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A. LIBRARY MISSION

The mission of the North Plains Public Library is to provide materials and services to help community residents to meet their informational, educational, and recreational needs.

Emphasis is placed on obtaining current, popular materials in various formats, stimulating children's interests in reading and learning, and supporting students.

Because a democracy is maintained by an informed citizenry, the City of North Plains promotes lifelong use of its library as a resource for daily living and decision-making.

B. LIBRARY HOURS

Hours of operation will be adopted by the Library Board and posted at the library door and on the library website, <http://nplibrary.org>.

Holidays (The library observes the city's holiday policy):

1. New Year's Day (January 1)
2. Martin Luther King Day (3rd Monday in January)
3. President's Day (3rd Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (1st Monday in September)
7. Veteran's Day (November 11)

8. Thanksgiving Day and the day after (4th Thursday and Friday in November)
9. Christmas Day (December 25)

C. RULES OF BEHAVIOR

The North Plains Public Library is committed to providing an atmosphere where people of all ages may come to read, browse, do research, or study in safe, clean surroundings. Conversation between library staff and patrons is an essential part of library service. Patrons seeking quiet are advised to move away from service desks, computer workstations and the children's area where these conversations occur. "Silence" should not be expected in the library. Please respect the right of everyone in the library to enjoy a pleasant environment.

While in the library, PLEASE DO:

- Abide by all library procedures and comply with requests of library staff.
- Obey all applicable federal, state, and local laws.
- Report immediately any behavior that is disruptive, threatening, abusive, bothersome, or questionable in any way.
- Ask for help when you need it.
- Treat others with dignity and respect.
- Turn off or silence any audible devices or equipment before entering the library (cellular phones, pagers, radios, toys, etc.)
- Respect other users' privacy.
- Park bicycles, skateboards, roller blades, etc., outside, away from entrance.
- Wear footwear and shirts.
- Remain on the premises to supervise children aged 7 and younger.
- Adhere to the Internet Access and Computer Use Procedure
- Check out your library materials before leaving.

DO NOT ENGAGE IN PROHIBITED BEHAVIOR:

- Smoke inside the library, near the front door, or by the bicycle rack.
- Eat in the library stacks, at tables, or in computer areas.
- Bring pets into the library unless they are service animals.
- Talk on cell phones in the library computer room.
- Remain on the premises after the posted library hours.
- Enter areas posted for use by library staff only.
- Run, engage in loud, boisterous behavior, or create a public disturbance.
- Disobey the reasonable direction of a library staff member.
- Bring into the building large bags or bundles which create an obstacle or take up seating.
- Disturb others because of poor personal hygiene.

- Use the restrooms to bathe, shave, wash hair, etc.
- Place feet on furniture.
- Sleep, loiter, or camp on library premises.
- Panhandle or solicit for sales or charity.
- Conduct surveys, gather signatures for petitions, or distribute materials within the library.

DO NOT ENGAGE IN ILLEGAL BEHAVIOR:

- Harass patrons or staff.
- Damage or deface library property.
- Possess, sell, distribute, consume, or be under the influence of alcohol or illegal substances.
- Engage in sexual conduct.
- Possess weapons on the premises.

Inappropriate behavior includes any activity that disturbs others, interferes with library operations or the rights of other patrons, monopolizes library resources, creates a safety risk to self or others or damages or has the potential to damage library materials, facilities, and property, as well as rudeness, profanity, or any behavior generally considered unacceptable in a public place.

This policy has been established for all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff, and library property, the patron will be asked to leave the library. In addition to the above, violation of any Federal or State statute or local ordinance will be regarded as a violation of library policies. Any illegal activity will be immediately reported to the North Plains Police Department.

The City of North Plains reserves the right to suspend the library privileges of any individual who willfully violates library regulations, creates disorder, or engages in illegal activity. Individuals may be issued an exclusion notice from the library.

D. CIRCULATION

The North Plains Public Library, as a member of the Washington County Cooperative Library Services (WCCLS), requires a WCCLS library card for checking out materials or using wireless access for personal laptop computers.

1. Fines and Fees

The North Plains Public Library does charge fines for items in its collection that become overdue. Materials borrowed from other WCCLS member libraries are also subject to overdue fines. Payments are accepted at the North Plains Public Library for all libraries' fines and for all libraries' fees for lost materials. Borrowing privileges are suspended on accounts with overdue items or with \$10.00 or more outstanding in fines and fees. Accounts with charges of \$50.00 or more are referred to a collection agency. A parent or guardian is financially responsible for all charges on a minor child's library card.

Cultural Passes accrue overdue fines at the rate of \$10.00 per day, and interlibrary loans from outside WCCLS are subject to charges from the owning libraries.

North Plains Public Library staff, volunteers, Library Board members, and Friends of the Library members must pay overdue fines like all other borrowers.

2. Return Drop Box

Any WCCLS materials may be returned to the North Plains Public Library, to the North Plains Public Library drop box located adjacent to the rear parking lot, or to any other WCCLS branch library.

Notable exceptions to this are Cultural Passes and interlibrary loans from outside WCCLS which must be returned to the library from which they were checked out.

3. Lost Cards

The North Plains Public Library follows WCCLS policies and procedures for circulation of library materials. In accepting a library card, the cardholder assumes responsibility for any item that anyone checks out on this card and for payment of any charges thus incurred in accordance with check-out policies. Loss, theft, or possible unauthorized use of the card must be reported to the library immediately. The cardholder is responsible for all items checked out prior to notifying the library of loss, theft, or possible unauthorized use of the card.

E. CONFIDENTIALITY OF LIBRARY RECORDS

The freedom to read and access to ideas and information can exist only where access to materials is available with the maximum protection of privacy for the individual. This freedom is implicit in the First and Fourteenth Amendments to the Constitution of the United States. Because there have been an increasing number of attempts in recent years to use library registration and circulation records as investigative tools, the policy of the North Plains Public Library of the City of North Plains, Oregon, shall be as follows:

1. Information gathered about patrons shall be limited to that which is absolutely necessary to retrieve borrowed materials and to refer delinquent patrons to a collection agency.

2. Neither staff members nor volunteers of the North Plains Public Library shall divulge information that identifies patrons with library materials borrowed. Requests for disclosure of patron and/or circulation records received by court order or by a law enforcement agency shall be referred to WCCLS.

3. At the point when items become overdue, records pertaining to those items will become open to the person financially responsible for payment of monies owing.

4. The purpose of this policy is to assure North Plains Public Library patrons -- past, present, and future -- that they can pursue their quest for information unfettered by concern that their privacy will be unconstitutionally abridged.

F. DECLARATION OF SURPLUS BOOKS AND SIMILAR MATERIALS

The North Plains Library Board has been granted by City Council the authority to declare surplus and establish a policy for disposal of all books and similar materials in the library's collections which, in the opinion of the library staff, are unused or underused or which are worn and unacceptable for mending or rebinding. All such materials determined by the library staff to be unused or underused will be treated as outlined below.

1. Materials Withdrawn From the Library

The City of North Plains owns all books and similar materials which have been bought or donated and incorporated into collections at the library. Books and similar materials withdrawn from the library will be:

- a. Sold to the public by the Friends of the North Plains Public Library (FNPPL) with proceeds going to the FNPPL, or
- b. Sold at a city auction with proceeds going to the library budget, or
- c. Sold to a salvage business with proceeds going to the library budget, or
- d. Given away to a municipality, government, or non-profit organization for use in collections or for sale (e.g. other Friends' groups, schools, the Washington County Jail Library, Goodwill, etc.), or
- e. Disposed by recycling or taking to the landfill.

2. Materials Donated to the Library

Books and similar materials which are donated to the library for potential use in the collections are the property of the City of North Plains until library staff determines whether they are acceptable additions. If not used in the collections, these books and similar materials will be treated in the same manner as outlined above.

Any significant deviations from the procedures in this section will require approval in advance by the Library Board.

G. YOUTH SAFETY

Library staff members attempt to ensure the safety of children in the library, but their duties as providers of library services prevent them from being able to supervise each individual child in the library. When children are using the library, it is the responsibility of parents or guardians, not that of the library staff, to supervise their children. Children left unattended are vulnerable and may become frightened or anxious. If left unsupervised for an extended period of time, they can become restless and bored, disturbing the enjoyment and study of others. Parents and guardians may designate a responsible adolescent to act as their representative for a child in the library.

1. Staff is Responsible for:

- a. Being familiar with and following the guidelines of the City of North Plains Personnel Policies.
- b. Insuring that two adults are present in the library at all times during any activities involving youth.

c. Dealing with unacceptable behavior when noted or reported that falls into three basic categories:

(i) Behaviors that are clearly unacceptable such as grabbing someone inappropriately, voicing insults, blocking someone's way, or stalking;

(ii) Behaviors that are offensive to some people such as telling off-color jokes, using suggestive inflection or tone of voice, swearing, displaying pictures, and teasing;

(iii) Behaviors that may or may not be offensive depending on how they are done such as touching, giving compliments, or asking someone out on a date.

2. Parents/Guardians are Responsible for Ensuring that:

a. Children act in accordance with the library rules.

b. Children's behavior does not present a safety hazard to themselves, other users, or library property.

c. Children's behavior does not interfere with the use of the library by others.

3. Suggestions for Parents/Guardians

a. Introduce children to library staff and assure them that if they were ever to become lost or frightened, staff members are there to help.

b. The library can be a very busy place, and it is open to the public. Make sure children know that if they should ever feel uneasy or uncomfortable with another person in the building, they should tell a staff member immediately.

c. Parents should be familiar with the library hours of operation and should not leave children at the library before opening or after closing.

Unacceptable behaviors will not be tolerated. Violations of these policies and rules by patrons may result in expulsion from library premises. Serious violations by anyone may also result in prosecution under state and/or federal law.

H. INFORMATION FOR PARENTS/GUARDIANS

Children who receive a WCCLS library card have FREE access and checkout privileges to thousands of books, magazines, audiovisual items, and other resources at all public libraries in Washington County. The card represents an important step a child's educational and recreational experience, as well as a major step in learning responsibility.

The following information is provided to help parents/guardians guide their child's responsible use of the library.

1. Family Guidelines

Library materials can be very expensive and charges will be made for lost or damaged items. Show your child how to treat library materials with care. It is both the right and responsibility of parents to guide their children in making reading and viewing choices since public libraries contain information and materials representing a broad spectrum of values and ideas, as well as a wide variety of interests and abilities. The library staff does not act in the place of parents; it is up to each family to set guidelines for use of library materials. Upon

request, a parent or guardian may place a restriction of access on their child's card to PG, PG-13, or R rated movies.

2. Internet

Access to the Internet is open to all. The library provides Internet filtering in the library; however, it is a parent's or guardian's responsibility to ultimately provide guidance in the use of the Internet. To assist, the document "Child Safety on the Information Highway" and "A Parents' Guide to Facebook" may be viewed at this Internet address: <http://www.safekids.com>.

3. Privacy Rights

The library protects the privacy of its cardholders. Information about materials borrowed cannot be given out to anyone other than the cardholder. If a parent or other family member is picking up an item that is on hold for a child or seeks information about what is checked out on a card, they must have the child's card with them or know the card number of the child. One exception to this practice provides for patron library cards to be "associated" according to WCCLS procedures in order for others to be allowed to pick up holds.

4. Safety

Young people of all ages are welcome in the library. Because of safety concerns, children aged seven and younger must, at all times, be attended and adequately supervised by a responsible adult or adolescent while using the library to find materials or to study. This includes children's use of computers.

5. Homework

The library provides a conducive environment and resources, including staff and volunteer assistance, to assist students in their homework and research activities.

I. UNSUPERVISED CHILDREN

Children aged seven and younger must, at all times, be attended and adequately supervised by a parent, another adult, or a responsible adolescent while using the library to find materials or to study. When said children are unattended, the policy on Unsupervised Children shall apply.

When said children are not adequately supervised or are engaging in behavior which is disturbing others or the operation of the library, the library staff will attempt to locate the person in charge of the children at that time and discuss the problem. Should the behavior continue on that or later occasions, said children and the person in charge of the children at that time will be asked to leave the premises. If the person in charge of the children at that time cannot be located, the children will be referred to the North Plains Police Department for their own safety.

Children aged eight to eighteen are responsible for their own behavior. When they are engaging in behavior which is disturbing others or the operation of the library, the problem may be discussed with them at the time. Should the behavior continue on that or later occasions, said children may be asked to leave the premises.

During library programs, persons responsible for the activity and behavior of children aged seven and younger shall remain in the activity area with said children. If the person in charge of the children at that time cannot be located, the children will be referred to the North Plains Police Department for their own safety.

J. STATEMENT ON INTELLECTUAL FREEDOM

The North Plains Public Library recognizes and endorses the Intellectual Freedom Manual, compiled by the Office for Intellectual Freedom of the American Library Association. In order to fulfill its mission to provide current and popular materials in various formats for all ages, the North Plains Public Library also endorses the principles adopted by American Library Association Council:

“The Library Bill of Rights” (found at:

<http://www.ala.org/advocacy/intfreedom/librarybill>),

its Interpretations (found at:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>), and

“The Freedom to Read Statement” (found at:

<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>).

K. COLLECTION DEVELOPMENT

The North Plains Public Library will obtain, organize, and make available various recreational and informational materials in print and non-print formats. The focus of the collection is popular fiction and non-fiction items for adults, young adults, and children. Materials will be selected to meet the needs of the entire community, including consideration of the needs of individuals with visual, physical, mental, and learning disabilities. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of either the author or of the material. Selection of materials by the library does not mean endorsement by the library or the city of the contents or the view expressed in those materials.

The North Plains Public Library will strive to meet or exceed the Oregon Library Association, Public Library Division Standards for Oregon Public Libraries "adequacy" benchmark in collection development

(found at: http://data.memberclicks.com/site/ola/pld_standards_2010.pdf). Membership in the Washington County Cooperative Library Services (WCCLS) allows public access to materials and resources beyond the financial and physical means of this library. Electronic and other methods of information access and interlibrary loans outside the WCCLS system are also deemed valid and necessary ways of meeting patron needs.

This Collection Development Policy will be reviewed periodically by the Library Director and the North Plains Public Library Board to ensure that it is responsive to both the changing goals and objectives of the North Plains Public Library and the changing nature of the community.

L. MATERIALS SELECTION

1. Responsibility for Selection

Collection development and the overall selection of materials is the responsibility of the Library Director. Qualified staff members are assigned to read reviews and other sources of purchasing information, to monitor collection usage, and to make selections. In addition, all library staff members, volunteers, and members of the general public are encouraged to submit suggestions for possible purchases.

2. Principles of Materials Selection

Selectors must exercise professional judgment, experience with subjects and materials, and knowledge of the community served in order to make non-biased selections that meet the collection objectives of the library. They also have a professional responsibility to be inclusive, not exclusive, in selecting materials. All recommendations and donated materials, print and non-print, are reviewed using the same criteria. Criteria considered in adding materials include, but are not limited to:

- Collection Development Policy
- Existing subject coverage
- Public interest; patron requests (e.g. WCCLS “Sizzlers”)
- Publication date, usually within a current two year period
- Price and budget constraints
- Timeliness of topic and/or contemporary significance
- Accuracy and objectivity
- Community relevance
- Current or historical significance of author or subject
- Permanent value as source material or interpretations
- Widespread popularity of an author or series
- Diversity of viewpoint
- Creativity, imagination, reading enjoyment, and popularity
- Suitability of physical form, technical quality of production, and durability

3. Specific Criteria

When possible, hardcover books with good bindings will be purchased. When hardcover is not available, trade paperback editions are purchased. When no other editions are available, mass-market paperbacks may be purchased. Some Easy Reader, Juvenile, and Young Adult titles will be purchased in paperback. The library does not actively collect materials published by vanity presses or on-demand publishers.

Individual items, which in and of themselves may be controversial or offensive to some people, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the library’s ability to serve its community.

Unabridged works are preferred in all categories, though abridged versions of classics may be acquired to inspire readership. In addition, some Graphic Novels will be added to the collection to encourage and support the growing interest in this area.

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.

Multiple copies of the same title are not routinely purchased. Gift copies of popular items are welcome, within two years of publication date.

Supplementary materials for students and information for specialists are provided in a limited number of fields, as WCCLS libraries avoid unnecessary duplication in subject areas which are the special prerogative of other community resources. Textbooks are purchased only when the information also serves the general public or is unavailable in other form.

Formats the library does not purchase or accept as donations for the collection at this time include vinyl records, audio cassettes, VHS, music CDs, and computer software.

4. Replacement and Maintenance

The library keeps the collections vital and useful by retaining or replacing essential material and by removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance, or no longer in demand. As an aid to de-selection of materials, the publication, CREW: A Weeding Manual for Modern Libraries, by the Texas State Library and Archives Commission, will be utilized.

Items will not automatically be replaced because of loss or damage. Replacement decisions will be based upon demand for title, number of other copies available in the WCCLS system, existing coverage of the subject/genre in the collection, and availability of newer (more appropriate, more accurate, or better presented) materials on the subject.

Removal of damaged, lost, or not returned items is continuous. In order to maintain active, up-to-date, useful collections, selectors will periodically examine materials in terms of relevance to user needs and selection criteria. Other factors to be considered will include circulation performance, currency, scope and depth of coverage, popularity, and available shelving space. Items no longer useful to the collection will be weeded and disposed of according to the North Plains Library Board policy on Declaration of Surplus Books and Similar Materials.

5. Access

Processing and shelving materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item to indicate its point of view or bias. All materials shall be shelved in their proper order on open shelves, freely and easily accessible to the public, except for irreplaceable or frequently stolen materials which may be specially shelved to protect them from theft or damage.

Because reading, listening, and viewing are individual private matters, the North Plains Public Library assures full, confidential, and unrestricted access to information and materials for all patrons. Individual or group prejudice about a particular item or type of material or resource may not preclude its use by others. While patrons are free to select or reject

materials for themselves or their own minor children, the freedom of others to read or inquire or view will not be restricted. Children are not limited to the children's or young adult collections. The library does not stand in loco parentis. (Refer to Information for Parents/Guardians - Family Guidelines - in these Library Policies.)

6. Scope of Selection

a. For Adults

The Adult Fiction book collection provides for the wide range of interests of the general reading public, including classics in the field and those meeting the popular demand for recreational reading. Materials will not be eliminated because of coarse language or violence or frank discussion of sexual episodes, any one of which may be objectionable to some people.

The Adult Non-Fiction book collection includes materials in all major Dewey Decimal Classification subject categories:

- 000 Computer science, encyclopedias and books of facts
- 100 Philosophy and psychology
- 200 Religion. The library strives to maintain a well-balanced collection representing the major religions and their sacred scriptures including material which introduces and explains the basic concepts and practices of the various religions and beliefs. 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.
- 300 Social sciences: political science, economics, law, public administration, social services, education, commerce, communications, transport, customs, etiquette, and folklore. The library purchases standard and popular materials which deal with particular types of law, such as real estate, taxes, marriage, and divorce for the lay reader.
- 400 Language
- 500 Science: mathematics, astronomy, physics, chemistry, earth science, paleontology, physiology, genetics, ecology, botany, and zoology
- 600 Technology: medicine, engineering, agriculture, food, crafts, child rearing, manufacturing, and building. 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. More in-depth and technical materials are available through referral to other library collections and interlibrary loan. Authoritative, scientific, and popular materials about sex are provided for the general reader at various ages and reading levels.
- 700 Arts: landscape design, architecture, sculpture, drawing, painting, interior decoration, printing, photography, music, sports, and recreation
- 800 Literature
- 900 Travel, history, geography, biography

Many of the books in large print format are on loan from WCCLS; the library does not currently purchase in this area.

b. For Children and Teens

The Juvenile and Young Adult Fiction and Non-Fiction collections provide for a wide range of interests on subjects of interest to and within the comprehension of children from preschool through young adult and within many of the same Dewey Decimal Classification subject areas as listed above. Some titles may be purchased to support heavy classroom use, however, the library cannot replace the classrooms' or media centers' responsibility to support their own curriculum.

c. Non-Book Materials

The library will collect and make available materials for all ages in the following special formats: periodicals, newspapers, and DVDs. New formats will be added to the circulating collections as reading or viewing equipment becomes widely available in our community and quality materials are available at reasonable prices.

Many of the audio books for adults, teens, and children are on loan from WCCLS, so the library does not actively purchase in this area.

The library acquires, makes available, and encourages the use of movies to serve the general informational, educational, and recreational needs of both adults and juveniles. The collections strive to be popular in nature, and do not contain specialized material for the exclusive use of one particular group. The collections may include materials for school or college curriculum use when the information also serves the general public. Feature films will be purchased to satisfy the public's need for recreational materials and to serve differing tastes and interests. Classics, well-reviewed popular titles, award winners, as well as other broad-based genres will be included. The video collections are designed for the individual viewer and no films will be eliminated because of coarse language, violence, sexual episodes, or an R rating, any one of which may be objectionable to some people. It is the library's responsibility to protect the rights of mature viewers.

The library provides a portal to the world of online information via access to the Internet. Many valuable local, national and international sources of information are available online. However, it is important that users realize the Internet is a global entity with a highly diverse user population and information content, and that not all sources on the Internet provide accurate, complete or current information. It is up to the user to evaluate the validity of information found. It is also important to note that the library cannot censor access to materials or protect users from materials they may find offensive. However, library staff will guide users to quality information on the Internet, will provide advice in effective search techniques, and through WCCLS, will provide access to authoritative databases.

d. Non-English Languages

To meet the needs of students, teachers, and a moderate Spanish speaking population in the immediate area, the library strives to maintain a collection of Spanish language picture books, juvenile literature, and periodicals for adults. Selection of these items is based on availability, popular demand, quality of the publication, and price. Other items are readily available for borrowing from other WCCLS libraries.

7. Request for Withdrawal or Addition of Material

Any objection to the presence or absence of library material will be given a fair hearing. All complaints will be referred to the Library Director who may discuss the matter with the complainant.

If the complainant wishes, he/she will be supplied with these Collection Development/Materials Selection Policies, including the "Request for Reconsideration of Library Material" form. If the request is a withdrawal, the Library Director will examine the item in question, consult reviews, and determine whether it conforms to these policies. If it is a request for the addition of an item not previously selected, the Library Director will consider the addition and inform the complainant of the reasons for the decision. The North Plains Library Board will also be notified of the request and of the decision.

Materials subject to a request for withdrawal shall not be removed pending final action. If the complainant wishes to appeal the decision of the Library Director, he/she must present the complaint to the North Plains Library Board for final review by letter. In addition, the complainant may attend a Library Board meeting and participate in the Public Comments section of the agenda. The Library Board will consider the complaint and the staff recommendation and will make the final decision on the appeal. Each "Request for Reconsideration of Library Materials" will be limited to one challenge per title every five years.

Request for Reconsideration of Library Material
(This form must be filled out completely.)

Title _____

Author _____

Publisher _____ Date _____

In which format is this title? Book, Magazine, Other _____
(In the text below, "book" is used to refer to any of the various formats.)

Request from (Name) _____

Address _____

City _____ State _____ Zip _____ Phone(s) _____

If you are representing an organization, what is the organization's name and address?

The entire book should be read before completing this form. Did you do so? _____

If not, what parts/pages did you read? _____

To what in the book do you object? (Please attach comments if necessary.)

Are you aware of reviews of this book? _____

How do you believe this violates the library's Collection Development/Materials Selection Policies?

Do you have suggestions for additions to the collection that would complement or balance this title?

What would you like the library to do about this book?

M. GIFTS

The North Plains Public Library encourages and accepts donations of library materials with the understanding that such materials will be added to the collections only if they meet the same selection criteria that the library uses when purchasing materials. Materials accepted include hardcover books, paperbacks, children's materials, and DVDs. Donations are considered outright and unrestricted, to be used in the best interest of the North Plains Public Library.

North Plains Public Library employees cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such appraisals be done by a qualified disinterested party before bringing donations to the library.

The North Plains Public Library is not to be interpreted as a depository for records, in any format, owned or loaned by agencies, organizations, or individuals, either on a temporary or permanent basis.

Materials donated as bequests and memorials are encouraged. Donors should consult the Library Director before purchasing items to ensure they are not already in the collections and to be approved as appropriate for the North Plains Public Library. Memorials will be marked with an appropriate bookplate and notice sent to family members. Monetary donations, bequests, and memorials over \$1,000 are encouraged through The Friends of the North Plains Public Library. Donors should consult the Library Director for further information.

N. BULLETIN BOARD/DISPLAY AND DISTRIBUTION OF LITERATURE

Space permitting, the North Plains Public Library will post for display community announcements focusing on forthcoming regional events of cultural, educational, recreational, civic, and social service interest on the west wall bulletin board.

Posters, notices, and material for distribution must be submitted to library staff. Nothing may be posted or removed from the bulletin board except by library staff or designated volunteers. Announcements should include date, time, place, sponsor, and phone number/address to contact for further information. Since space is limited, it may be necessary to deny acceptance of posters larger than 11" x 17". Length of time on display may also be limited. Arrangement and position on the bulletin board is at the discretion of library staff. Materials posted without prior approval will be removed and discarded. Permanent display of posters is not possible due to limited availability of space. Library programs and library-sponsored events will receive top priority.

The north window bulletin board is reserved for library activities and events.

The north window electronic display board is primarily reserved for library activities but also may include community events. Display of activities and events will be at the discretion of the Library Director with input as needed from the Library Board.

Individuals are strictly forbidden to distribute advertising literature inside the library, to circulate or post petitions, or to solicit funds for any purpose. The library will not act as an agent

to sell any type of materials except on the behalf of or to benefit the North Plains Public Library and/or the Friends of the North Plains Public Library.

As space permits, the library will perform the function of distribution center for free printed materials. Space for distribution of these materials is provided as a public service. Priority is given to materials most frequently requested by the public.

Posting of an announcement or distribution of printed materials does not indicate library or city endorsement, approval, or responsibility for content or activity listed therein. In all instances, the North Plains Public Library reserves the right to refuse to post or refuse to distribute any announcement or publication.

Interpretation of these policies will be made at the discretion of the Library Director. Variances must be taken to the North Plains Library Board.

O. VOLUNTEERS

General volunteer policies are also set forth in the City's personnel policies.

The North Plains Public Library Volunteer Program seeks to involve a diverse section of the community to provide, maintain, and enhance quality library services for its citizens. Library volunteers will work closely with staff as partners to improve the quality of library services. They will work with the staff to provide service to others by supporting, preserving, and promoting free access to ideas and information. Library volunteers help to extend and enhance the work provided by paid staff, but in no way replace it.

A "volunteer" is anyone who, without monetary compensation, performs a task on behalf of the library and under the direction of a library employee. The library volunteer program intends to create more advocacy for the library in the community by increasing community involvement and awareness. A volunteer must apply and be officially accepted and oriented by the library Volunteer Coordinator prior to performance of any task.

Volunteers are viewed as a valuable resource to this library and its staff. Volunteers shall be extended the right to be given meaningful assignments, the right to effective supervision, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the library.

This volunteer program shall attempt to involve as diverse a range of the community as possible in order to more accurately reflect the service population of the library. Volunteers may be utilized in all programs and activities of the library, and serve at all levels of skill. Volunteers shall not, however, be utilized to displace any paid employees from their positions.

The library is forbidden by city policy from accepting the services of employed staff as volunteers. However, library staff are permitted to volunteer for the Friends of the North Plains Public Library.

All potential volunteers are required to fill out the Library Volunteer Application prior to starting any volunteer work at the library. Persons aged 14 and older may apply. It is a

requirement of the city that all volunteers aged 18 and older pass a background check and be fingerprinted.

Volunteer service may be terminated at any time by either the volunteer or the Volunteer Coordinator. Notice of such a decision by either party should be communicated to the other party as soon as possible.

P. COMPUTER / INTERNET USE

1. Purpose

The North Plains Public Library provides public computers and Internet access to a broad range of information resources. This service is available as part of our mission to fulfill individual informational needs for day-to-day living, cultural, educational, and leisure pursuits.

The library strives to serve people of all ages at all levels of need and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information. The North Plains Public Library endorses the American Library Association's document "Access to Electronic Information, Services and Networks: an Interpretation of the Library Bill of Rights." This document can be found at:

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/interpretations/accessdigital.cfm>.

2. Use of Internet Filters

All computers in the library are subject to Internet filtering. Patrons should be aware that filtering software is far from perfect; it may allow some inappropriate content to pass through and may block appropriate sites. Most of the computers in the library are programmed to give the user the option of turning the filter off at the start of the session. The youth computers are filtered all the time, with no option to turn the filter off.

3. Rules of Computer and Internet Use

As with other materials in the library collection, the Internet is available to all library customers. Patrons are expected to be considerate in their use of the Internet. The general Library Rules of Behavior also apply to patrons using computers.

a. Patrons must be at least eight years of age to use the computer stations since basic reading, writing, typing, and familiarity with computer machinery are necessary for appropriate use of the equipment. Therefore, patrons under eight years of age are required to be directly supervised by a parent/guardian in order to use a computer.

b. Computer workstations are available on a first-come, first-served basis. If someone is waiting to use a workstation, use is limited to 60 minutes. If patrons have already been using the workstation for 60 minutes, they are expected to surrender use of the workstation immediately. Internet patrons who must give up a workstation after the time limit may get back on when one becomes available again.

c. All patrons are asked to respect the privacy of other patrons and not attempt to view or read, censor or comment upon what others are viewing. Computer workstations are in public areas, and privacy cannot be guaranteed. Patrons are responsible for which sites they select to visit, but should be aware that others may be involuntarily exposed to what is displayed.

d. By mutual agreement, two or more persons may share one access session as long as their behavior and conversation do not disturb other patrons or library staff and they do not physically block or impede access within the library.

e. Printing costs are applied whether the patron brings paper or uses library paper.

f. Patrons may save documents or personal files to a removable storage device. The computers do not allow patrons to permanently save to the hard drive. The library is not responsible for loss of data that may occur when saving documents. Documents are not saved automatically when a computer station times out.

g. Patrons may not engage in any activity that is illegal, unethical, libelous, or slanderous. Viewing sexually explicit sites is not permitted.

h. Patrons must abide by copyright laws and licensing agreements.

i. Patrons may not distribute unsolicited advertising via the Internet.

j. Patrons must employ listening devices such as earbuds or headphones to hear computer sounds.

k. The library reserves the right to block any sites or activities that degrade computer network performance.

l. Patrons may not have any food or drink at a computer workstation.

m. The library does not guarantee that Internet service will be uninterrupted or error-free. Patrons should be aware that not all sources on the Internet provide accurate, complete, or current information. The North Plains Public Library is responsible only for the content of its own library web site and related social media sites. The library does not monitor and has no control over the information available on the Internet and can not be held responsible for the content, accuracy, or quality of the information retrieved or images viewed.

Q. SPECIAL PROGRAMS

The North Plains Public Library will present programs that offer information, education, and recreation to the residents of our community. These programs will often be presented in cooperation with other agencies and institutions as well as other public and private resources.

As part of the library's role as an educational and cultural community center, programs will be planned to meet the interests and needs of the community. Programs will also help the library to meet information needs, to enhance and extend the library collections, and to highlight library materials and services.

Programs may represent the wide range of ideas and views contained in our materials collection and will represent the library's philosophy of free access to information.

Library sponsored programs will be free and open to the public. No individual or organization presenting a program at the library for public attendance is allowed to sell products or services during the presentation at the library. Excepted from this are authors who come to speak about books they have authored and performers who have recordings available for sale. Books or recordings related to the presentation may be sold before or after the presentation.

In the promotion of programs, organization names or business affiliations will be used. This does not constitute endorsement, merely acknowledgment.

Interpretation of these policies will be made at the discretion of the Library Director. Variances must be taken to the North Plains Library Board.

R. PROGRAM ROOM USE

The program room of the North Plains Public Library is available for library sponsored programming.

1. During operating hours of the library, the Program Room will be exclusively reserved for library staff and patrons.

2. During non-operating hours of the library, the Program Room may be reserved for library-related or civic use.

3. Use of the Program Room will be at the discretion of the Library Director. Variances must be taken to the North Plains Library Board.

S. ARTWORK AND EXHIBITS IN THE LIBRARY

Public libraries have traditionally encouraged and presented opportunities for free expression and free access to ideas by providing various subjects through various formats. Artwork and exhibits shall be presented with the intent to inform the public of the wide range of interests within the community and shall be informational, educational, cultural, or historical.

Artwork and exhibits are not permanent and typically will be on display for one month. Allowing use of space for artwork and exhibits does not constitute library endorsement of the organization's or individual's beliefs. Coordination of exhibits shall be through the Friends of the North Plains Public Library and/or library staff. It is permissible for the artist/owner to advertise the price of items for sale, though sale transactions shall take place between seller and buyer after the exhibit is finished.

Wall space, principally in the Program Room, is available for artwork and exhibits that can be hung. There are no cases available for display of items, and it is not permitted to use shelving for such displays.

Artwork and exhibits are considered for presentation based on the following criteria:

- Relevance to the community
- Of interest to a general audience or to youth
- Timeliness
- Originality of content or approach
- Relationship to library collections

Artwork and exhibits are excluded from presentation based on the following criteria:

- Available space
- Campaign materials of a partisan nature
- Advertising designed for individual or commercial profit or gain

- Inappropriate for young audiences
- Violation of any library regulation or applicable law

Procedures:

- Starting and ending dates of the display shall be agreed upon before installation
- The display shall be installed and uninstalled during hours when the library is closed to the public
- The organization or artist or source of the display must be identified with the display and in all publicity