



PUBLIC
LIBRARY
POLICY
MANUAL

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

As of the latest revision:
Eva Journey, Library Board Chair
Kelsey Hicks, Library Board Vice Chair
Jen Castaneda, Library Board Member
Jim Corley, Library Board Member
Caryn Wise, Library Board Member
Megan Dazey, Library Services Director

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Introduction

Purpose

The Sweet Home Public Library Policy Manual supports the Library and its mission and core values by defining the methods and procedures by which the Library operates. It guides decision-making and communicates the guiding principles to Library staff and the public.

Mission

The Sweet Home Public Library transforms lives by educating, inspiring, and connecting people. The Library is dedicated to fostering an informed, engaged, and connected community.

Core Values

Our users are not only our customers, but they are also the reason the Library exists. We provide quality service and treat all users fairly and equally. Services are provided in an equal manner that is sensitive to and supportive of human differences.

We are a learning organization that is not afraid to change and take appropriate risks in pursuit of meeting community needs. We periodically assess our services and methods.

We conduct the Library functions with integrity and responsibility by maintaining high standards in our work and a sense of pride.

Library Cards

The Sweet Home Public Library (SHPL) 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 resident card is a City resident. To do this, the Library requires reasonable proof of both identity (photo identification) and current address.

Types of Library Cards and Eligibility

All Library cards are good for one (1) year from date of issue. Please update your name, address, and contact information when it changes.

Material checkout will be limited until any fees for lost or damaged items are paid in full.

Community Card

All residents of Sweet Home are eligible for a Sweet Home Public Library card. If you own property within Sweet Home city limits or are a City employee, you are eligible for a SHPL card. Residents must show a Federal or State issued ID and proof of current residence via a printed or electronic bill/statement/lease.

For minors (those 17 and under), the parent/guardian is responsible for lost/damaged materials and any associated fees generated from these items being lost or damaged. It is up to the parent/guardian to decide when a minor is ready for their own library card.

Student/Limited Card

All students enrolled in a Sweet Home School District (SHSD) school are eligible for a Student SHPL card, regardless of their residence within the City Limits of Sweet Home. Students at the Sweet Home Charter School and home school students registered through the SHSD are also eligible for this card. *(If the student lives within the boundaries of the City of Sweet Home and the parent/guardian can show proof of residence within city limits, they are eligible for the Community Card.)*

Those living at City-approved shelters/temporary housing are eligible for a Limited card. This card type is limited to three (3) items.

The Library Director shall decide if other individuals are eligible for a Limited Card on a case-by-case basis.

Library Cards Cont'd

Non-Resident Card

Those that do not live within the City limits of Sweet Home and are not a SHSD student may pay \$35 per year for a SHPL card. If you hold a library card for any Linn Library Consortium library, you are welcome to use the SHPL at no additional charge.

One \$35 fee covers all residents of the household.

If a Student/Limited cardholder living outside of City limits wants to check out more than three (3) items at a time, they are eligible to pay the Non-Resident card fee.

Computer Access Card

Anyone with a Federal or State issued ID is eligible for a Computer Access card, regardless of where the ID was issued. No proof of address is required. This card gives access to one (1) hours of computer use per day. If you do not have any form of ID, we require a name to issue a one-day access pass.

Linn Libraries Consortium

The following Linn County, Oregon libraries have joined together to create the Linn Libraries Consortium (LLC):

- Albany Public Library
- Harrisburg Public Library
- Lebanon Public Library
- Linn-Benton Community College Library
- Scio Public Library
- Sweet Home Public Library

Cardholders from each respective library have access to specified materials throughout the consortium through our shared catalog. The LLC jointly supports a courier service that delivers requested items from consortium libraries to the patron's home library. Patrons can also use their home library cards to check out items directly from other libraries in the consortium.

Patrons may borrow up to five (5) items from consortium libraries. *Note: Cardholders must be in good standing with their home libraries to participate. Existing policies and procedures of each consortium member library will apply.*

Oregon Passport Cards

Oregon residents living outside the service area of the Linn Libraries Consortium may obtain an Oregon Passport Card at no cost if they bring a valid library card from their home library. The home library must also be a participant in the Passport Program to get a Passport Card from the Sweet Home Public Library.

Passport Card applicants must complete a registration form providing their verified permanent address and other contact information, which is the same identification required for residents. Only two (2) items at a time may be checked out on a Passport Card.

Circulation Policies

Privacy Policy

Sweet Home Public Library protects the privacy of all Library members, no matter their age. Per Oregon Revised Statute 192.502.(23), the Library will not disclose:

- Circulation records, showing use of specific Library material by a named person
- The name of a Library patron, their address, or telephone number
- The patron's email address

The Library's privacy policies comply with Federal, State, and local laws.

Information Collected

Information the Library personnel gather and retain about Library users includes the following:

- Name, address, phone number, email address, birth date (required for registering for a library card)
- Records of material checked out only in the case of items currently checked out, charges owed, and payments made

Library personnel will not collect or retain personally identifiable information without the user's consent. By registering for a Library card, the user consents to provide the information requested on the application.

When a user consents to provide information, the Library will not sell, license, or disclose it to any third party, except an agent working under contract for the Library, unless required by law to do so.

Access to Personal Information

Parents and guardians of minor children who wish to access their child's Library records must provide the child's Library card or card number. Library staff may access a patron's data only to perform assigned duties. Staff will not disclose any personal data except where required by law or to fulfill a specific request from the account holder.

Enforcement and Redress

If a patron has a question, concern, or complaint about handling of private information, the patron may file written comments with the Library Director. The matter will be addressed in a timely manner. A privacy investigation may be conducted. The Library Director is the custodian of Library records and is responsible for responding to public records requests and inquiries from law enforcement officers. The Director may delegate this authority. The Director may confer with the City Attorney before determining the proper response to any request for records.

Loan Periods, Renewals, and Holds

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
- Audiobooks
- Magazines

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

- New adult fiction
- Mysteries
- Science fiction

The items listed below are to be checked out on a 7-day loan:

- DVDs

The Library is not responsible for any damage to personal equipment that may occur when the patron uses Library audio/visual materials. There is a limit of 10 DVDs per card at checkout.

Renewals

Renewals are automatic unless another person is waiting for an item, if it has already been renewed three times, or if it is past the due date.

Holds

Holds may be placed on any circulating item. When an item becomes available, the patron is notified. The item is placed on the Holds Shelf for seven (7) business days.

Delinquencies and Fines

By checking out library materials, the patron enters into an agreement with the Library to return the items on or before the due date indicated on the receipt given at checkout.

Notices

Patrons who provide an email address will be sent a courtesy reminder by email three (3) days before the items are due.

Patrons who provide an SMS number (text) will be sent a courtesy text reminder three (3) days before the items are due.

A final notice with replacement cost will be sent when items are four (4) weeks overdue. Items not returned at that point will be considered "Lost," and the patron will be blocked until lost items are returned, and fines are paid, or the lost item charges are paid. Failure to return library items is a violation of:

ORS 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 (Penalties). [Formerly 357.830; 1975 c.476 §30]

ORS 357.990 - Penalties

Violation of ORS 357.975 (Willful detention of library property) 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. [Amended by 1971 c.743 §360; 1975 c.476 §31; 1983 c.208 §2; 1999 c.1051 §176]

Lost/Damaged Items Payment

An item must be paid for if it is deemed damaged to the point of being unusable by subsequent patrons. The Library Director or designee will make this determination.

Suspension of Borrowing Privileges

The Library will not check out materials to any patron with outstanding fees.

Privileges will be restored when materials are returned or fees are paid for as required.

Referral to a Collection Agency

The Library may contract with a collection agency and/or take legal action, including credit reporting, to resolve long overdue accounts that owe in excess of \$75. In those cases, a non-refundable fee for collection costs will be added to the total bill. Minors are not subject to credit reporting.

Public Access Computers Policy

Sweet Home Public Library makes computers, selected software, and public printing available for public use, charging for printing only. The Library supports intellectual freedom and the free expression of ideas; however, the internet is an unregulated source of information. Not all information found there is accurate, current, or complete. There is material that may be offensive, disturbing, or illegal. The Library cannot control or monitor the information available on the internet and cannot be held responsible for its content; therefore, it is the user's responsibility to question and evaluate the validity and suitability of the information found.

U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the copyright holder's explicit permission. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility from such use.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Conditions of Use:

- Patrons may use the Public Access Computers (PACs) for a maximum of one (1) hour per day.
- The PACs are in view of other library users and staff; therefore, it is inappropriate to display violent or sexually explicit graphics or text in this public setting.
- Users are not permitted to add, delete, or modify any hardware or software or to load personal software on these computers; patrons are liable for any damage to the equipment and may suffer loss of library privileges.
- The Library reserves the right to terminate an internet session at any time for failure to comply with this policy.
- Anyone aggrieved by loss of library privileges may appeal to the City Manager.

Internet Access by Children and Teens

The Library affirms parents' or legal guardians' right and responsibility 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.

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

Youth 14 years of age or older must present a Library card, current photo identification, or school ID to use the computer. If youth have no ID, the parent or legal guardian shall come to the Library and provide permission for their child to use the PACs.

Public Access Computers Policy Cont'd

Library-Owned Wireless Devices

In the event the Library lends out wireless devices, such as tablets or laptops, the same rules and standards will apply for use of the machines within the Library building.

Laptop Lending Policy

The Sweet Home Public Library makes laptops and tablets available to library card holders to directly enable work, education, and health monitoring activities. Laptops are provided according to availability and must be used in accordance with this Laptop Lending Policy. *(The word “Laptop” also refers to Tablets for the purposes of this Policy.)*

In-Library Use

The following rules and regulations apply when laptops are used in the Library building:

1. Laptops may be borrowed by Library card holders, both residents and non-residents, in good standing (i.e. users with fines/fees are not eligible for laptop lending).
2. The laptop lending program is restricted to those 18+ only.
3. The loan period for in-Library use is two (2) hours. All laptops must be returned to the Check Out Desk before the Library closes.
4. In-Library use laptops will be checked out on a first-come, first-served basis and will not be checked out the last hour of the day that the library is open.
5. Each laptop is equipped with basic operating software and is Wi-Fi enabled. No additional software may be installed or downloaded. Use of the laptop within the Library does not require an access code.
6. Each laptop comes equipped with a charging cord, for which the user is responsible.
7. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions. Users wishing to save files they have created must back them up to disks, USB sticks, or personal cloud-based accounts. All created files will be erased by laptop software after a session ends or when the computer is turned off.
8. The user assumes full responsibility for the cost of repair or replacement of the laptop and charging cord in the event that the laptop or cord are lost, stolen, or damaged. Library staff, in conjunction with the Library’s IT Consultant, will assess laptops upon return and charge the user for loss or damage accordingly. Determinations about whether equipment must be repaired or replaced and the resulting charges for repair or replacement are final.
9. The user will comply with the Library Code of Conduct at all times while in the Library building.
10. Laptops cannot print directly to the Library printer.

Home Use

The following rules and regulations apply when laptops are checked out and used at home or outside of the Library building:

1. Laptops may be borrowed by resident library card holders aged 18 and up in good standing (i.e. users with fines are blocked). Current valid government issued photo identification in addition to a Library card is required.
2. The loan period is seven days for home use.

3. Laptops are checked out on a first-come, first-served basis and cannot be reserved ahead of time.
4. Each laptop is equipped with operating software and is Wi-Fi enabled. No additional software may be installed or downloaded. In addition, each laptop comes equipped with a charging cord and carrying case for which the user of record is responsible.
5. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure, or network interruptions. Users wishing to save files they have created must back them up to disks, USB sticks, or personal cloud-based accounts. All created files will be wiped clean after a session ends or when the computer is turned off by software that is in use on the laptop.
6. Laptops may not be renewed. Users must wait at least 1 business day between checkouts of laptops.
7. Laptops must be returned in person by the borrower to a library staff member. Borrowers must wait until the laptop is checked for damage and completeness by the library staff member.
8. Fines for overdue home use laptops are \$25.00 per day, not counting days the library is closed. An "on time" return is defined as a laptop that is returned prior to closing on the seventh day of check out. Users who have on two separate occasions returned the laptops late will lose laptop borrowing privileges for a period of six months.
9. The user assumes full responsibility for the cost of repair or replacement of the laptop, electrical cord and case, in the event that the laptop, electrical cord, or case are lost, stolen, or damaged. Library staff, in conjunction with the Library's IT Consultant, will assess laptops upon return and charge the user for loss or damage accordingly. Determinations about whether equipment must be repaired or replaced and the resulting charges for repair or replacement are final.
10. The Library's Computer and Internet Safety Policy applies to laptop use. Users attest that they have read and will adhere to the policy.

In-Library and Home Library Laptop users must agree to and sign this form for every laptop checkout.

Acceptable Use Agreement

I agree that:

I will not use this computer for illegal activities.

I will not modify the hardware or software of this computer.

I will not bypass the security on this system to gain unauthorized access.

I will be held financially responsible for damage to the laptop/tablet while it is in my care.

I understand the laptop location is tracked at all times.

I read and understood the information presented in this loan agreement form.

	Print	Signature
Laptop Name		x
Laptop Barcode		x
Library User Name		
Library Staff Name		
Date		x

Collection Development Policy

Purpose

The Collection Development Policy supports the Library in its mission by defining collection development principles. It provides direction for the growth, maintenance, and development of collections and communicates these guiding principles to Library staff, the Library Advisory Board and to the public.

General Principles

Intellectual Freedom

Library users make choices as to what they and their children will use based on individual interests and standards. The Sweet Home Public Library supports the right of each family to decide which items are appropriate for use by their children and at which age they the items are appropriate. The Library adheres to the principles of intellectual freedom adopted by the American Library Association (ALA) as expressed in their Library Bill of Rights, the Freedom to Read and Freedom to View statements (available on their website at ala.org). The Library, the Library Advisory Board and Library staff will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its contents by the Library.

Diversity

The SHPL's goal is to collect materials that reflect a wide range of views, expressions, opinions, and interests. Specific items acquired for the collection may include those that are unorthodox, unpopular with the majority, or controversial in nature. The Library's acquisition of such material does not constitute endorsement of the material's content.

Selection Procedure

Responsibility

Final selection of Library materials lies with the Library Director or Library staff designated by the Library Director.

Collections

The Children's Collection generally contains materials specifically written for children from birth to age 12.

The Young Adult Collection generally contains materials specifically written for youth ages 13-17.

The Adult collection generally contains all other materials.

Collection Development Policy Cont'd

Criteria

General selection criteria include, but are not limited to the following:

- Budget and space limitations
- Public demand, interest, or need
- Popular interest, significance, or permanent value
- Timeliness of information contained within the item
- Relation to existing collection
- Authenticity of historical, regional, or social setting
- Suitability of subject and style for the intended audience
- Local emphasis or relation (including local authors)
- Relevancy of format of the item
- Availability from Linn Consortium Libraries
- Availability from approved vendors
- Compatibility with the Library's computer platforms
- Ease of access

Purchase Suggestions

Purchase suggestions must meet the general selection criteria for consideration and must be made by a SHPL card holder.

Request for Reconsideration of Materials

The Library Director is available to discuss the comments and suggestions about an item the Library already owns. If the reconsideration needs to be formalized, then the request for reconsideration must follow a process.

The Request for Reconsideration form must be completed and returned to the Library Director. The Library Advisory Board will be notified of the completed form and a discussion will take place at the following Library Advisory Board meeting provided the form is returned at least seven (7) days prior to the next meeting. If the deadline is not met, then the discussion will take place at the next Library Advisory Board meeting. This allows time for all Library Advisory Board members to fully consider the material in question. The Library Advisory Board and the Library Director together will make the final decision on the item in question.

Gifts, Donations, and Memorials

The Library welcomes donations of books and other materials as well as financial contributions to purchase library materials. Any donated items that the SHPL does not add to the collection will be given to the Friends of the Sweet Home Public Library for sale at their Community Bookstore. All proceeds from the Friends of the Library Community Bookstore support SHPL's mission and programs, including funding of our Summer Reading Program.

Collection Development Policy Cont'd

Replacement and Withdrawal of Materials

SHPL continuously evaluates the collection to ensure its usefulness, relevance, and quality for the community. The evaluation relies on staff's professional expertise to assess the collection and the ever-changing needs of the community. Items may be removed or replaced based on the following factors:

- Contains dated or obsolete information, even if some of the information is useful
- Newer editions available
- Unused duplicates
- Damaged and/or poor condition
- Space and/or budget constraints
- Additional copies are available in the Linn Library Consortium
- Insufficient use of item
- Online copy availability
- No longer available from publisher or vendor

Request for Reconsideration of Materials or Additions of Materials

Patrons wishing to express concerns about materials already in the collection will be invited first to discuss their concerns with appropriate staff or the Director. Should a patron still be unsatisfied, they may formally request the Library reconsider its classification or possession of an item by submitting a Request for Reconsideration of Library Materials form (included here as Appendix G) to the Library Director. When a Request for Reconsideration is provided, the Director will notify the Library Advisory Board as soon as possible. In consultation with appropriate staff, the Director will promptly review the item in question, together with any available reviews of the material, and render a decision about appropriate action. The Director will convey this decision to the requestor in writing in a timely fashion.

Should the patron wish to pursue the matter further, they may request that the Director bring the issue before the Library Advisory Board for their decision. At this point, the Director and the appropriate staff having reviewed the matter in question will each fill out a copy of the Request for Reconsideration form, including their recommendation as to the appropriate action. The Board will consider the request and the staff recommendations at the next scheduled Board meeting. It will render a decision as to the appropriate action. This decision will be final and will be conveyed in writing to the patron submitting the request.

Policies Governing the Facility

Use of the Building by Other Organizations

The Library is a City of Sweet Home facility intended primarily for the provision of library materials, services, and programs. While Sweet Home Public Library seeks to work cooperatively with other community organizations and may sponsor or endorse cooperative activities, the building and grounds are not generally available for non-Library programs, meetings, or events, except as noted in the Library's Program Policy.

Displays of Art

When considering the acquisition of artwork, the Library Director and the Library Advisory Board shall work together to make an evaluation based on the criteria of professionalism and suitability for the building. The Board reserves the right to dispose of any purchases or donations as it sees fit.

Bulletin Boards

The Library provides a bulletin board for Library announcements and local general interest items. The bulletin board is not intended as a forum or for details of a personal or commercial nature. In accord with [The Library Bill of Rights](#), the Library will post materials appropriate to the bulletin board's purpose in a timely fashion and "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting [the posting]." All postings are subject to the Library staff's judgment.

Program Policy

Library-sponsored programs promote the use of library materials, facilities, or services and offer the community an informational, entertaining, or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. The Library strives to offer a variety of programs that reflect the broad range of community interests.

Library-sponsored programs are offered at no charge to the public. Attendance shall not be restricted because of gender, race, background, or beliefs.

Program presenters will provide a summary of their proposed program, references and reviews, and relevant supporting material, such as books, brochures, photos, videos, or CDs.

Programs will fit the Library's mission, programming objectives, themes, budget, and schedule. The decision to sponsor a program rests with the Library Director.

The Library will prepare a contract that outlines all agreed-upon terms that will be signed by the Library Director and the performer or presenter.

Patron Conduct Policy

The City of Sweet Home has the responsibility of ensuring that the most pleasant environment possible is maintained at the Library. This policy affirms the Library staff's right and responsibility to take appropriate actions to support such an atmosphere. "If the behavior is disruptive, it will be addressed" is the directive for Library staff.

General Conduct

No person shall engage in conduct that disrupts or interferes with the Library's normal operation or disturbs other patrons or Library staff. This conduct includes abusive or threatening language or gestures, an activity 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

Patrons are required to wear footwear and a garment covering their torso when entering the Library.

Weapons

Patrons shall not bring onto the Library premises items which would not commonly be used in a library. Objects that would be perceived by a reasonable person to be a potential weapon. Such items include but are not limited to: machetes, knives, swords, box-cutters, and mace.

Food/Beverages

Patrons may not bring in or consume food or beverages inside the Library building except as provided by Library staff during a program or event.

Computer Rules

Patrons shall comply with the Public Access Computers Policy.

Obstruction

Library patrons and staff shall have obstruction-free passageway through and into the Library.

Entryways and aisles shall be free of objects such as bicycles, backpacks, or other items that interfere with free passage.

Tobacco Products

Smoking, vaping, or use of any oral tobacco products are not allowed within the Library or on Library premises.

Patron Conduct Policy Cont'd

Electronic Devices

Patrons shall turn off the cell phone “ringer” while 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 cell phones, headphones, stereos, tablets, and laptop computers while in the Library.

Library Staff Room

Only authorized Library staff, or persons authorized explicitly by Library staff, shall enter areas of the Library or the Library premises posted for Library staff only.

Wheeled Apparatus

Skateboards, rollerblades, roller skates, scooters, wheeled shoes with wheel protruding, or other similar wheeled apparatus are not allowed in the Library or on the Library premises. Bicycles are not permitted inside the Library, including vestibules or covered doorways.

Sales

Unless contracted with the City to do so, no person 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

All patrons will obey the direction of Library staff members and 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 Requirements for Service Animals: <https://www.ada.gov/resources/service-animals-2010-requirements/>

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

A child under the age of 10 years old shall not remain unattended in the Library and on Library premises. A person who brings a child under 10 years old into the Library or on the Library premises is responsible for that child.

Sleeping

No person over the age of four (4) years old shall sleep in the Library or on the Library premises.

Restriction/Expulsion

Every restriction/expulsion shall address the scope and duration of the violation. A warning is 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, the 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 canceling 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, before 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:

**Attention: City Manager
City of Sweet Home
3225 Main Street
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 outlined in ORCP Rule 10 found in Oregon Revised Statutes between Chapters 11 and 12.

Library Usage by Children

The Sweet Home Public Library welcomes and encourages children to visit the Library, use Library resources and services, and attend Library programs. Staff members are available to help and support children; however, the Library is not able to provide short- or long-term childcare, or to be responsible for unattended children.

Parents, guardians, and/or caregivers are responsible for the safety, behavior, and supervision of children at all times in the Library and on Library property. Children are expected to respect Library property and adhere to the outlined rules.

Children under the age of 10 years shall not be left unattended by their responsible adult guardian (ORS 163.545). Staff may need to contact authorities (such as the police) to ensure an unattended child's safety.

ORS 163.545 - Child neglect in the second degree:

(1) A person having custody or control of a 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. [1971 c.743 §174; 1991 c.832 §2]

Under ORS 419B.010, Library staff are mandatory reporters of child abuse. Library staff are 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.

Exam Proctoring Service

As part of the Sweet Home Public Library's mission to provide lifelong learning, exam proctoring services are offered to students to fulfill educational needs.

We will proctor tests given online or sent to us by postal mail. Exams will be proctored during open library hours, depending on staffing levels, and public computer availability.

Please provide the testing institution with our contact information:

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

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

Library staff will return tests by email, or, mail in a pre-paid envelope, as requested.

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

Role of Library Volunteers

Sweet Home Public Library provides a variety of opportunities for volunteers to participate in routine operations and special programs or projects. The Library's primary purpose in running a volunteer program is to enhance its ability to meet its goals and objectives. However, the Library also seeks to provide rewarding volunteer work to community members and strives to assign tasks that mesh with each volunteer's particular skills and interests. Tasks which volunteers may perform may include, but are not limited to, shelving, maintaining proper material order on shelves, processing materials, mending library materials, and assisting with Library programs.

The Library Director will designate the staff responsible for recruitment, orientation, and coordination of volunteers. Those interested in volunteering must submit a volunteer application form. The Director's designee will review all applications, interview volunteer candidates, and negotiate mutually acceptable schedules and duties with those accepted into the volunteer program. The Library Director may discontinue volunteer opportunities at any time, upon their discretion.

APPENDICES

Appendix A: Sweet Home Public Library – A Brief History

In the fall of 1941, the Long Street Grade School PTA president appointed a committee to look into the possibility of that group sponsoring a city library. It was decided that it would be advisable for the 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. An inspection to the city hall was made to see the two rooms the City donated for the Library's use, a kitchen and storage room in City Hall, a former dwelling.

It was decided to keep the Library open two and half 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 City Hall located at 1940 Long Street was built that year, the Library shared the basement with the Sweet Home Police Department. These quarters served as the Library until 1969.

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

In less than a dozen years, the circulation size grew. The Library and Police Department were crowding each other in their basement quarters. By 1966 discussion began for the new library building. The Library was in dire need of more book space and a ground floor street entrance for individuals' easier use.

The decision was made to build at 13th Avenue and Kalmia Street. The new building was dedicated November 23, 1969, and planned to service the community for 20 years.

Appendix A Cont'd: Sweet Home Public Library – A Brief History

In the fall of 1984, Sweet Home citizens voted down the City budget. The City Council elected to close the Library at a cost-saving measure. People in the community did not want to see their Library closed, and they rallied to support the Library. The non-profit Friends of the Sweet Home Library was established. After being closed for approximately one month, the Library was reopened 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 the 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 the Library operating levies to keep the Library running.

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

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

Appendix B: 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

1. A public library is hereby established for the City of Sweet Home under the provision of Oregon Revised Statutes.
2. 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.
3. 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

1. The Sweet Home Public Library Board is hereby created. The Board shall consist of five members to be appointed by the City Council.
2. 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.
3. 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

1. The Library Board shall elect a chairperson and vice-chairperson.
2. The Library Director shall be an ex officio member and shall serve as secretary to the Board and keep the record of its actions.
3. Three appointed members of the Board shall constitute a quorum.
4. 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.
5. The Board shall meet at least once a month and at such other times as it may provide by its rules.
6. Meeting dates and times are posted.

Appendix B Cont'd: Establishment of the Sweet Home Public Library

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:

1. 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.
2. 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.
3. The Library Board shall approve the budget request prepared by the Library Director for submittal to the Budget Committee.
4. 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.
5. The Library Board shall make recommendations for the selection of sites for public library buildings or for location of library facilities.
6. 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.
7. 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:

1. Personnel, including recruitment, selection, classification and pay for library personnel.
2. Receipt, disbursement and accounting of monies.
3. Maintenance of general books, cost accounting records and other financial documents.
4. Budget administration.
5. Operation and maintenance of equipment and buildings.

Section 7. Prohibited Actions and Penalties

See ORS 357.975 and 357.990 for update of ordinance.

Appendix C: 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, age, 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.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Appendix D: 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.

Appendix E: Access to Library Resources and Services for Minors – An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's 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, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs 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 providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials 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 through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ 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.² Libraries and their 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 or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

Appendix E: Access to Library Resources and Services for Minors – An Interpretation of the Library Bill of Rights

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. 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.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies

shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.

¹ *Brown v. Entertainment Merchant’s Association et al.* 564 U.S. 08-1448 (2011).

² *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 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 also *Tinker v. Des Moines School Dist.*, 393 U.S. 503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ “Privacy: An Interpretation of the Library Bill of Rights,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

⁵ “Rating Systems: An Interpretation of the Library Bill of Rights,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Appendix F: Freedom to View Statement

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Appendix G: Request for Reconsideration of Library Materials

Author:

Title:

Publisher:

Published year:

Request initiated by (your name):

Contact information:

Do you live within the Sweet Home School District? (PLEASE CIRCLE ONE): YES NO

Are you a Sweet Home Public Library card holder? (PLEASE CIRCLE ONE): YES NO

I have read ALA policies listed below: (PLEASE CIRCLE ONE): YES NO

Freedom to Read Statement (<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>)

Library Bill of Rights (<https://www.ala.org/advocacy/intfreedom/librarybill>)

1. What concerns you about the resource? (please be specific)
2. Is there an age group for which would you recommend this material?
3. What are the positive aspects of this material?
4. Have you read or viewed the material in its entirety?
5. What action are you requesting the committee consider regarding this material?

Signature of Requestor

Date of Request