rules and policies for the efficient and effective operation of the library, its services and programs.
- (c) The Library Board shall approve the budget request prepared by the Library Director for submittal to the Budget Committee.
- (d) The Library Board shall make recommendations for the acceptance, use or expenditure of any real or personal property or funds donated to the library under Section 5 of this ordinance.
- (e) The Library Board shall make recommendations for the selection of sites for public library buildings or for location of library facilities.
- (f) The Library Board shall approve an annual report to the State Library and to the City Council submitted in a timely manner on a form supplied by the State Library.
- (g) The Library Board shall develop and recommend to the City Council long-range plans for library service, consistent with City priorities and with state, regional and national goals for libraries.

Section 5. Acceptance of Gifts for Library Purposes

Gifts of any real or personal property or funds donated to the library and accepted by the governing body shall be administered in accordance with each gift's terms, and all property or funds shall be held in the name of the City of Sweet Home.

Section 6. Internal Administrative Policies and Procedures

The City Manager shall be the fiscal and internal administrative agent for the Sweet Home Public Library and the library shall operate in conformance with City administrative procedures including those pertaining to the following:

- (a) Personnel, including recruitment, selection, classification and pay for library personnel.
- (b) Receipt, disbursement and accounting of monies.
- (c) Maintenance of general books, cost accounting records and other financial documents.
- (d) Budget administration.
- (e) Operation and maintenance of equipment and buildings.

Section 7. Prohibited Actions and Penalties

See ORS 357.975 and 357.990 for update of ordinance.

Library Cards

City Residents

The Sweet Home Public Library is supported through the property taxes of persons owning property within the city limits of Sweet Home. The library's policy on the issuance of cards is designed to provide every reasonable opportunity for people who qualify for a card to obtain one.

The library has both the right and the responsibility to require some form of proof that the person applying for a card is a member of that group of persons the library is funded to serve.

Application for a library card by city residents is as follows. A resident wishing to receive a library card requires reasonable proof that: 1. He/she is who he/she says he/she is, and 2. He/she is a member of that group of people which the library is funded to serve – namely those people living within the Sweet Home city limits, and 3. He/she provides a valid phone number or contact phone number.

For the purpose of identification, individuals must have a current/valid photo ID such as an Oregon driver's license or Oregon State ID card.

In order to satisfy the residency requirement, a patron must supply some form of identification bearing his/her current in-city resident address *postmarked in the last 30 days*. Examples of acceptable identification include the following:

- Utilities receipt in applicant's name
 - Hunting or fishing license
 - Rent receipt
 - Canceled letter with full address
 - Mailed bank statement
 - Voter's registration card
 - Confirmation of change of address from Post Office or postal label with forwarding address – must be the physical residence address
 -
- Same

Any other form of identification that gives the library reasonable cause to believe that the applicant is a city resident will also be accepted.

In order to satisfy the phone requirement, patrons need to provide a phone number at registration which staff will verify by calling. As a courtesy, library staff calls patrons on overdue materials and for all arrived requests.

If a patron so requests, the library will use his business address or post office box number as a mailing address. Business addresses and post office box numbers cannot be accepted as satisfying the residency requirement.

Persons living in sections of motels (within the city limits) that have been designated as "apartments" by the motel manager, qualify as residents. Persons living in other sections of the motel or in shelters, autos, camper parks or tents, are considered to be in transit and do not qualify as residents. A person who owns and or lives on a piece of property that is partly inside the city limits and partly outside will qualify as a resident. (The Library Director has the discretion of qualifying individuals for library cards on an individual case by case basis regarding residency in camper parks.)

The library acknowledges that some persons owning property within the city limits of Sweet Home maintain their residence outside the Sweet Home city limits. Those persons (including family members) will be issued an Exempt Card free of charge upon production of a current statement as proof of property ownership. The card is valid for one year.

Non-Residents

The Sweet Home Public Library is funded largely through property taxes collected from city residents and property owners. Persons living outside the city limits pay no taxes to support the library. Therefore, it is necessary to charge non-residents a fee roughly equivalent to what households within the city pay in taxes to support the library. Cost of a non-resident family library card is as per city fee schedule.

The non-resident family card entitles one or all members of a family/household residing at the same address to library privileges. *One member of the family/household is required to accept full financial responsibility for all items checked out on the non-resident family card.*

All provisions of the City Residents policy heretofore outlined shall apply equally to non-resident card holders.

Children and Library Cards

The library recognizes the rights and responsibilities which a parent or legal guardian has in regard to his or her minor-age children. In recognition of these rights and responsibilities, it is the policy of the Library to issue cards to persons under the age of eighteen (18), but no younger than the age of seven (7), with the parent or guardian's permission using the identification of the parent or guardian as identification for minor-age person. In order for a minor-age person to be issued a library card, his/her parent or guardian must come into the library and present proper identification and residency documentation as outlined above in "City Residents". It is recommended that the young person accompany his/her parent or guardian when his/her card is issued. It is not required that the parent or guardian themselves be issued a card when he/she obtains cards for his/her children. Parents are responsible for any fine or fees incurred on a child's card as per the city fee schedule.

Probation Period for New Patrons

No longer 2 Items Probation

New library cardholders are limited to two items (books, music, books on CD, magazines) per person on the card and two DVD's per household for the first two months of receiving their library cards. Staff may extend this probationary period upon evaluation of the patron's library record in regards to overdue items, fines and fees. Period

Renewal of Library Card

Library cards are issued for a one-year period. Patrons wishing to renew their library cards may be required to present current photo identification. The library card must be cleared of lost items and overdue fines. Outstanding fines, etc. must be paid in full before library cards are renewed.

Lost / Forgotten Library Card

* Library cardholders must notify the Sweet Home Public Library immediately upon the loss of a library card. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification. There is a \$3.00 replacement card fee.

If a patron wishes to check out materials and arrives at the library without their library card, they may check out item(s) using current photo identification. Library staff will do three "courtesy" checkouts for patrons and then the patron will need to replace the library card.

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Confidentiality of Library Records

The Sweet Home Public Library recognizes that all library users, regardless of age, have the right to confidentiality and privacy with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

User records of the Sweet Home Public Library showing 1. Use of specific library materials consulted, borrowed, acquired or transmitted, by a named person; or 2. Consisting of the name of a library patron together with the person's address or telephone number, or both, are conditionally exempt from disclosure. These records include, but are not limited to:

- Circulation records
- Borrower registration records
- Records created to facilitate access to and/or use of library information, materials and services.

The Sweet Home Public Library reserves the right to use library records for administrative and safety purposes, such as recovering overdue materials, payment for lost items, customer surveys and other administrative mailings or assisting in the investigation of crimes committed at the Library. Circulation and registration records may be used only by a library employee working within the scope of his or her duties or by outside agencies charged with the enforcement of library rules and policies or collection of library property, unpaid fees, fines or other charges. The Library does not allow use of library records for fund-raising or political purposes.

The Sweet Home Public Library recognizes that the disclosure of a person's record showing specific library use can be an invasion of privacy. Circulation records will not be divulged voluntarily to anyone except the patron or someone who can produce the patron's library card. User records will be provided pursuant to lawfully issued subpoenas or warrants issued by a court of competent jurisdiction. When a subpoena or warrant is served on the Library, the subpoena or warrant shall be delivered to the Library Director or designee, who shall guide the Library's response. The Library Director will consult with the City Attorney and City Manager if served with a subpoena or warrant.

Protecting the privacy and confidentiality of library users is a fundamental library value.

Oregon State Law recognizes the Sweet Home Public Library as a public body subject to the Public Records Law. However, ORS 192.502.23 provides the following exemption from disclosure of library public records: The records of a library, including circulation records, showing use of specific library materials by a named person, the name of a library patron together with the address, electronic mail address, or phone number, of the patron. This law allows the library to set policies to protect library circulation and registrations records from disclosure. In setting these policies, the library tries to strike a balance between the privacy of the user and convenience for that same user.

Library Usage by Children

The Sweet Home Public Library welcomes children of all ages to use the library and services. In an effort to ensure the safety and well-being of the children and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the library by children and their caregivers is adopted.

Responsibility for the welfare and the behavior of children using the library rests with the parent/guardian or an assigned chaperone. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended. Staff may need to contact authorities (such as Police) either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child. Young children should be attended and adequately supervised by a parent, guardian or caregiver. Children under the age of 10 years shall not be left unattended by their responsible adult guardian (ORS 163.545).

ORS 163.545 Child neglect in the second degree (1) A person having custody or control of child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child. (2) Child neglect in the second degree is a Class A misdemeanor.

Under ORS 419B.010, Library staff are mandatory reporters of child abuse. Library staff is to report, if known, names and addresses of the child and parents or other persons caring for the child, the age of the child, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse, and any other information.

Children Left At Closing

When a child under the age of ten years is left at the library beyond the regular closing time, a staff member, if they are able, will remain with the child no longer than 30 minutes. During this time, efforts will be made, by phone, to locate the child's parent or guardian to request the child be picked up. However, if a staff member is unable to stay, the police will be notified immediately.

If at the end of the 30 minute period, the child has not been picked up or library staff has been unable to contact a parent or guardian, library staff will notify the Sweet Home Police Department regarding the situation and request officer's assistance.

The staff member and child will remain in the presence of a library security camera at all times.

Programs & Services

No list

Programs and Services

- Reference Assistance
- Reader's Advisory
- Interlibrary Loan
- Story Times
- Programs (such as Summer Reading Program and Author Visits)
- Tax Forms
- Outreach Services
- Wireless Internet Access

Equipment

- Computers – Printers
- Photocopier
- Kill A Watt Energy Detector

Proctoring Exams

Sweet Home Public Library provides free test proctoring under limited circumstances. Test takers do not need to be library cardholders or residents of any specific geographic area. We will proctor tests given online or sent to us by postal mail. We will proctor exams during library open hours and depending on staffing levels.

Please provide the testing institution with our contact information:

Sweet Home Public Library
1101 – 13th Avenue
Sweet Home, OR 97386
541-367-5007

If there is an initial agreement to be filled out and sent in, it will be signed by the library staff on duty at the time the agreement is presented. Tests will be proctored by library staff, although due to staff scheduling, the test may be proctored by a different library staff member than the one who originally signed the agreement.

We are happy to check identification, ensure that no notes, calculators, or textbooks are used, etc. However, due to time constraints and space in the Library, **we are unable to proctor tests that require a proctor to remain in a closed room with a student throughout the exam.**

We can return tests by email, fax, or postal mail, as requested. **Any postage required to return testing materials must be provided by the student at or before the time of testing. Fees for faxing must also be paid for by the student.**

The student is responsible for verifying the test's arrival at the library and for arranging a time to take the test.

Online tests will be taken in the public Internet area of the library, allowing for limited, line-of-sight supervision by the test proctor. There may be ambient noise or disturbance from other nearby Internet users.

Staff is able to type in passwords but is unable to install specialized software for testing purposes.

Please note that any cell phones, calculators, backpacks, and other items you bring with you that are not specifically allowed for testing will be held for you during the testing period.

Field Trips

Teachers are responsible:

1. To contact the Library Director two weeks in advance to reserve the time and day. Only one class per visit will be accommodated. It is important to contact the library to cancel the dates.
2. To supervise students, provide aides if necessary, and student transition time.
3. Provide lessons for students. If Library Director is required to provide library information, he/she needs to know in advance.
4. To provide transportation to and from the library.

The Library Director or designate is responsible for:

1. Providing library information to students.
2. Reminding students of appropriate library behavior.

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Material Loans

Loan Periods

The items listed below are to be checked out on a 21 day loan:

- Adult, young adult and children's non-fiction
- Adult, young adult and children's fiction
- Books on Tape and Books on CD
- Music CDs
- Magazines

The items listed below are to be checked out on a 14 day loan:

- New Adult Fiction

The items listed below are to be checked out for 7 day loan:

- Video Cassettes
- DVDs

Current issues of adult magazines may not be checked out.

Reference

Because of the need to have these materials in the library at all times, their high purchase cost and the difficulty or impossibility of replacing many of these items, reference materials in both adult and children's area are not available for checkout by patrons.

The library recognizes, however, the patron's need to have information from the motorized vehicle repair manuals available without laborious photocopying. In recognition of this need, patrons are allowed to check out these manuals for 21 days after paying a required \$5.00 deposit that is refundable upon return of the materials.

Video Cassettes and DVDs

Moved above

Patrons must be at least eighteen years of age in order to check out library videos/DVDs. No notes, telephone calls, or other exceptions are allowed.

Video cassettes/DVDs are checked out for a 7 day period. The Library is not responsible for any damage to personal equipment that may occur when library audio /visual materials is in use by the patron.

There is a check out limit of three (3) video cassettes and /or DVDs per household.

Renewals

All items may be renewed three times if no one else has placed a request or hold on the material. Renewals may be made either by phone, in person or online before the due date.

Exceptions to any of the above policies will also be made only at the Library Director's discretion.

Reserving Materials

Requests/holds can be placed on any circulating item. There are three ways to place requests/hold:

- In Person – ask Library staff to place a hold or for help.
- By Phone – call the Library and ask staff to place a hold.
- Online -- Patrons may use their library cards to place requests/holds online.

Any item not picked up within five days, from the day on which the patron is notified that the material is available, will be returned to the shelf or given to the next person waiting for the item.

Vacation Loans

Patrons going on vacation may have a special vacation loan period for books if no one else has placed a request or hold on the material.

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InterLibrary Loans

Persons using the library's interlibrary loan service must possess current library cards.

To request an interlibrary loan, ask for a form, and/or help to fill it out. The library will process the form and try to obtain the requested information. There are no guarantees of filling the request. The patron will be charged a set fee of \$3.00 for the return mailing cost of their interlibrary loan material only if the material arrives. *Fines for items borrowed through interlibrary loan will be established by the lending library and are the responsibility of the patron.*

Suspension of Patron Privileges to Check out Materials and Computer Use

Patrons will not be able to check out materials or use the library computers who have:

- Library items that have been declared lost and have not been returned or paid for.
- Fines over the amount per the city fee schedule.
- Does not have a valid phone number and/or address.

Overdue Material and Fines

At checkout, the Sweet Home Public Library provides date due slips listing all the items borrowed by the patron. *By checking the item out, the patron enters into an agreement with the library to return all materials borrowed, on or before the due date.*

Materials returned to the Library after the close of business, will be checked in the following morning. Books and magazines may be returned in the drive-up book return. Videos, DVDs, Books on CD and Books on tape are to be returned in the outside slot by the front door. All materials can be returned to the inside drop box at the Circulation desk during open hours. *The patron will be responsible for any fines per the city fee schedule.*

Patrons will receive 2 courtesy reminder phone calls when items are one day overdue and when items are two weeks overdue. Patrons without a valid phone number will receive a written notice and the library will suspend patron privileges to check out materials and computer use until a valid phone number can be verified.

no longer calling - Email 3 days

After 15 days overdue, patrons who have not returned library materials will be contacted by letter. This letter will quote the Oregon Revised Statutes (ORS) 357.975 Willful Detention of Library Property and ORS 357.990 Penalties.

Phone

Prohibited Actions and Penalties

It shall be unlawful for any person willfully or maliciously to detain any library materials belonging to the Sweet Home Public Library, of the City of Sweet Home, for 30 days after notice in writing from the Library Director that the library material is past due. The notice shall bear upon its face a copy of Oregon Revised Statutes (ORS) 357.975 Willful Detention of Library Property and ORS 357.990 Penalties.

Oregon Revised Statutes

357.975 Willful detention of library property.

It shall be unlawful for any person willfully or maliciously to detain any library materials belonging to a publicly supported library or privately supported school, academic or research library or incorporated library for 30 days after notice in writing from the librarian of such library, given after the expiration of time which by regulations of such library such materials may be kept. The notice shall bear upon its face a copy of this section and of ORS 357.990.

357.990 Penalties.

Violation of ORS 357.975 is a Class B violation. Such conviction and payment of the fine shall not be construed to constitute payment for library material nor shall a person convicted under this section be thereby relieved of any obligation to return to the library such material.

The Library will suspend all patron privileges to check out materials and computer use of a family/household residing at the same address when a member of the family/household owes delinquent fines and fees per the city fee schedule. Privileges will be reinstated for all individuals at such time as the delinquent borrower again becomes eligible for borrowing and computer use privileges.

Lost, Partial Returns, Damaged Materials

Items not recovered using the stated methods covered in the Overdue Material and Fines section will be declared lost after 45 days of the due date. A billing notice will be sent to the patron notifying them of all the fines and fees. *Borrowing and computer use privileges will be suspended for patrons who have items declared lost until all fines and fees are paid in full. Delinquent accounts may be referred to a collection agency.*

When a patron knows that he/she has lost library materials and so informs the library, he/she will be informed of the replacement cost of the item plus the processing fee.

When a patron returns an item before the 45 days, he/she will still be liable for the overdue charges *per the city fee schedule.*

Materials lost or damaged may be replaced by the patron within the 45 days with another identical item in new condition at the discretion of the Library Director or designated library staff. If a patron wishes to replace a book (or other item) they have lost or damaged, they must replace it with a **NEW, in excellent condition, free of stains, loose pages or any other kind of damage.** The replacement item will usually have the exact ISBN as the copy that is being replaced. Newer editions of a title may be accepted. Should hardcover editions no longer be in print, Trade Paperback will be accepted, as long as it is the same or newer edition. (Note – this type of exchange would most often be in the case of non-fiction material). Replacements for lost or damaged audio/visual materials must be in the original “sealed” container. Used video store items are NOT acceptable. Patrons should keep all their receipts until they have been notified that the material they have purchased meets the library’s requirements. **Patrons will still have the \$5.00 processing fee and overdue fines.**

Some library materials have multiple parts, such as CDs or DVDs. If a part is missing upon return, the library will notify the patron by phone. The item will not be checked in until the missing part is returned. If the missing part is not returned, the patron will be charged the full cost of replacement and a \$5.00 processing fee and fines per the city fee schedule.

Lost material charges may be forgiven at the discretion of the Library Director in extraordinary circumstances.

— Much Smaller

Materials Selection Policy

I. Purpose of a Selection Policy

A written materials selection policy aids library staff in selecting and acquiring a useful, well-rounded collection of books and other materials to meet the needs of the community.

A policy manual helps the Library Board to determine whether the staff is doing an acceptable job of building a collection of materials that is relevant to community needs and that meets accepted standards of quality, and it is useful in instruction of new board member in existing board policy.

A policy manual helps answer questions by the public regarding the presence or absence of certain materials and helps explain the basis on which materials have been selected.

The Library Board and the Library Director of Sweet Home Public Library believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and have based the selection policy on national statements concerning intellectual freedom; The *Library Bill of Rights* and *The Freedom to Read, Freedom to View, and Free Access to Libraries for Minors* statements. These documents appear at the back of this manual.

II. Objectives in Materials Selection

The purpose of the Sweet Home Public Library is to obtain, organize and make conveniently available to all the people of the community recreational, educational and informational materials in convenient form, including books, periodicals, newspapers, music, movies and other print and non-print materials. It is the policy of the library to maintain an up-to-date collection of standard works in all fields of knowledge, that are of permanent value, plus timely materials on current issues and items in current demand.

In addition to the requirements of the general public served, materials will be selected to meet the needs of business, professionals, government, and community organizations. Materials selection will also include consideration of the needs of shut-ins, the visually, physically and mentally handicapped and those individuals with learning disabilities. The needs of people who English is not the principal language will also be considered. Both the adults and the young people's collections will serve as supplementary sources for student use, but materials selected for students must also be useful to the general reader. Textbooks will not ordinarily be purchased.

III. Responsibility for Selection

The selection of materials is the responsibility of the Library Director. All library employees should be involved in the selection process by reading reviews and making suggestions for purchase.

IV. Method of Materials Selection

Any material selection policy must be fairly general, and librarians must always exercise their knowledge and experience of all library materials and of the community served. The following methods and principles should be followed as closely as possible:

A. Criteria

Each type of material must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must possess some of the following criteria:

- Appeal to the interests and needs of individuals in the community.
- Permanent value as source material or interpretation.
- Vitality and originality of thought.
- Contemporary significance.
- Artistic excellence.
- Entertaining presentation.
- Accuracy and objectivity.
- Suitability of physical form for library use.
- Skill, competence and purpose of the author.
- Relations to other materials and existing areas of coverage in order to maintain a well balanced collection.
- Technical quality in selection of non-book material.

B. Reviews

Reviews written by and for public libraries are our most dependable selection tool. Other tools used are journalistic reviews, bibliographies prepared by authorities, and examination of the materials.

C. Requests

All requests from patrons for specific titles or subject request will be considered. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased unless it is completely without literary or social value, or the subject in question is already adequately covered by better materials.

D. Specialized Materials

Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, the library taking cognizance of and avoiding unnecessary duplication on subject areas which are the special prerogative of other community resources. Study outlines, synopses of books and abridged books are generally purchased only when needed for professional requirements or for reference purposes. Textbooks are purchased only when the information also serves the general public or is unavailable in other form.

V. Replacement and Maintenance

The library keeps its collection vital and useful by retaining or replacing essential material and removing on a systematic and continuous basis those works which are worn, outdated, or of little significance or no longer in demand.

VI. Access

A. Materials

Processing and shelving materials shall in no way reflect a value judgment of the materials. All materials will be shelved in their proper order on open shelves, freely and easily accessible to the public, except for irreplaceable or frequently stolen books to protect them from damage or theft.

B. Adults

The library assures free access to its collections for adults who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

C. Children

Children are not limited to the Juvenile Collection, although Juvenile collections are kept together to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library. Children's reading cannot be monitored in the library. Librarians will use professional judgment in approving requests for circulation, but librarians cannot know the maturity of every child nor know every parent's wishes in this area.

VII. Statement of Specific Policies in Selected Areas

A. Adult Materials

1. Fiction

The fiction collection provides books in the English language for the wide range of interests of the general reading public, including classics, titles representing periods of writing and those meeting the popular demand for reading.

Books which are obviously pornographic, which come within Oregon's definition of obscenity should be excluded:

A thing is obscene if: a) It depicts or describes in a patently offensive manner sadomasochistic abuse or sexual conduct; b) The average person applying contemporary state standards would find the work, taken as a whole, appeals to the prurient interest in sex; and c) Taken as a whole, it lacks serious literary, artistic, political or scientific value.

No book should be eliminated because of coarse language, or violence, or frank discussion of sexual episodes, any of which may be objectionable to some people, if the author is justified in what he/she portrays, or when such episodes are pertinent to the plot of character delineation in a book.

It is the library's responsibility to protect the rights of readers.

2. Religion

The library attempts to maintain a well balanced collection representing all the major religions and their sacred scriptures. Authoritative material which introduces and explains the basic concepts and practices of the various religions and beliefs is also included. The library does not add materials of a strictly proselytizing nature. The collection encompasses popular studies on new ideas and movements which are taking place in religion today.

3. Health and Medicine

The library generally purchases standard and popular materials in health, nutrition, hygiene, disease and medicine that are primarily of interest to persons outside the medical profession. Authoritative, scientific and popular materials about sex are provided for the general reader at various ages and reading levels. Books catering to morbid esoteric or sensational interests do not come within the scope of the collection.

4. Law

The library purchases standard and popular materials which deal with the philosophy of law and particular types of law such as real estate, taxes, marriage and divorce for the lay reader. Laws and regulations for Oregon and Sweet Home are included in the collections. Similar material for other counties and states are not included.

5. Politics

In addition to a balanced collection on modern American and international politics and government, the basic documents of all political systems that have influenced, and do influence people should be available to the public. Outright propaganda should be avoided except for a few representative items.

B. Juvenile Materials

The children's department selects materials on subjects of interest to and within the comprehension of children from pre-school through the sixth grade.

A few adult books of interest to students of children's literature, parents and people working with children are also purchased. These include historical perspectives and evaluations of children's literature, information on children's authors and illustrators, and bibliographies of material for children

C. Young Adult Materials

Titles of interest to persons of middle school and high school age are purchased by and shelved in the respective young adult and adult subject departments. Specialized review sources are consulted.

D. Non-Book Materials

1. Periodicals and Newspapers

The library endeavors to provide the most representative periodicals in a wide range of subjects of reference value and recreational interest. The library maintains two weeks back issues of the major state and local newspapers.

2. Videos and DVDs

The purchase of videos/DVDs follows the guidelines of the general materials selections policy. Videos/DVDs purchased will provide education, instruction and recreation. They will be purchased with regard to subject expertise, visual media expertise, content and budget constraints.

Most videos/DVDS do not come with performance rights and unless those rights are purchased, the video may not be shown to groups in the community.

Donated video/DVD materials will be incorporated into the collection at the discretion of the Library Director.

E. Special Collections

This special collection consists of materials on the subject of Oregon and the Northwest of general interest. Works of Oregon authors are added to this collection only when they deal with Oregon or the Northwest as a subject.

VIII. Gifts

The library will encourage and accept monetary donations and gifts of library materials with the understanding that gifts of materials will be added to the collection only if they meet the same standards of value required of materials purchased. Gift materials not meeting those standards, those that are out-of-date, unneeded, duplicates of items already owned, or those in a format unsuitable for library use, may be given to the Friends of the Sweet Home Library, exchanged, or discarded.

Gift items will be integrated into the regular collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

A receipt for tax purposes may be issued to the donor if requested at the time the donation is made, acknowledging receipt of the gift only. Monetary donations will always be issued a receipt.

Whenever a gift is no longer needed, it will be disposed of in the same manner as materials purchased.

Request for Withdrawal or Addition of Material

If requested material is of popular nature with broad appeal, it is likely to be purchased. Likewise, if it is a popular author, subject or one of a series (and we have other in the series) the library will likely purchase it. However, if it is a request for addition of an item that has been rejected by the library, the Library Director will reconsider its addition. Constraints of funding will be considered.

Whenever any patron objects to the presence or absence of any library material, the complaint will be given a fair review. All complaints to staff members will be referred immediately to the Library Director who will discuss the matter with the complainant.

If a patron wishes, he/she will be supplied with the "Request for Reconsideration of Library Materials" form. The Library Director and Library Board will examine the item in question if it is a request for withdrawal, then check reviews, and determine whether it conforms to the standards of materials selection policy.

The Library Director and Library Board will decide whether or not to withdraw, or restrict the material in question and will write to the complainant giving the reasons for the decision.

Criteria for Weeding

The Library continuously evaluates the collection to ensure its usefulness and relevance to the community. This evaluation relies on staff professional expertise to assess the content of the collection for the needs of the community. Damaged, destroyed, or lost items may not be replaced due to:

- Obsolescence: No longer timely, accurate, or relevant
- Damaged or poor condition
- Space or budget limitations
- Number of copies in the collection
- Insufficient use

Removed → see Page 15 of new manual

Internet Use Policy

The rules listed below are to be followed when using the Public Access Computers (PACs) at the Library:

1. A patron must have a library card or current photo identification to use the PACs.
2. Each patron is limited to one hour per day on the PACs.
3. A patron must operate the computer in a reasonable manner and not misuse it. Any damage to the computer caused by the patron is the responsibility of the patron.
4. Misuse of the computer or intentional violations by a patron will result in the loss of computer privileges. One warning will be given.
5. No patron will display sexually explicit graphics or text on the computer.
6. A patron shall not talk loudly or have a group congregate around the computer.
7. A patron shall have no food or drink around the computer.
8. A patron shall pay 10 cents per page for print outs printed while using the computer.
9. Children 13 years of age or younger must be accompanied by a parent or guardian while using the computer.

Internet Access by Children and Teens

The Library affirms the right and responsibility of parents or legal guardians to determine and monitor their own children's use of Library materials and resources. The Library recommends that parents or legal guardians accompany their children to the Library. Parents or legal guardians are responsible for what their child views on the Internet, not the Library.

Children, 13 years of age and under, must be accompanied by a parent or legal guardian while using the computer.

Children, 14 years of age or older, may present current photo identification to use the computer. If they don't have identification, they may have their parent or legal guardian come to the Library and sign an "Internet Registration" slip.

Prohibited Behavior

The City of Sweet Home sets standards of acceptable behavior on Library premises to ensure an atmosphere that encourages the use and enjoyment of library resources and services, promotes the safety of the general public and library staff, and protects library materials, equipment, building and grounds.

Enforcement of these rules will be conducted in a fair and reasonable manner by the library staff. Library staff will intervene to stop prohibited activities or behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in restriction of use of library privileges or expulsion from the Library for a period of one day to 90 days and/or in arrest. Restriction in use and expulsion may be appealed in writing to the City Manager as stated below.

In the library or on library premises, the following conduct and behavior is prohibited:

General Conduct

No person shall engage in conduct that disrupts or interferes with the normal operation of the Library or disturbs other patrons or Library staff which includes conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise or conduct that consists of loud or boisterous physical behavior or talking.

Use of Library Property

No person shall use Library materials, equipment, furniture or fixtures in a manner inconsistent with the customary use thereof, in a destructive, abusive or damaging manner, or in a manner that could result in personal injury or injury to others.

Clothes

No person shall enter the Library barefoot or without a garment covering on his/her torso.

Weapon

No person shall bring onto the Library premises, so as to be visible by patrons or Library staff, items which would not normally be used in a Library and which, when displayed, would be perceived by a reasonable person to be a potential weapon. Such items include, but are not limited to guns, machetes, knives, swords, box-cutters, and mace.

Food

No person shall bring in or consume food or beverages inside the Library building except as provided by Library staff during a program.

Computer Rules

No person shall violate the "computer policy" agreement.

Obstruct

No person shall interfere with the free passage of Library patrons and Library staff in the Library or on the Library premises, including but not limited to placing objects such as bicycles, backpacks or other items in a manner that interferes with free passage.

Smoking

No person shall smoke or use any tobacco products within the Library or on Library premises.

Electronic Devices

No person shall have the cell phone "ringer" left on in the Library. All cell phone conversations should be outside of the Library. No person shall use electronic equipment at a volume that disturbs another Library user or Library staff, including, but not limited to cellular telephones, stereos and laptop computers on the Library premises.

Library Staff Room

No person, except authorized Library staff, or persons specifically authorized by Library staff, shall enter areas of the Library or the Library premises posted for use by Library staff only.

Skateboards

No person shall use skateboards, roller blades, roller skates, scooters, and wheeled shoes with wheels protruding, or other similar wheeled apparatus in the Library or on the Library premises. Bicycles are not permitted inside the Library, including vestibules or covered doorways.

Sales

No person, unless contracted with the City to do so, shall solicit, sell, offer for sale, peddle, or advertise any goods or services within the Library or on the Library premises.

Staff Direction/Library Rules, Regulations or Policies

No person shall disobey the direction of a Library staff member or the established rules, regulations and policies of the Library.

Animals

No person shall bring into the Library any animal or pet except service animal as defined by the U.S. Department of Justice, Civil Rights Division, *Disability Rights Section*.

ADA 2010 Revised Requirements for Service Animals

(See http://www.ada.gov/service_animals_2010.htm)

Laws

No person shall commit or attempt to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.

Unattended Children in the Library and Sleeping in the Library

No person shall permit a child under the age of ten for whom they are responsible to be or remain unattended in the Library and on Library premises. A person who brings a child, under the age of ten years, into the Library or on the Library premises is responsible for that child. No person over the age of four shall sleep in the Library or on the Library premises.

Restriction / Expulsion

Every restriction/expulsion shall address in scope and duration the violation and a warning be given before a restriction/expulsion is issued unless circumstances dictate that a warning would be counterproductive. The Library Director, City Manager or designee of either one, shall have delivered to the restricted/expelled person a form setting forth the restriction/expulsion scope and duration, reason for the restriction/expulsion and right to appeal, if any, as soon as possible after the restriction/expulsion time commences. There is no appeal from a restriction/expulsion that is only for the remainder of the library day.

Rights to Appeal

1. A person who has been restricted/expelled from the Library has the right to request an informal hearing to contest the restriction/expulsion and request reinstatement to the Library.
2. The request for an informal hearing must be in writing and filed with the City Manager within 48 hours of the restriction/expulsion.
3. The City Manager or designee shall schedule a time and place for the informal hearing to be conducted, which shall be not more than 72 hours after receipt of the request for hearing. At the informal hearing, the City Manager or designee shall consider testimony from the City personnel involved in the incident that resulted in the restriction/expulsion, testimony from the person requesting the hearing, and testimony from any other witnesses to the incident and review any documents or items presented. The City Manager or designee may exclude anyone from the informal hearing, other than the person that requested the hearing that is not presenting testimony to the City Manager or designee.
4. Within 72 hours of the informal hearing the City Manager or designee will issue a written decision affirming, modifying, or cancelling the restriction/expulsion. The decision shall be delivered or mailed to the person that requested the hearing on the date issued. The written decision of the City Manager or designee shall be final on the 5th day after it is issued unless prior to that time a notice of appeal is filed with the City Manager. The appeal shall be heard by a hearings official appointed by the City Manager and the hearings official's decision shall be the final decision.

To appeal contact: City of Sweet Home
Attention: City Manager
1140 – 12th Avenue
Sweet Home, OR 97386

5. Upon appeal, the restriction/expulsion shall not be enforced until the final decision is made at the City level.
6. All time periods shall be counted as set forth in ORCP Rule 10 found in Oregon Revised Statutes between Chapters 11 and 12.

Library Bulletin Board and Displays

The Sweet Home Public Library provides bulletin board space in the lobby area with the goal of providing information for all people of the community. One bulletin board is reserved for "library use only" and the other bulletin board is available for posting by nonprofit groups. This bulletin board is designated as limited public forums for free information exchange. This bulletin board shall be available to all nonprofits, for any purpose consistent with the laws of the State of Oregon, ordinance of the City of Sweet Home, and the Library's Prohibited Behavior policy.

The Library reserves the right to refuse to post, and remove items displayed, which are judged not to meet the above criteria. The Library does not endorse any goods or services, makes no representation as to the accuracy of information, and assumes no liability for the quality or safety of any goods or services that may be subject of postings.

No displays advocating election or defeat of a candidate for public office or which advocate a vote for or against any proposition, political or otherwise, or those soliciting donations or consideration of any product or item sold by any commercial or charitable enterprise will be permitted.

Bulletin Board items must be submitted to Library staff before being displayed. Items which are posted by the public without prior authorization will be removed. The Library is not responsible for returning posted items or for the unauthorized removal of posted items.

Support of the Library

Friends of the Library

The Friends of the Sweet Home Library, established in 1984, welcomes anyone interested in helping advance the library. The Friends of the Library operate a used-book store, open Monday through Saturday, have some items for sale at the library and sponsors other events to raise funds for non-budgeted purchases for the library. Meeting dates and times are posted.

Volunteers

Volunteers must complete a City of Sweet Home Volunteer Employment Application and a Criminal History Check form available at the Sweet Home Public Library and from the City of Sweet Home. Once approved, volunteers will be called for an appointment to interview with the Library Director.

Tasks that volunteers can help do at the library are:

- Shelving books, videos, DVDs and magazines
- Reading shelves
- Book washing
- Calling to remind patrons of overdue items and arrived requests
- Cleaning children's area
- Outdoor work
- Preparing magazines for use
- Take mail to the Post Office
- Recycling old newspapers
- Summer Reading Program
- Crafts for preschool story times and summer reading
- Preparation for summer reading
- Pull stickers from books on new book shelf
- Clerical and secretarial assistance (as directed by staff)
- Locating requested books and materials
- Sharing special skills as arts and crafts, storytelling, reading

Library Bill of Rights

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

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

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

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read

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 which are unorthodox, unpopular, or considered dangerous by the majority.
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 books should be published or circulated.
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.
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.
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.
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.
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.

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 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.

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.

Freedom to View

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 possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging a 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.

Originally drafted by the Educational Film Library Association's Freedom to View Committee and adopted by the EFLA Board of Directors in February, 1979.

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 AFBA Board of Directors in 1989.

Free Access to Libraries for Minors

An Interpretation of the Library Bill of Rights

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

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

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

¹See Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975)—"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See Tinker v. Des Moines School Dist., *supra*. Cf. West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)."