

# **Canby Public Library Policy Manual**

# 1 CONTENTS

---

<b>1</b>	<b>CONTENTS.....</b>	<b>2</b>
<b>2</b>	<b>PHILOSOPHY AND EXPECTATIONS.....</b>	<b>8</b>
2.1	MISSION STATEMENT.....	8
2.2	ETHICS STATEMENT.....	8
2.3	EXPECTATIONS.....	8
2.4	VISION.....	8
<b>3</b>	<b>LIBRARY STRUCTURE AND ORGANIZATION .....</b>	<b>9</b>
3.1	CANBY PUBLIC LIBRARY.....	9
3.2	CANBY PUBLIC LIBRARY BOARD.....	9
3.2.1	<i>ESTABLISHMENT.....</i>	<i>9</i>
3.2.2	<i>GOVERNING BODY.....</i>	<i>9</i>
3.2.3	<i>LIBRARY BOARD.....</i>	<i>9</i>
3.2.4	<i>TERMS OF OFFICE – VACANCIES.....</i>	<i>10</i>
3.2.5	<i>OFFICERS.....</i>	<i>10</i>
3.2.6	<i>POWERS AND DUTIES.....</i>	<i>10</i>
3.2.7	<i>LIBRARY DIRECTOR.....</i>	<i>11</i>
3.2.8	<i>MEETING PLACE AND TIME.....</i>	<i>11</i>
3.3	CANBY PUBLIC LIBRARY FOUNDATION.....	11
3.4	ORGANIZATIONAL CHART .....	11
<b>4</b>	<b>PATRON RECORDS.....</b>	<b>12</b>
4.1	CONFIDENTIALITY OF RECORDS .....	12
4.2	CHOICE AND CONSENT .....	12
4.3	REQUEST FOR INFORMATION.....	12
4.4	USE OF LIBRARY RECORDS .....	13
<b>5</b>	<b>LAW ENFORCEMENT .....</b>	<b>14</b>
5.1	LAW ENFORCEMENT REQUESTS.....	14
5.2	SEARCH WARRANTS AND SUBPOENAS.....	14

<b>6</b>	<b>LIBRARY MATERIALS AND SERVICES.....</b>	<b>16</b>
6.1	CIRCULATION POLICIES.....	16
6.1.1	CARD ISSUANCE.....	16
6.1.2	ID REQUIREMENTS.....	16
6.1.3	CARDS FOR MINORS.....	17
6.1.4	NON-RESIDENCE CARDS (NON-MIX).....	17
6.1.5	CARD EXPIRATION.....	17
6.1.6	CARD IN-HAND REQUIREMENTS.....	18
6.1.7	LOST OR STOLEN CARD.....	18
6.1.8	TEMPORARY CARDS.....	18
6.1.9	COMPUTER-USE-ONLY CARDS.....	18
6.1.10	EDUCATOR CARDS.....	18
6.1.11	HOMEBOUND CARDS.....	19
6.2	CIRCULATION OF MATERIALS.....	20
6.2.1	LOAN PERIODS.....	20
6.2.2	LUCKY DAY MATERIALS.....	20
6.2.3	MATERIAL RENEWALS.....	21
6.2.4	EXTENDED LOAN.....	21
6.2.5	HOLDS.....	21
6.2.6	BORROWING MAXIMUMS.....	21
6.2.7	RETURNING MATERIALS.....	21
6.3	NOTIFICATION SYSTEM.....	21
6.3.1	HOLDS.....	21
6.3.2	EXPIRATION OF HOLD REQUESTS.....	22
6.3.3	OVERDUE NOTICES.....	22
6.3.4	NOTIFICATION FOR LOST ITEMS.....	22
6.4	CHARGES AND FEES.....	22
6.4.1	OVERDUE CHARGES.....	22

6.4.2	LOST OR DAMAGED MATERIALS.....	23
6.4.3	LOST OR DAMAGED MATERIAL FEES.....	23
6.4.4	WAIVING FINES.....	24
6.4.5	CLAIMS RETURNED.....	24
6.4.6	REFUND/CREDIT FOR LOST ITEMS.....	24
<b>7</b>	<b>INTERLIBRARY AND INTERAGENCY COOPERATION.....</b>	<b>25</b>
7.1	INTERLIBRARY LOAN .....	25
7.2	HOLDS REPORT.....	26
7.3	INSPECTION FOR DAMAGES TO PRINT AND NON-PRINT.....	26
7.4	COURIER DELIVERY .....	26
<b>8</b>	<b>COLLECTION DEVELOPMENT AND MATERIALS SELECTION.....</b>	<b>27</b>
8.1	PHILOSOPHY.....	27
8.2	POLICY STATEMENT.....	27
8.3	CRITERIA FOR SELECTION.....	27
8.4	RECONSIDERATION OF MATERIALS.....	28
8.5	DE-SELECTION .....	28
8.6	PATRON REQUESTS.....	29
<b>9</b>	<b>GIFT ACCEPTANCE POLICY .....</b>	<b>30</b>
9.1	VALUATION OF PROPERTY .....	30
9.2	GIFT RESTRICTIONS.....	31
9.3	GIFT ACCEPTANCE APPROVAL .....	31
9.4	DISPOSITION OF GIFT MATERIALS.....	32
9.5	NON-MONETARY DONATIONS.....	32
<b>10</b>	<b>RULES OF CONDUCT .....</b>	<b>33</b>
10.1	CONDUCT GOVERNING THE USE OF THE CANBY PUBLIC LIBRARY .....	33
10.2	DEFINITIONS AND SCOPE.....	33
10.3	CONDUCT POLICY .....	33
10.4	REPEAT OFFENSES.....	36

10.5	ENFORCEMENT.....	36
10.6	EXCLUSION NOTICE .....	37
10.7	RIGHT TO APPEAL.....	37
<b>11</b>	<b>CHILD SAFETY POLICY.....</b>	<b>38</b>
11.1	UNATTENDED CHILDREN .....	38
11.2	CHILD/VULNERABLE ADULT SAFETY .....	38
11.3	REQUIREMENT TO REPORT CHILD ABUSE.....	38
<b>12</b>	<b>SERVICE ANIMAL POLICY .....</b>	<b>40</b>
12.1	GENERAL.....	40
<b>13</b>	<b>COMPUTER USE POLICY.....</b>	<b>42</b>
13.1	INTRODUCTION .....	42
13.2	INTELLECTUAL FREEDOM.....	42
13.3	GENERAL RULES GOVERNING USE.....	42
13.3.1	ACCESS BY CHILDREN .....	43
13.3.2	TIME AND OTHER LIMITATIONS .....	43
13.4	COMPUTER USE GUIDELINES .....	43
13.5	PROHIBITED USE OF INTERNET STATIONS .....	44
13.6	WIRELESS ACCESS.....	45
<b>14</b>	<b>CULTURAL PASSES.....</b>	<b>46</b>
14.1	DESCRIPTION.....	46
<b>15</b>	<b>WILLAMETTE AND MAGNOLIA MEETING ROOMS.....</b>	<b>48</b>
15.1	USE OF ROOMS .....	48
15.2	HOURS OF USE .....	49
15.3	RESTRICTIONS/LIMITATIONS.....	49
15.4	TERMS AND CONDITIONS.....	50
<b>16</b>	<b>LILAC AND IRIS STUDY ROOMS.....</b>	<b>53</b>
16.1	PURPOSE OF ROOMS.....	53
16.2	RESERVATIONS.....	53

16.3	HOURS.....	53
16.4	SAME DAY RESERVATIONS.....	53
16.5	RESTRICTIONS .....	54
<b>17</b>	<b>PHYSICAL FACILITIES AND GROUNDS .....</b>	<b>55</b>
17.1	HOURS OF OPERATION.....	55
17.2	HOLIDAYS.....	55
<b>18</b>	<b>BULLETIN BOARD, DISPLAY, EXHIBIT AND NON-COLLECTION MATERIALS POLICY .....</b>	<b>56</b>
18.1	BULLETIN BOARD POLICY.....	56
18.2	DISPLAYS AND EXHIBITS POLICY .....	56
18.3	NON-COLLECTION MATERIALS POLICY.....	57
<b>19</b>	<b>SOCIAL MEDIA POLICY.....</b>	<b>58</b>
19.1	SOCIAL MEDIA.....	58
19.2	PUBLIC POSTINGS.....	58
19.3	RULES FOR PUBLIC COMMENTS AND POSTS.....	58
19.3.1	<i>CITY OF CANBY SOCIAL MEDIA POLICY.....</i>	<i>58</i>
19.3.2	<i>LIBRARY RULES FOR PUBLIC COMMENTS AND POSTS.....</i>	<i>59</i>
19.4	ADVERTISEMENTS .....	59
<b>20</b>	<b>PROGRAMMING POLICY.....</b>	<b>60</b>
20.1	GENERAL.....	60
20.2	PROGRAM REGISTRATION.....	61
<b>21</b>	<b>MAKER LAB USE POLICY .....</b>	<b>62</b>
21.1	POLICY .....	62
21.2	RULES.....	62
<b>22</b>	<b>PUBLIC RELATIONS POLICY.....</b>	<b>64</b>
<b>23</b>	<b>VOLUNTEERS .....</b>	<b>65</b>
23.1	VOLUNTEERS .....	65
23.1.1	<i>VOLUNTEER APPLICATIONS.....</i>	<i>65</i>
23.1.2	<i>AGE.....</i>	<i>65</i>

23.1.3	<i>BACKGROUND CHECKS</i> .....	65
23.1.4	<i>RELATIVES OF EMPLOYEES</i> .....	65
23.1.5	<i>COMMUNITY SERVICE</i> .....	66
23.1.6	<i>COMMUNITY SERVICE GROUPS</i> .....	66
23.1.7	<i>LIBRARY SPONSORED GROUPS</i> .....	66
<b>24</b>	<b>AMENDMENTS</b> .....	<b>67</b>
	<b>CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION</b> .....	<b>69</b>
	<b>LIBRARY BILL OF RIGHTS</b> .....	<b>71</b>
	<b>POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS</b> .....	<b>72</b>
	<b>THE FREEDOM TO READ STATEMENT</b> .....	<b>73</b>
	<b>FREEDOM TO VIEW STATEMENT</b> .....	<b>77</b>
	<b>ACCESS TO LIBRARY RESOURCES AND SERVICES FOR MINORS:</b> .....	<b>78</b>
	<b>AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS</b> .....	<b>78</b>

## 2 PHILOSOPHY AND EXPECTATIONS

---

### 2.1 MISSION STATEMENT

The Canby Public Library strives to provide a safe, welcoming, and dynamic environment where all come to learn, explore, invent, create, and connect with free and equitable services. By providing information, resources, assistance, programming, and access to technology, we are investing in a stronger Canby community.

### 2.2 ETHICS STATEMENT

Library staff has a responsibility to maintain high ethical standards in accordance with library policies and to preserve the confidentiality of patron records.

### 2.3 EXPECTATIONS

It is the policy of the Canby Public Library Board that library users may expect a high quality of service that includes:

- Courtesy
- Reliable information
- Access to materials, information, and technology resources
- Consideration of suggestions, complaints, and praise
- Confidentiality of patron records
- An atmosphere conducive to the use of the library

### 2.4 VISION

The Canby Public Library is a values-driven organization and community hub dedicated to cultivating personal and collective growth through quality services and compassionate interactions.



## **3 LIBRARY STRUCTURE AND ORGANIZATION**

---

### **3.1 CANBY PUBLIC LIBRARY**

The Library Director manages the operations of the library and is directly responsible to the city administrator who supervises all city departments.

The Canby Public Library is a member of the Library District of Clackamas County, also known as Libraries in Clackamas County (LINCC). This District was created by a vote of the people of Clackamas County and operates under the provisions of intergovernmental agreements approved by the City of Canby and the Library District of Clackamas County. The District provides the cities with an automated library system and related telecommunications, courier services, database management services including creating/acquiring MARC format bibliographic records, inter-library loan services, and inter-and intra-regional cooperative planning.

### **3.2 CANBY PUBLIC LIBRARY BOARD**

#### **3.2.1 ESTABLISHMENT**

The Canby Public Library Board shall act in accordance with the provisions of Chapter 2.20 of the Canby Municipal Code and in accordance with Oregon Revised Statutes (ORS) 357.465.

#### **3.2.2 GOVERNING BODY**

The city's public library as established by § 2.20.010 shall be governed by the City Council. A Library Board shall be appointed to serve in an advisory role to the Council.

#### **3.2.3 LIBRARY BOARD**

The Library Board shall consist of 7 members appointed by the City Council upon recommendation of the Board Chairperson and the City Council liaison to the Library Board. An additional voting member shall be a High School Student, residing within the Canby School District boundary. The Mayor may vote only to break a tie, if necessary. In accordance with the IGA, the city shall provide fair representation of unincorporated residents equal to the share of unincorporated patrons served by the Canby Public Library. Therefore, two of the 7 voting members must reside outside the Canby city limits. The other 5 members shall be residents of the city. No member of the Library Board shall have any financial interest, either directly or indirectly, in any contracts to which the library is a party, nor shall any member receive a salary or any payment for any materials or for any services rendered the Board. Board members may be reimbursed for expenses incurred in the performance of their duties.

### **3.2.4 TERMS OF OFFICE – VACANCIES**

Appointees shall hold office for 4-year terms from July 1 in the year of their appointment. At the expiration of the term of a Board member, the City Council shall appoint a new member or may reappoint a member for a term of 4 years. If a vacancy occurs, the City Council shall appoint a new member to complete the unexpired term. No board members shall serve more than two consecutive terms. The High School Student's term shall end upon graduation. Procedure for all appointments by the City Council shall follow § 2.20.030 of the Canby Municipal Code. Any Board member failing to attend 3 consecutive Board meetings without approval of the Board chairperson may be removed by the City Council and a new member appointed to complete the unexpired term. Library Board members serve at the pleasure of the City Council and are subject to removal at any time by the Council with or without cause.

### **3.2.5 OFFICERS**

At the first meeting of each fiscal year, the Board shall elect a Chairperson and a Vice-Chairperson who shall serve for a term of 1 year. The Library Director, or designee, shall serve as Secretary to the Board and keep the record of its action. Four members of the Board shall comprise a quorum. The Board shall have authority to make and alter rules, with approval of the City Council, for the library board's government and procedures.

### **3.2.6 POWERS AND DUTIES**

The duties of the Library Board shall include:

- Keeping informed about current trends in the library services and administration;
- Studying library growth and needs in the city and its vicinity;
- Developing long-range plans for library service and facilities, consistent with city priorities and with state, regional, and national goals pertinent to libraries;
- Recommending types of library service for the city and its vicinity;
- Investigating sources of funding for library service and facilities;
- Recommending policies for the acceptance and use of donations for library purposes;
- Participating in the annual budgetary process of the city as that process pertains to the library;
- Recommending policies and procedures conducive to efficient and effective operation of the library;
- Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library service;
- Encouraging widespread public support and use of the library;
- Submitting an annual report to the City Council and the state library; and
- Performing other duties as authorized by the City Council.

### 3.2.7 LIBRARY DIRECTOR

The Library Director shall be appointed as provided in the Charter of the City of Canby.

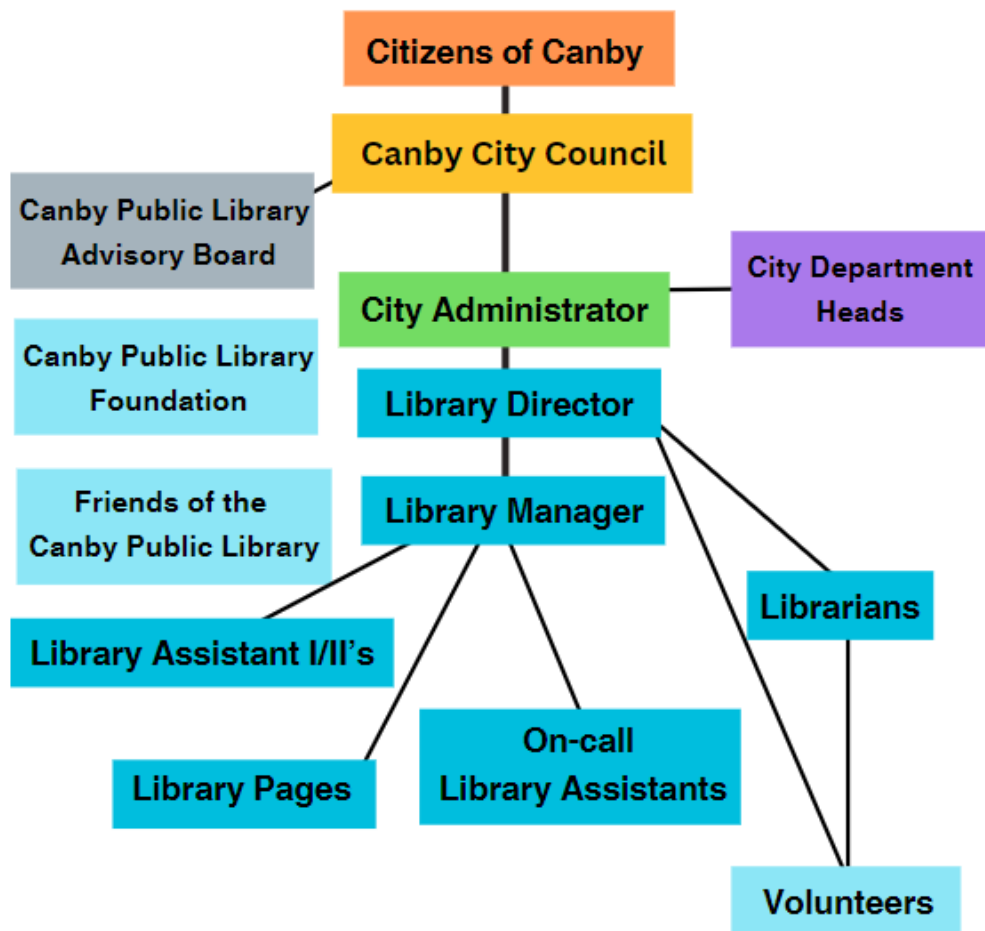
### 3.2.8 MEETING PLACE AND TIME

Unless and until another place is assigned to it by the City Council, the Library Board shall maintain its office, hold its meetings, transact its business and keep its records at the library. The Library Board shall meet at least once every other month.

## 3.3 CANBY PUBLIC LIBRARY FOUNDATION

The Canby Public Library Foundation is a nonprofit 501(c)3 organization that takes a leadership role in mobilizing resources to support and enhance the literary and cultural needs of the library community. It is independent of city and county government.

## 3.4 ORGANIZATIONAL CHART



## **4 PATRON RECORDS**

---

### **4.1 CONFIDENTIALITY OF RECORDS**

The Canby Public Library's confidentiality policies comply with applicable federal, state, and local laws. Oregon Revised Statute 192.502 (23) exempts from disclosure under open records law: The records of a library, including: (a) Circulation records, showing use of specific library material by a named person; (b) The name of a library patron together with the address or telephone number of the patron; and (c) The electronic mail address of a patron.

It is Canby Public Library policy to withhold information that would reveal the identity of a library patron who checked out or used certain materials or who requested an item of information from the Library. Information concerning a patron's account will only be released to that patron.

However, the Library will release information to the parent or guardian of a minor child for the purpose of recovering overdue material and settling accounts for lost, late or damaged material or charges incurred by minor children for which a parent or guardian may be considered liable. The library will not provide information to parents or guardians whose sole purpose for requesting the information is to determine what materials a minor child is using or viewing.

Notwithstanding the library's confidentiality policy, the library will release confidential patron records if ordered to do so by a court of competent jurisdiction. Before releasing these records, the Library Director may forward the court order to the city attorney's office for review.

### **4.2 CHOICE AND CONSENT**

The Canby Public Library will not collect or retain a patron's private and personally identifiable information without the patron's consent. If a patron consents to give the patron's personally identifiable information to the library, it will keep it confidential and will not sell, license, or disclose personal information to any third party without the patron's consent unless the library is required by law to do so.

### **4.3 REQUEST FOR INFORMATION**

The Library Director is the custodian of library records. All requests for records from law enforcement, the public, the press, or any other source must be forwarded to the Library Director. The Library Director will consult with the City Administrator and the City Attorney before deciding the appropriate response for records requests.

#### **4.4 USE OF LIBRARY RECORDS**

The Canby Public Library reserves the right to use library records for administrative and safety purposes, such as recovering overdue materials, payment for lost items, customer surveys, administrative mailings, or assisting in the investigation of crimes committed at the library. The library does not allow the use of library records for fundraising or political purposes.

## 5 LAW ENFORCEMENT

---

### 5.1 LAW ENFORCEMENT REQUESTS

The library must comply with all applicable federal, state, and local laws. Oregon Revised Statute 192.502 (23) exempts library records from open disclosure law as stated in this policy manual under 4.1 *Confidentiality of Records*. Should law enforcement, or any agency of state, federal, or local government request patron records, they can only do so upon a court order or subpoena authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. All law enforcement requests will be referred to the Library Director. If the Library Director is unavailable, staff will inform the city administrator, or the assistant city administrator, of such request and supply them with the identification of the officer or agent including:

- Badge number
- Name of the law enforcement agency
- The officer/agent's name and phone number
- If possible, obtain a business card.

### 5.2 SEARCH WARRANTS AND SUBPOENAS

Any employee who receives a request for library records must ask for the identification of the person or entity making the request and then immediately refer such person or entity to the Library Director. In the absence of the Library Director, the employee should immediately refer to the designee in charge as assigned by the Library Director. The Library Director, or designee, should attempt to contact the City Administrator and the library's legal counsel (City of Canby Attorney) and to have such legal counsel present.

In the event that legal counsel is not available, the Library Director, or designee, should only meet with the requesting person or agent with another library staff member in attendance. If the requesting person or entity, the agent, or officer of that person or entity does not have a court-issued order, subpoena, or search warrant compelling production of the records, the Library Director, or designee, will explain the library's confidentiality policy and the State's confidentiality law and inform the person that library patron records are not available unless the requesting party has presented a valid court order, subpoena or search warrant has been presented.

If the court order is in the form of a court-issued order or subpoena, before any records are produced, the library's legal counsel will examine the order or subpoena for any legal defect, including the manner in which it was served on the library, the breadth of its request, its form, or any insufficient showing of good cause made to the court. If the order is in the form of a duly-issued search warrant, the agent or officer may legally begin the search of library records as soon as the

Library Director, or designee, is served with the order. However, the Library Director, or designee, must ask to have the library's legal counsel present before the search begins in order to allow the library's legal counsel an opportunity to examine the sufficiency of the search warrant and to assure that the search conforms to the terms of the search warrant.

If the order is a search warrant issued under the Foreign Intelligence Security Act, the library may not disclose to any party, including the patron whose records are subject to the search, any information regarding the existence of the search warrant, or of the records that the library produced pursuant to the warrant. The Library Director or designee must seek legal advice concerning the warrant from the library's legal counsel and must request that the library's legal counsel be present during the actual search and execution of the warrant.

## 6 LIBRARY MATERIALS AND SERVICES

---

Essential to the mission of the library is the active promotion of library services, collections, community outreach and partnerships. All persons are welcome to use the library and library materials on the premises during operating hours. The privilege of borrowing materials requires an eligible library card.

### 6.1 CIRCULATION POLICIES

#### 6.1.1 CARD ISSUANCE

In order to receive a Libraries In Clackamas County (LINCC) library card, patrons must complete a Canby Public Library application form. The library card is free and available to all Clackamas County residents except those residing in Johnson City. (Johnson City is not a part of the LINCC network and does not participate in the MIX agreement.) Minimum age requirements vary by library; at CPL, we ask that the applicant be able to write their name or otherwise demonstrate sufficient maturity. The library will record required information from the library card application in the Library District's database under "Patron Record."

Residents of some neighboring counties may also receive a LINCC library card without a fee through the Metropolitan Interlibrary Exchange (MIX) agreement. Residents who live in Oregon in Multnomah County, Washington County, Hood River County or those who reside in the Fort Vancouver Regional Library District or the City of Camas, Washington, may obtain a LINCC library card without paying a non-resident fee.

#### 6.1.2 ID REQUIREMENTS

At age 18, a card applicant is considered an adult for purposes of ID requirements. Adult applicants must be able to provide proof of identity and proof of residence in order to obtain a LINCC library card.

Although a picture ID is strongly encouraged, proof of identity may be presented using the following:

- Valid driver's license (including Interim or Provisional License) or Department of Motor Vehicles State ID card
- Valid passport
- An official government ID
- A valid state birth certificate or marriage certificate
- Valid student body card with photo
- Social Security card



- Valid fishing or hunting license

*Proof of residence may be verified by any of the following:*

- Valid driver's license or Department of Motor Vehicles State ID card
- Property tax statement
- Rent receipt within the last 6 months
- Personal check with name and address imprinted
- Valid signed voter's registration card
- Business mail dated within 30 days
- Valid fishing or hunting license
- Valid vehicle registration

### **6.1.3 CARDS FOR MINORS**

The Canby Public Library encourages everyone to get a library card. A parent or legal guardian is required to co-sign in order for children 13 and under to obtain a library card. A valid photo ID is required by the parent or legal guardian at the time of sign up. The parent, or legal guardian, is responsible for fines and other charges accrued on their child's card. This includes replacement costs and billing charges for lost materials. A parent or legal guardian in possession of a minor child's physical library card is permitted all services regarding the card. This includes picking up materials on hold, checking out materials, payment of charges, and full disclosure of materials checked out on the card.

Patrons ages 14 – 17, if they have their own photo ID, may obtain a library card without a parent signature on their application.

### **6.1.4 NON-RESIDENCE CARDS (NON-MIX)**

Non-resident cards are issued to those who do not qualify for resident cards. The out-of-county rates for non-resident cards are set by the Libraries in Clackamas County consortium and approved by the Canby City Council in the Master Fee Schedule. Cards must be paid in advance and proof of current address is required. The current charge for a non-resident card is \$95.00 a year. Non-resident cards expire 365 days from the date of payment. Patrons can pay for an additional year before their card expires. The new expiration date for that card is one year after the previous date (Not one year after payment).

### **6.1.5 CARD EXPIRATION**

Library cards do not expire. However, the library will delete cards from the library database that have been inactive for three consecutive years (1095 days), and which have no checkouts or holds. The library will delete inactive cards owing less than \$1000.00 after three years and 30 days of inactivity. Users with a status of "Barred" will remain in the system.

#### **6.1.6 CARD IN-HAND REQUIREMENTS**

Patrons must present a valid library card to conduct circulation transactions, or to receive information about a patron's circulation records. Discretionary exceptions may be made for the occasional forgotten library card if the patron offers valid identification. Patrons conducting business by phone must provide the library card barcode number or other information that confirms their identity.

#### **6.1.7 LOST OR STOLEN CARD**

The patron, or their parent/guardian, is responsible for reporting a lost or stolen card. If the card is not reported as lost or stolen, the patron is responsible for the items checked out on the card.

#### **6.1.8 TEMPORARY CARDS**

The library may issue a library card to temporary residents, e.g., visitors, college students, persons experiencing homelessness, business travelers. Temporary cards may also be issued if the patron does not have proof of address. Temporary cards can be used at all LINCC libraries and are valid for 1 year. Temp card holders can place up to 5 items on hold, check out up to 5 items and have access to digital materials. Temp cards cannot place ILL's or check out Library of Things items. Temporary cards can be renewed if the patron remains in good standing.

#### **6.1.9 COMPUTER-USE-ONLY CARDS**

The library may issue a Computer-Only card to minors without a parent's signature, and to people who live out of our service area, at no charge. These cards do not allow any checkouts or holds. (The COMP-ONLY card policy may differ from library to library, but the card itself is valid throughout LINCC.) Patrons must fill out an application. Proof of address is not required for a computer-only card, but photo identification is required regardless of card type.

#### **6.1.10 EDUCATOR CARDS**

Educator cards may be issued to a teacher working in childcare, kindergarten through twelfth grade (K-12), homeschool education, or after school programs (including but not limited to YMCA, Camp Fire USA, and Boys and Girls Club programs). To qualify for an educator card the person must apply in person and bring a valid photo identification and one of the following for proof of current educator status:

- School or childcare identification
- School or childcare pay stub
- Letter on school or childcare letterhead from the school administrator or childcare director
- Letter of acknowledgement of homeschooling from the local Education Service District (ESD)

- Oregon State Child Care Division certification

The following criteria are required for an educator card:

- A teacher responsible for planning and providing educational activities for youth.
- Volunteers and classified staff members such as office, cafeteria, janitorial, instructional assistants, etc. are not eligible.
- Live in Clackamas County or teach at a school located in LINCC's service area.
- Their personal LINCC library card must be in good standing (\$25 or less in fines).
- Cards may be renewed starting July 1 for the upcoming school year with a photo ID and current proof of educator status.

Educator card purpose and benefits:

- The card is separate card from their personal library card or the school's card (maximum 1 educator card per person)
- Allows up to 80 checkouts at a time
- Allows items to be checked out for 6 weeks
- Allows 1 renewal per item
- Allows up to 40 holds at a time
- No overdue fines

Educator Card Restrictions:

- Borrowed materials are to be used with educating young children and K-12.
- Account balance must be \$0 in order to renew the card for the next school year.
- Cards cannot be used to provide group access to e-books, digital audiobooks, or LINCC subscription databases; check out Lucky Day items or cultural passes; or request items via Interlibrary Loan (ILL). If you need a Lucky Day or ILL item for your classroom, you may check it out on your regular library card.
- The educator is responsible for lost or damage charges. Payment for any lost or damaged items follows the standard circulation policy. Accounts will be blocked if lost/damaged fines exceed \$25.
- Items should be renewed or returned by the due date.
- Cards will expire annually on June 30 regardless of when registered. No exceptions.
- Abuse of educator card privileges, such as consistently turning in items after the due date or using this card to check out items for personal use, may result in the loss of your educator card at all LINCC libraries.

#### **6.1.11 HOMEBOUND CARDS**

The library issues cards to homebound patrons. Homebound patrons do not accrue fines and may checkout items for 6 weeks.

Homebound patrons should meet the following criteria.

- The help of another person or medical equipment such as crutches, a walker or a wheelchair is needed to leave your home *or* your doctor believes that your health or illness could get worse if you leave your home.
- It is difficult to leave your home and you typically cannot do so.

How materials are received:

- An authorized contact person may pick the items up at the library with the homebound patron's library card.
- An approved library volunteer may deliver them to the patron's home or facility.

## **6.2 CIRCULATION OF MATERIALS**

### **6.2.1 LOAN PERIODS**

Items are loaned for the following loan periods.

- DVDs: 14 Days
- Lucky Day DVDs: 14 Days (no holds or renewals)
- Lucky Day Books: 14 Days (no holds or renewals)
- New Fiction Books: 14 Days
- New Large Print & Nonfiction Books: 28 Days
- Books: 28 Days
- Audiobooks: 28 Days
- Music CDs: 28 Days
- Magazines: 14 Days
- Bike Locks: Due on the same day
- Library of Things: 14 Days (Rock Polisher checks out for 28 days)

Books marked as Reference, current issues of all periodicals, and all material in archives are for in-library use only. However, patrons may now request LINCC-owned reference items through ILL.

### **6.2.2 LUCKY DAY MATERIALS**

The Lucky Day book and DVD collections contain new and bestselling titles with specific limitations:

- Patrons may check out 3 Lucky Day items in each category: books, DVDs, and Blu-rays (for a maximum of 9 at a time)

- Loan periods:
  - 14 days for books
  - 14 days for DVDs and Blu-rays
- No holds or renewals

### **6.2.3 MATERIAL RENEWALS**

Most materials may be renewed up to five times if they are not on hold for another patron. Lucky Day materials cannot be renewed. Interlibrary loans may or may not be renewed depending on the policies of the lending library. Patrons must contact [ill@lincc.org](mailto:ill@lincc.org) or 503-733-4900 at least 5 days prior to due date to see if ILL items can be renewed.

### **6.2.4 EXTENDED LOAN**

The loan period may be extended to accommodate a patron's request if the material is not in high demand or likely to be requested. Only materials owned by the Canby Public Library are eligible for extended loans. All circulating items are eligible for an extended loan. The maximum extended loan period is six weeks.

### **6.2.5 HOLDS**

Patrons are limited to a maximum of 40 holds per card.

### **6.2.6 BORROWING MAXIMUMS**

A maximum of 80 items can be checked out per card.

### **6.2.7 RETURNING MATERIALS**

Except for items from the Library of Things Collection, patrons may return CPL items to any Clackamas County Public Library, regardless of where they were originally checked out. The library does not assume responsibility for items that are not properly returned, including any items left at the door.

## **6.3 NOTIFICATION SYSTEM**

### **6.3.1 HOLDS**

The Canby Public Library will notify patrons via the LINCC's email, phone, or text system when their holds are available for pick-up. Notifications are sent out daily. Depending upon a patron's notice preference, the notice may be received the day after the item is available for pick-up. The library will hold items for a maximum of 7 days, although this will be extended around holidays or

other closures. Patrons will receive a courtesy notice via the LINCC system three days prior to the expiration of their hold.

### **6.3.2 EXPIRATION OF HOLD REQUESTS**

A notice for “Hold Expire” is sent out after the last circulating copy of an item is lost or discarded stating the item is no longer available. All holds expire after two years if not filled. Hold Expired notices are only in the form of email or paper preferences.

### **6.3.3 OVERDUE NOTICES**

Depending on the preference noted on a patron’s account, patrons will receive an email, phone call, or text notification five days after an item is due and then again 30 days after the due date. Patrons signed up for email or text notification will also receive a courtesy reminder 3 days before the due date and the actual due date.

### **6.3.4 NOTIFICATION FOR LOST ITEMS**

Bills for lost items are sent via the U.S. Postal Service 30 days after an item is due.

## **6.4 CHARGES AND FEES**

The library may impose fines or charges as provided in ORS 357.975 and as set forth by the City of Canby’s fee resolution adopted annually by the Canby City Council if a patron fails to return library items. Fines begin accruing the day after the material is due. In accordance with LINCC policies, fines remaining on an account after 30 days will be deemed as “uncollectible.” The library may impose fines or charges as follows:

### **6.4.1 OVERDUE CHARGES**

There is no grace period after the due date of an item. Items returned after the due date will be charged the daily rate for the item type.

- Print and non-print items: \$ .10 cents
- Library of Things Items: \$1.00 per day

#### **Maximum Overdue Charges**

- \$1.00 maximum per item
- Library of Things item: Cost of the item

### 6.4.2 LOST OR DAMAGED MATERIALS

The LINCC system shares a catalog, but each library owns its own materials and makes individual policy decisions regarding lost and damaged items. It is the policy of the Canby Public Library to accept replacement copies of lost or damaged adult materials published in the current or previous calendar year. Requests to accept replacement copies for children's materials will be reviewed by the Children's Librarian. If an item becomes lost or too damaged to circulate, the patron who checked the materials out will be charged the full replacement cost of the item. If the patron does not resolve the issue until past the item's due date, it may also accrue overdue fines. Patrons are not responsible for normal wear and tear.

Items not returned by 30 days after the due date will be deemed as lost. The charge for a lost item is the cost of the item plus any overdue charges. Lost items borrowed from other libraries will be charged according to the fees of the owning library. Patrons may pay for lost items at any LINCC library or online.

Any item damaged beyond repair will be removed from circulation and the patron will be billed the replacement cost. The replacement cost for damaged materials is the cost of the item as noted in the library's database. The library is not responsible for personal equipment damaged by library materials.

### 6.4.3 LOST OR DAMAGED MATERIAL FEES

#### 6.4.3.1 **Books**

- Cost of the book as indicated in the library's database.
- Missing book jacket \$3.00

#### 6.4.3.2 **CD Audiobooks**

- Cost of the audiobook as indicated in the library's database.
- Disc \$7.95 per disc
- CD case \$3.00

#### 6.4.3.3 **DVDs**

- Cost of the DVD as indicated in the library's database.
- DVD case \$3.00

#### 6.4.3.4 **Music CDs**

- Cost of the music CD as indicated in the library's database.
- Case \$2.00

- |         |   |                  |
|---------|---|------------------|
| 6.4.3.5 | <b><i>Returned Check Fee</i></b>  | \$25.00          |
| 6.4.3.6 | <b><i>Library of Things Items</i></b>   | Cost of the item |
|         | <ul style="list-style-type: none"><li>• Cost of each component as listed in the item record</li></ul> |                  |

#### **6.4.4 WAIVING FINES**

Library staff may waive fines charged to patron records under certain circumstances. These include a crisis (family, medical, financial, etc.); theft; or possible error. The Director or Library Manager must be notified of any fines waived in excess. Library staff may not waive charges on their own accounts or those of their family members, friends or household members, lost or damaged charges for other libraries items including ILL items.

#### **6.4.5 CLAIMS RETURNED**

If a patron claims that they returned an item still listed as checked out to them, a staff member will search for the item. If the item is found, library staff will immediately remove all associated charges from the patron's account. If the item is not found, the staff member will put the item in "claims returned" status which relieves the patron of responsibility. Each patron has a lifetime limit of 6 claims returns.

A patron may have up to five active claims returned at any one time. If a material claimed return is found on the shelf that claimed return will not count towards the patron's limit.

#### **6.4.6 REFUND/CREDIT FOR LOST ITEMS**

##### **6.4.6.1 REFUNDS**

The LINCC library that collected the money will issue the refund. A refund of the replacement cost may also be issued providing the patron meets the following conditions:

- Patrons must bring back the lost item and receipt within 30 days of payment.
- Only lost charges will be refunded. Overdue fines are not refundable.

No cash refunds will be given. All refunds will be issued by check through the City of Canby's Finance Department.

##### **6.4.6.2 CREDIT TO LIBRARY ACCOUNT**

Lost items returned in good condition to the library within six months after the replacement cost has been paid can be checked in to create a credit balance on the patron's account. The credit amount will be in the amount of the item price the patron paid.




## 7 INTERLIBRARY AND INTERAGENCY COOPERATION

---

### 7.1 INTERLIBRARY LOAN

Items not owned by libraries in the LINCC network can be requested from other libraries through Interlibrary Loan. The lending library will decide whether to honor requests and/or charge for the item. The exact time for receiving items cannot be guaranteed. In accordance with the LINCC Interlibrary Loan Agreement, the library is prohibited from loaning materials published in the current year or previous calendar year.

The Canby Public Library (CPL) enhances its borrowing and lending capabilities through membership in the Online Computer Library Center (OCLC) network, an automated system that connects the library to over 5,000 libraries in the United States and other countries. CPL relies on resource-sharing as an extension of the collection. CPL will ask to borrow materials for patrons upon request and, when possible, share its collection with any other library upon their request.

To request an item through Interlibrary Loan (ILL), library staff must complete the ILL slip and confirm the patron's contact information. A maximum of 40  holds are allowed on a General library card. ILL items are included in this amount. The total limit of all ILLs at Canby Public Library is 10. This includes checked out ILLs, requested ILLs, or ILLs on hold. Patrons who wish to renew ILLs must contact library Network. CPL staff may not renew any ILLs for patrons in WorkFlows. Restrictions on ILLs are:

- LINCC-owned items cannot be requested, unless it is a Reference material.
  - Exceptions are items in storage or discarded, or if the patron wants a different format not owned by LINCC.
- The patron's fines cannot exceed \$15.
- ILL requests may only be made from a patron's home library.
- eBooks/eAudiobooks cannot be requested. Permitted materials are physical books, audiobooks, DVDs/Blu-Rays.
- The item cannot have been published in the current year, or the year prior. Availability of older DVDs or TV series is based on when the DVD was released, not the original air date.
  - There are no date restrictions for nonfiction books.
- Check-out periods are determined by the owning library. Staff cannot guarantee the check-out date will be the same as LINCC items.
- Passport and EDU card holders are not eligible for ILLs.
- ILL requests may not be picked up at another LINCC library. If a patron wants to pick-up an ILL at another location, they should request the ILL at that library.

- Patrons may encounter fees for an item if no free lender exists. The library will contact the patron to see if they are willing to pay the fee before the final request to the lending library is made.

#### Lost ILL Items:

- When an ILL goes to lost on a patron's account, an invoice is requested from the owning library.
- Patrons are given a 7-day grace period to return the material. If the material is returned, the lost charge will be taken off their account.
- If the item is not returned, the patron is responsible for the lost charge.
- Library Network will not request a refund for lost ILL items that are returned by patrons after the invoice has been processed.
- Staff may use their discretion to override the block to check-out or renew other items.

## 7.2 HOLDS REPORT

As a member of the LINCC Network, the Canby Public Library is responsible for printing the holds pickup report at least once each day the library is open for business. The library is also responsible for checking and resolving all items on the pickup list within one business day of printing the list. Other lists to be completed daily may include but are not limited to: “clean hold shelf,” “staff canceled holds,” and “change pickup location.”

## 7.3 INSPECTION FOR DAMAGES TO PRINT AND NON-PRINT

Patrons may return library materials at any LINCC library. It is the responsibility of each library to inspect materials for obvious damage or missing parts. If library material is found damaged or incomplete, it will remain checked out to the patron and sent directly to the owning library with the patron information and a description of the problem.

## 7.4 COURIER DELIVERY

Courier service is provided through the intergovernmental agreement formed among the LINCC libraries. Courier delivery to each library shall occur daily and on a regular schedule. Exceptions may be made due to inclement weather and other unforeseen circumstances. It is the responsibility of the library to check-in all items received, and prepare outgoing materials, before the courier arrives the next business day.

## 8 COLLECTION DEVELOPMENT AND MATERIALS SELECTION

---


### 8.1 PHILOSOPHY

To support the mission of the Canby Public Library, library materials are selected for the interest, information, and enlightenment of all people in the Canby community. The Canby Public Library Board adopts this materials selection policy to guide librarians and to inform the public about the principles upon which selections are made. While a policy cannot replace the judgment of librarians, stating goals and indicating boundaries will help steer the selection process.

### 8.2 POLICY STATEMENT

The Canby Public Library upholds the following principles of service:

- Provide open, non-judgmental access to collections and services without regard to ethnicity, citizenship, national origin, age, gender, educational level, economic status, religion, disability, or any other protected class, qualification, or condition.
- Promote and provide free access to the communication of ideas and information.
- Advocate and support First Amendment rights and the Library Bill of Rights and protect library materials from censorship.

 The Canby Public Library believes that although anyone is free to reject for themselves library materials that they do not approve, the individual cannot restrict the freedom of others to read, view, or hear. Parents or legal guardians have the responsibility to guide and direct the reading, viewing, or listening of their own minor children. The library does not take the place of the parent or legal guardian and will not restrict children from accessing or borrowing library materials.

### 8.3 CRITERIA FOR SELECTION

- Create an environment that encourages users to encounter a rich diversity of ideas and concepts.
- Select materials that meet the cultural, informational, educational, and recreational needs of the citizens of Canby.
- Acquire materials of both contemporary significance and permanent value. The Canby Public Library strives for representative and current materials that reflect new trends, ideas, and controversial topics from various points of view, as well as a broad range of material that illuminates the past.
- Evaluate each item selected or donated, in accordance with established library procedures.

- Employ a policy of selectivity in acquisitions. No library can feasibly acquire all print and non-print materials. Selection decisions are made based on staff member judgment, expertise, knowledge of what is currently in the collection, professional reviews, criteria, and the use of professional selection tools.
- Select websites and online information consistent with the goals and principles of this Materials Selection Policy and with the Canby Public Library Internet Policy.

The ultimate responsibility for the selection of library materials rests with the Library Director, who operates within the framework of this policy.

## **8.4 RECONSIDERATION OF MATERIALS**

Library customers may request that materials be re-evaluated for placement or re-considered for inclusion in the library collection. The criteria employed in the selection process are intended to be inclusive, rather than exclusive, and are deliberately flexible. Although all relevant factors are considered in the selection process, some may be given more weight than others in any specific selection decision. The evaluation of materials is characterized by flexibility and responsiveness to the changing needs of Canby citizens. These changing needs require that materials be evaluated initially and on a continuing basis. Consequently, materials that were not recommended for purchase initially may be purchased later.

The Canby Public Library recognizes the right of individuals to question the placement of materials in the library collection. Anyone questioning material in the collection may ask the staff about such materials. A staff member will give the patron a copy of this policy.

Individuals still questioning library materials may complete a written "Request for Reconsideration of Library Materials" form. The form will be referred to the Library Director. The Library Board will consider whether the material meets the criteria of the selection policies described in this policy. The Library Director will respond, in writing, to each individual as soon as possible citing the reason(s) for the decision.

## **8.5 DE-SELECTION**

Library staff continuously monitor materials within the library's collection. Staff may withdraw items if they contain outdated or inaccurate information, are superseded by a newer edition, become worn, badly marked or damaged, are duplicates or seldom used materials. Factors in the decision to withdraw items will include material space, replacement cost, and the quality and appearance of the collection. Additionally, multiple copies of a title are essential in meeting the public demand for best sellers and other heavily used materials. Donations, memorials, and gifts of material to the library will be accepted subject to this same selection criterion.

## **8.6 PATRON REQUESTS**

The library strongly encourages its patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive serious consideration and requested materials will be purchased when possible.

## 9 GIFT ACCEPTANCE POLICY

---

The Canby Public Library welcomes donations including money, securities, or real property. The City of Canby, the Library Director, the Library Board, the Canby Public Library Foundation and the Friends of the Canby Public Library, as appropriate, are authorized to accept donated materials and gifts as long as no restriction is placed upon their location, use, or disposal. Gifts having significant ramifications to library's operations, or policy, shall be directed to the City Finance Director or designee.

The Canby Public Library Board, the Canby Public Library Foundation, the Friends of the Canby Public Library, as appropriate, may solicit and receive gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library. All property or funds donated directly to the City of Canby, the Library Director, or the Library Board shall be held in the name of the city, and each donation shall be administered in accordance with its terms. Funds donated to the library shall be turned over to the City Finance Director immediately upon receipt and be placed in the library trust account with a line item budgeted for expenditure in accordance with the terms and conditions of the gift or bequest. Donated funds shall be used for improvements in addition to and not in lieu of the normal support provided to operate the library out of the city General Fund.

- The City Finance Director shall address and resolve, with due diligence, issues regarding gifts of property that may present legal, environmental or other complications for the Library. The City Finance Director will collaborate with the Library Director to officially acknowledge gift proceeds.
- Gifts bequeathed to the library will generally be directed to the City Finance Director for handling and subsequent distribution to the library according to wishes of the legator.
- The City of Canby will not retain ownership of securities, real estate, or of in-kind gifts. If in-kind gifts are not intended to become the property of the city's library for use, display, or as art of the collection, they will be disposed of or sold and the proceeds distributed to benefit the library according to the donor's wishes.
- Unrestricted gifts will be distributed to the library in collaboration with the Library Director, who is responsible for determining the library's priorities and needs.
- Gifts with donor restrictions will be accepted by the City of Canby and distributed to the library according to the donor's wishes and consistent with the Library's Gift Acceptance Policy.

### 9.1 VALUATION OF PROPERTY

- The City of Canby or the library and its entities are not legally authorized to appraise or estimate the value of property donations for tax purposes. The responsibility for such assessment lies with the donor.

- Each organization will provide, on request, a receipt for donations of library materials or other in-kind items describing their quantity, general nature and condition. When a donor makes a charitable contribution of property (other than money or publicly traded securities) and the amount claimed (or reported as a charitable deduction) exceeds thresholds of \$250, \$500 and \$5,000, the donor generally must meet certain additional substantiation requirements. Those donors in need of an itemized list of their donations and/or of a specific IRS Contribution Receipt form must present the list and/or form with their donations.
- Donors should discuss details regarding gifts of property and appraisal requirements with the donor's tax counsel and with the City Finance Director.

## **9.2 GIFT RESTRICTIONS**

Donors may place restrictions on gifts under the following conditions:

- The restriction must be compatible with the overall mission of the library.
- The restriction cannot impede the ability of the library to acquire gifts from other sources.
- The restriction cannot place any undue burden on the library's resources.
- The restriction cannot subject the library to adverse publicity.
- The restriction cannot require the library to violate existing policies or agreements.

The donor must clearly communicate in writing any restrictions. The City Finance Director must approve any restrictions before the gift is accepted, and some gifts may require Canby City Council approval.

## **9.3 GIFT ACCEPTANCE APPROVAL**

The City Administrator, the City Finance Director, the Library Director, or the Friends of the Canby Public Library as appropriate, must approve the acceptance of the following types of gifts:

- Real estate will be directed to the City Administrator. Every proposed gift of real estate must be examined on its individual merits, including but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. The donor must provide a current appraisal completed by a qualified third-part appraiser.
- Gifts to create a new library program will be directed to the Library Director.
- Gifts of unusually valuable book, CD, DVD, or specific item collections will be directed to the Friends of the Canby Public Library.
- Securities that are not readily marketable will be directed to the City Finance Director. These may include closely held stock, limited partnership interests, joint venture interests and other forms of investments that may not fall into the marketable securities category.
- Gift annuities will be directed to the City Finance Director.
- Charitable Remainder or Charitable Lead trusts will be directed to the City Finance Director.

- Named endowment funds will be directed to the City Finance Director.

Gifts of materials are accepted through the Friends of the Canby Public Library with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, donate, trade, sell, or discard them. Donated materials not included in the collection may be given to the Friends of the Canby Public Library for their book sales to benefit the library.

Books or items given with a requirement that they be placed in the collection are subject to the Collection Development Policy and with consideration regarding condition, value and usefulness of the items. The Library applies the same criteria for evaluating gift items as it applies to materials purchased. The Library is not responsible for notifying donors of withdrawal or replacement gift items.

The Library reserves the right to decline any gift that interferes with its ability to fulfill its mission; violates Oregon or the City of Canby's Code, library policies or agreements; or that unduly encumbers the library.

#### **9.4 DISPOSITION OF GIFT MATERIALS**

Materials may be donated to the Friends of the Canby Public Library and sold on behalf of the city for the benefit of the library. The library may recycle or discard donated materials that are of limited use to the public or which cannot be sold or donated to other institutions.

#### **9.5 NON-MONETARY DONATIONS**

Two organizations, The Friends of the Canby Public Library and The Canby Public Library Foundation, provide supplemental funding for the Library by accepting donations. As both of these are 501(c)3 organizations, they are able to provide receipts for tax purposes. The Library itself does not accept any non-monetary gifts. Financial donations made directly to the Library go to the City's General Fund, not specifically to the Library. More information can be found in the *How Do I* section of the library website.



## 10 RULES OF CONDUCT

---

### 10.1 CONDUCT GOVERNING THE USE OF THE CANBY PUBLIC LIBRARY

The Canby Public Library is dedicated to providing friendly, courteous, respectful service, and an enjoyable, clean and comfortable environment for all library users. The conduct rules governing the library have a threefold purpose: to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve the library's materials, facilities and property.

### 10.2 DEFINITIONS AND SCOPE

The Canby Public Library supports the right of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy.

If an employee or volunteer personally witnesses a theft of items (taking or concealing), employees are encouraged to get the best description of the individual(s) and notify the police immediately. Employees can ask such person(s) to wait for the police response. Depending on how safe an employee feels about acting, they can also ask to recheck-out the item or to search a bag at that point. If a person refuses a search, employees cannot demand to do so. Employees should always act with their personal safety in mind and if possible, work in tandem with another employee in these circumstances. In taking a description, a photo of the individual(s) could be taken in a public place.

These conduct rules apply to the library's interior and exterior, and to all grounds and buildings controlled and operated by the Canby Public Library (the "premises") and to all persons entering in or on the premises. Listed below are the library's conduct rules. Persons who violate these rules may be removed from the premises and excluded from future use of all library premises.

### 10.3 CONDUCT POLICY

Listed below are the library's conduct rules. Persons who violate these rules may be ejected and excluded from the library's premises for the period of time listed below.

**Level 4: Any person who violates rules 1-6 while in or on the library's premises will be immediately ejected and excluded from the library's premises without being given a warning. Any person so excluded shall lose all library privileges for a period of up to three years and the incident will be reported to the appropriate law enforcement agency.**

1. Committing or attempting to commit any activity that would constitute a violation of any federal or state criminal statutes or city ordinance.
2. Any specific threatening behavior of physical harm against an individual, group, or property.
3. Being under the influence of alcohol or controlled substance or selling, using, distributing, or possessing alcohol or controlled substance. Controlled substance is defined by the current Oregon Revised Statute.
4. Engaging in sexual contact, as defined by the current Oregon Revised Statute, including but not limited to indecent exposure or physical contact through clothing for sexual gratification.
5. Theft of library property or removing materials from the library without first properly checking them out.
6. Carrying a weapon of any type unless authorized by law. (As a public building, open carry is not permitted in the library.) Further, the leaving or not securing of dangerous weapons or other hazards (jeopardizing the safety of other patrons or employees) will result in exclusion.

**Level 3: Any person who violates rules 7-25 while in or on the library's premises will be given one warning by library staff. Then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from the library's premises. Any person so excluded shall lose all library privileges for a period of up to one year.**

7. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or patrons, including, but not limited to, conduct that involves the use of abusive or threatening language or gestures while in or on the library premises, by phone and/or email; conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking.
8. Using library materials, equipment, furniture, fixtures, or building in a manner inconsistent with customary use; or in a destructive, abusive, or potentially damaging manner; or in a manner likely to cause personal injury or injury to others.
9. Disobeying the reasonable direction of a library staff member.
10. Interfering with library employees' performance of their duties.
11. Soliciting, petitioning, distributing written materials, conducting surveys, or canvassing inside the library building, or in a manner that unreasonably interferes with or impedes access to the library.

12. Entering or remaining on the premises after posted closing hours other than authorized by staff.
13. Entering non-public areas of the library.
14. Bringing bicycles, grocery carts, or other similar equipment inside the library building.
15. Interfering with free passage of library staff or patrons in or on the library premises including but not limited to: placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free passage.
16. Smoking within 10' of the library entrance. Vaping or use of e-cigarettes shall be subject to the same rules as tobacco cigarettes.
17. Smoking, chewing, or other tobacco use in library facilities.
18. Littering.
19. Running.
20. Consuming food or drinks in the library or meeting rooms, unless authorized by library staff for library-related events. Non-alcoholic beverages with tight caps are allowed except near computers or other designated areas.
22. Bringing animals inside the library unless otherwise allowed by law as a service animal, assistance animal or in compliance with the American Disabilities Act. Animals appearing as part of a library program are not subject to this restriction.
23. Leaving tethered and unattended animals near the entrance of the library.
24. Violating the posted Computer Use Policy.
25. Taking library materials into the restroom if the materials have not been checked out.
26. Leaving personal items in the library, unattended, for more than 10 minutes. Library staff cannot watch patron items and are not responsible for unattended items left by patrons.  
(Approved by LAB on 1/21/25).

**Level 2: Any person who violates rules 26-29 while in or on the library's premises will be given up to two warnings by library staff; then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from the premises. Any person so excluded shall lose all library privileges for a period of up to six months.**

27. Sleeping and/or using bedding, sleeping bag or other sleeping matter in the library unless such use has been approved in advance by the Library Director.

28. Improperly using library restrooms, including, but not limited to, bathing, washing hair, or doing laundry.
29. Loud or excessive noise, or the use of amplified electronic equipment including but not limited to cell phones, tablets, and laptops at a volume that disturbs others.
30. Leaving one or more children under the age of 10, or vulnerable adults who reasonably appear to be unsupervised or unattended anywhere in or on library premises. Children under the age of 10 must be with an adult at ALL times. See the Canby Public Library Policy on Unattended Children.

**Level 1: Any person who violates rules 30 -33 while in or on library premises will be excluded from the premises until the problem is corrected.**

31. Violating the current Oregon Statute requiring children between the ages of 7 and 18 years who have not completed the 12th grade to attend regularly a public full-time school, unless the child is exempt from compulsory school attendance by Oregon law.
32. Entering or in the library without clothing such as: not wearing shoes or other footwear; a shirt or other covering of their upper bodies; pants or other covering of their lower bodies.
33. Persons whose bodily hygiene is offensive so as to constitute a potential biohazard to other persons.
34. Bringing in personal potentially biohazardous belongings, backpacks, garbage, or other articles which, alone, or in their aggregate, are placed against buildings, furniture, equipment, or fixtures in a manner that interferes with the intended use of the library or causes safety concerns by employees or other users.
35. Bringing in bags larger than backpack size.

## **10.4 REPEAT OFFENSES**

Individuals who repeatedly violate these Conduct Rules after having been previously excluded for library rule violations may face a longer exclusion than indicated in these guidelines. Repeat offenders need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

## **10.5 ENFORCEMENT**

Unlawful activities will be reported to the police. Refusal to leave when directed may result in arrest for trespassing.

The Library Director is designated by the Canby City Council as the person in charge of the library for the purposes of excluding or ejecting individuals and issuing exclusion notices in accordance with this policy. In the Library Director's absence, the Library Director, with the consent of the City Administrator, may authorize other personnel to exclude or eject individuals or issue exclusion notices consistent with this policy.

## **10.6 EXCLUSION NOTICE**

The Library Director, or in the Library's Director's absence, personnel authorized by the City Administrator, will issue the written exclusion notice, excluding the person from the library, if an individual engages in conduct warranting exclusion from the library as described in the policy above.

The notice shall specify: the person who is to be excluded from the Library, the period of the exclusion, the time the exclusion is to commence, as well as contain information concerning the right to appeal the exclusion notice.

## **10.7 RIGHT TO APPEAL**

An individual issued an exclusion notice has the right to appeal the decision. Requests to appeal the decision must be sent in writing to the City Administrator within five (5) business days of the exclusion notice's issuance. The notice of appeal shall state the following:

1. The appellant's name
2. The appellant's address and a telephone number where they can be reached
3. A concise statement as to why the exclusion was in error; and
4. A copy of the notice

A hearing on the appeal shall be held no more than thirty (30) calendar days after the Administrator receives the appeal request, except in the event the City Administrator determines otherwise. The Library Director, or authorized personnel, shall have the burden to show by a preponderance of evidence that exclusion is based on conduct described and that the ordered duration of the exclusion is appropriate. Copies of all City documents used by the City at the hearing shall be made available to the appellant upon request.

The exclusion shall remain in effect during the pendency of the appeal. The hearing shall afford a reasonable opportunity for the person requesting it to present and rebut evidence that the exclusion is invalid or unjustified. The decision of the City Administrator is final and shall be in writing.

## **11 CHILD SAFETY POLICY**

---

### **11.1 UNATTENDED CHILDREN**

The Canby Public Library is dedicated to providing a welcoming environment that encourages children to visit the library, attend programs, and use the library collections and computers. However, the Canby Public Library does not assume responsibility for a child's safety and supervision.

Parents, legal guardians, and caregivers must adequately supervise children less than 10 years of age. Adequate supervision is defined as having a parent/guardian or assigned caregiver in the immediate vicinity (within sight and conversational distance). Children 10 and older may use the library unattended provided they maintain proper behavior. Staff is authorized to contact appropriate authorities if a situation appears to be dangerous or neglectful to a child, or if a parent/guardian or caregiver cannot be located or contacted within 30 minutes or if a child is suspected to be truant. The library is not responsible for children who are left unattended as of library closing time. Failure to comply with this policy may result in suspension of library privileges.

### **11.2 CHILD/VULNERABLE ADULT SAFETY**

Library employees and volunteers who work with youth (under age 18) and vulnerable adults should observe the two-person rule or open-door policy. The two-person rule requires that employees make every reasonable effort to avoid situations where an employed or volunteer worker is alone with a child or youth in a closed room with no outside visual contact. The open-door policy requires any solid panel door be open at all times an employee or volunteer worker is alone with a child or youth. Staff members are prohibited from transporting a minor child, taking away a minor child from the library building, or remaining in a building alone with a minor child.

### **11.3 REQUIREMENT TO REPORT CHILD ABUSE**

Child abuse is a crime. The passage of HB 4016 expanded the definition of mandatory reporters to include all "employee(s) or volunteers of a public or private organization providing child-related services or activities that allow the employee(s) or volunteers(s) temporary care, control or supervision of a child..." The state legislature decided to relieve a narrow group of mandatory reporters from the duty to report if the communication is privileged under ORS 40.225 to 40.295. Library employees are not within the narrow group of mandatory reporters that are exempt from the duty to report.

ORS 419B.010 establishes the duty to report and does not relieve a person of that duty (or of civil liability for failing to report) because of the confidentiality of library records. As a mandatory

reporter, a library employee is to report, if known, names and addresses of the child and parents or other persons caring for the child, the age of the child, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse, and any other information to the Department of Humans Services (DHS), a local police department, county sheriff, county juvenile department, or the Oregon State Police.

## 12 SERVICE ANIMAL POLICY

---

### 12.1 GENERAL

Only animals legally defined as service animals, and in compliance with the American Disabilities Act are permitted in the library. The definition of a service animal as defined by § 36.104 of the *American with Disabilities Act* is:

“Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.”

- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task the dog has been trained to perform. Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.
- Under the ADA, a public entity may ask an individual with a disability to remove a service animal from the premises if the animal is out of control and the animal’s handler does not take effective action to control it. What the regulations mean by the animal being “out of control” is that the animal must be under the control of its handler.
  - A service animal must be under the control of its handler. Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual’s disability prevents using these devices or these devices interfere with the service animal’s safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Examples of “out of control” include:
    - A dog that barks repeatedly while inside the library.
    - The animal poses a direct threat to the health or safety of others.



- The animal exhibits unwarranted and unprovoked violent behavior, such as uncontrolled barking or growling at other customers.
- Jumping on other people.
- Running away from the owner.
- The animal is not housebroken.

## **13 COMPUTER USE POLICY**

---

### **13.1 INTRODUCTION**

The Canby Public Library provides access to a broad range of information resources, including those available through the Internet. The library makes this service available as part of its mission to provide free and open access to information of all types in a wide range of formats for library users of all ages and backgrounds. The Internet is a global electronic network of ideas, images and commentary that may enhance resources already available in the library. However, the library cannot control the information available over the Internet and is not responsible for its content. Some sources provide information that is inaccurate, incomplete or dated; some sources may be offensive, disturbing, and/or illegal.

### **13.2 INTELLECTUAL FREEDOM**

The Canby Public Library upholds the rights of all library users to read, seek information and speak freely as guaranteed by the First Amendment, regardless of format or technology. These are fundamental rights in a democratic society and are core values of the library.

### **13.3 GENERAL RULES GOVERNING USE**

All users must comply with signup and time limitations in order to allow all users an opportunity to use the equipment.

All users must respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

The Library's Rules of Conduct and pertinent state, federal, and local laws apply to all library users. Library computers and Wi-Fi may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing
- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, or any other illegal utility on any computer
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights
- Exposing other individuals to materials or images they find personally unsuitable.

Users engaging in these activities may lose computer privileges and/or be asked to leave the library. Library staff may summon law enforcement authorities.

### **13.3.1 ACCESS BY CHILDREN**

Libraries provide access to the information people need or want, regardless of the format in which that information appears. Content available on the Internet has the same Constitutional protections that apply to the books on libraries' shelves. The Canby Public Library supports the American Library Association in defending the First Amendment rights of children to use libraries. The library recognizes that if today's children are to succeed as adults, they must learn information literacy skills for every resource. This includes the use of the Internet. The Canby Public Library supports the American Library Association's belief that educating children to use the Internet wisely is their best protection, now and in the future. Computers in the children's area and in the teen room have limited filters. However, parents need to be aware that the use of filters may give parents a false sense their children are protected when this is not the case. Filters are not effective in blocking all "objectionable" material, and they do not protect against other interactive aspects of the Internet. The library encourages parents to decide with their children how to use libraries and believes it is the parent's responsibility to care for, instruct, protect and monitor the behavior of their own children.

### **13.3.2 TIME AND OTHER LIMITATIONS**

Each patron using their LINCC library card is granted 90 minutes of Internet access on the library's public computers and two 15-minute extensions if there are no pending reservations. Each patron is expected to use his or her own library card when logging on to a computer. Visitors who do not have a library card may receive an internet guest pass. Guest passes are limited to 30-minutes. If other computers are available, extra time may be allowed. Guest passes are for visitors and are for one-time use. The library may also issue a computer-use-only card if the patron does not qualify for a regular library card. Photo identification is required regardless of card type.

The library's computers are set up for use by a single individual. A maximum of two persons may sit/work together at any one computer.

## **13.4 COMPUTER USE GUIDELINES**

Computers at the Canby Public Library are shared resources. The following guidelines apply for public use of computers to ensure fair and equal access for all:

- Public computers are available to users on a first-come first-served basis.
- Each user must use their library card, or a guest pass, to reserve a computer. Use of another person's library card number is not allowed for computer access.
- Computer session length:
  - Adult computers 90-minute sessions. If there is no one waiting, session lengths may be extended. Patrons will be granted two 15-minute extensions if there are no pending reservations.

- Teen computers 60-minutes
  - Children's computers 60-minutes
  - There is no time limit for catalog stations.
- All computers in the designated children's area are only for use by children aged 12 and younger and for parents or caregivers assisting children.
- Computers in the Teen Room are only for use by youth in grades 6-12.
- Adult computers are only for use by adults aged 18 and older.
- All computers reserved for special purposes (such as children's use, catalog searches) may not be used for any other purpose.
- Users may not perform any action that might damage the computer equipment or make it inoperable, such as downloading or installing any harmful program.
- Anyone using library computers may not violate copyright or trademark laws, software licensing agreements, or intellectual property rights.
- Users should notify library staff if the computer equipment or peripherals are not functioning properly.
- Computer users must use headphones when listening to audio on any computer (including personal laptops) and keep the volume to a level that does not disturb those nearby.
- Users may be limited to one person per computer station, at the discretion of library staff.
- Work saved on Canby Public Library computers is automatically erased when a patron logs off. To save documents, patrons must copy it to a flash (aka "thumb") drive or upload it to an online storage service.
- The Canby Public Library is not responsible for any damage or loss of data arising from the use of its computers or network.

The Canby Public Library may withhold computer privileges from anyone who does not comply with the above procedures or who are barred from the Library due to violation(s) of the Library's Rules for Behavior.

### **13.5 PROHIBITED USE OF INTERNET STATIONS**

- Accessing or viewing images that may be considered obscene or pornographic
- Attempting to install and run programs
- Damage to or destruction of Library equipment, software or data
- Resetting, restarting or turning off any machines
- Listening to loud programs that disturb others (headphones are available if requested)
- Using another person's library card to access computers
- Attempting to access internal library data or equipment set-ups; violation of computer security; attempts to alter software configurations or unauthorized manipulation of data
- Violation of another user's right to privacy or attempting to interfere with another user's ability to access and view information
- Transmission of unsolicited advertising

- Illegal downloading of copyrighted material or media
- Any activity in violation of federal or state laws and regulations, including those regarding copyright, transmission of material that is harassing, libeling, slandering, indecent or obscene; and those regarding accessing, viewing, and distributing obscenity or child pornography

## **13.6 WIRELESS ACCESS**

The Canby Public Library provides wireless Internet access to our patrons for use on laptops or other wireless-enabled mobile devices for web and email access. As with most public wireless “hot spots,” the library’s wireless connection is not secure. Cautious and informed wireless users should not transmit credit card information, passwords and other sensitive personal information while using any wireless “hot spot.”

- Wireless users must comply with all provisions of the Canby Public Library Internet Policy. Any activities deemed illegal are considered violations, regardless of whether a patron is on a Library-owned computer or the patron’s own computer.
- The library is not responsible for any information (i.e., credit card) that is compromised, or for any damage caused to a patron’s hardware or software due to power surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The user is responsible for anti-virus and security protection.
- Laptop computer users must be considerate of patrons nearby and refrain from excessive noise, including the playing of music or movies on the laptop without the use of headphones.
- The library is not responsible for laptops left unattended.

## 14 CULTURAL PASSES

---

### 14.1 DESCRIPTION

The cultural pass program provides free, or discounted, admittance to local cultural venues in the Portland area. In April of 2019, all LINCC libraries agreed to consolidate their cultural passes for the convenience of patrons into an online e-pass system. Venues may limit their number of e-pass reservations. The number of persons admitted to a particular venue with a pass varies in accordance with each institution's regulations. Patrons may incur additional expenses. It is the patron's responsibility to contact the institution regarding specific admission requirements. As of April 1, 2019, all pass reservations are made on the Cultural Pass Express page on [lincc.org](http://lincc.org). Only the following card types are eligible to use the ePass service:


#### Eligible:

- ADMIN
- GENERAL
- HOMEBOUND
- NON-MIX
- TEMP

#### Non-eligible:

- COMP-ONLY
- EDUCATOR
- INSTITUTE
- PASSPORT
- SCHOOL
- SCHOOLCUST
- ECARD

#### Additional restrictions on access:

- Patron must be 18 or older (16 or older for the Chinese Garden and Oregon Garden)
- Patron's account must be in good standing and active status.
- Patrons may have only two active reservations at any given time, and for separate venues. (The Oregon State Parks is the sole exception. This pass may be reserved for two consecutive days.)
-  Most venues limit reservations to one per month, per patron, and the following venues limit reservations to one per calendar year:
  - Lan Su Chinese Garden
  - Pittock Mansion
  - Portland Japanese Garden
  - Portland Art Museum
  - Portland Opera
- Passes are non-transferable.
- Reservations can be made up to 3 months in advance.
- Once a pass has been downloaded/printed, it cannot be canceled by the patron. Only a supervisor/manager may cancel a reservation once a pass has been downloaded/printed.

- Reservations cannot be canceled after the date of use even if the patron did not visit the venue.
- A valid photo ID, matching the name of the person on the reservation, is required for redemption of the pass at the venue.
- The library reserves the right to change limits in the future due to demand and venue restrictions.
- Email is not required to use the ePass service.

## 15 WILLAMETTE AND MAGNOLIA MEETING ROOMS

---

### 15.1 USE OF ROOMS

The Willamette Room (capacity: 50) and the Magnolia Room (capacity: 12) of the Canby Public Library are designed to meet general informational, educational, cultural, and civic purposes. Permission may be granted for the following uses with priority given in the following order: Programs administered or sponsored by The Canby Public Library; City of Canby sponsored activities, Friends of the Canby Public Library and The Canby Public Library Foundation. Exceptions can be made on a case-by-case basis. A library program is defined as any event which promotes library purposes and involves staff in the organization, promotion, presentation or payment of presenters.

- Any person at least 18 years old, on their own behalf or representing any group or agency, may submit a reservation request to reserve the Willamette or Magnolia room. At least one adult age 18 or older must be present when youth groups use the meeting or conference rooms. Reservations may be made online on the library website <https://www.canbyoregon.gov/library/reservations/month>.
- Applicants must acknowledge that they understand and will ensure compliance with all meeting room policies. The Library Director, or designee, will review and approve or deny all reservation requests based on the Public Use of Meeting Room rules. When in doubt, the request will be referred to the city administrator, or designee, for consultation. Any applicant denied the use of a library meeting or conference room may appeal the denial in writing to the city administrator. The city administrator, or designee, will review the request and respond to the applicant.
- The Willamette Room and the Magnolia Room are available free of charge.
- The Library, its affiliates, and/or other City of Canby users will have priority on space allocation. In the event of unforeseen conflicts in Library or the City of Canby scheduling, it may be necessary to cancel a reservation. If so, a library representative will notify the applicant as soon as practicable. The library will make every effort not to displace a reservation already properly made and approved.
- Patrons are required to show identification (photo ID or LINCC library card) before using a meeting room. The name on the identification will need to match the name on the reservation.



## 15.2 HOURS OF USE

The Willamette Room and Magnolia Room are both available for reservation during library open hours and must be vacated 15 minutes prior to closing.

## 15.3 RESTRICTIONS/LIMITATIONS

- Approved reservations are limited to one per month per group. Advance scheduling is limited to 3 months out from the date of the submitted reservation request. Applicants may have two active requests at any given time.
- The library is committed to being non-biased and neutral towards all groups. We do not advocate for, or endorse, the viewpoints expressed in meetings by meeting room users. While groups will not be excluded based on their views or content of their meeting, we do require that the volume be kept at a reasonable level as to not disturb staff or other patrons using the library. Furthermore, meeting room users may not harass, disrupt, approach or solicit other library users.
- Except for library programs, signage pertaining to the event can only be displayed in the library no earlier than 15 minutes prior to the event and must be kept within the Willamette or Magnolia Room or on the door.
- Library meeting rooms are not designed for cooking or food preparation. Light refreshments may be served but groups may not cook or prepare food on library property.
- Special uses involving music, wall hangings or decorations, the serving of food or drink or other activities liable to entail significant cleanup or risk of damage are subject to review and approval by the library director or designated staff. Full disclosure of such uses must be made on the reservation request.
- The library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers. Usage of any library phone number as a contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or internet, to promote the event is prohibited.
- In publishing a meeting to be held in a library meeting or conference room, the sponsoring group must be clearly identified. Groups may not imply library sponsorship of their program or organization in their publicity. Any printed or electronic publicity or marketing materials that include the library's name and address must include the disclaimer "This event is not sponsored by the Canby Public Library or the City of Canby Oregon."
- The Canby Public Library reserves the right to reschedule, cancel or change facility use arrangements when deemed necessary. The library also reserves the right to deny or cancel any reservation if there is any misrepresentation of the applicant's non-profit status or other material misrepresentation.
- Exceptions to these policies may be made at the discretion of the Library Director or

designated staff.

- A reservation for the Willamette Room or The Magnolia Room does not include additional areas. Meeting rooms, lobby, and parking lot are monitored by audio and video security cameras. There is no expectation of personal privacy in these areas.
- Failure to abide by these conditions may result in removal, denial, cancelation of the reservation or future services.

## **15.4 TERMS AND CONDITIONS**

Terms and Conditions for use of Canby Public Library Community Room the Canby Public Library will be referred to as “CPL” and the person designated as the “Responsible Person” will be referred to as the “USER.”

- If a reservation must be canceled, CPL expects the “Responsible Person” and USER to inform the Canby Public Library staff as soon as possible.
- USER agrees to be responsible for the conduct of event participants in and about the building and for any and all damages beyond ordinary wear caused by or related to USER’s occupancy. All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the Behavior Rules Governing the Use of the Canby Public Library. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.
- USER is responsible for ensuring that attendance at its meetings does not exceed the maximum occupancy for the meeting or conference room as set by the Fire Marshal and as agreed upon in your application.
- No admission fees may be charged or solicited. The use of the room for fundraising is prohibited. No solicitation of money or other property may be collected for the user from the audience. No promotions or commercial sales of services, products, merchandise, materials or other items are allowed. The Constitution of Oregon, Article XI, Section 9, precludes a government agency like the library from providing financial aid to private enterprise absent a clear public purpose.
- Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Library or the Library Foundation, are permitted.
- Commercial use of library meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public.

During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

- The library is not responsible for theft of or damage to property brought into a library meeting room.
- No alcoholic beverages, illegal drugs, smoking, vaping, use of tobacco, e-cigarettes or cannabis are allowed in the library or grounds at any time. Failure of anyone within the group to comply will cause an immediate request to leave the facility and grounds.
- Firearms are not permitted anywhere in the property unless authorized by law. Further, the leaving or not securing dangerous weapons or other hazards (jeopardizing the safety of patrons or employees) will result in an immediate request to leave the facility and grounds.
- USER is responsible for returning the building to a clean and orderly condition after use.
- Cleanup includes wiping table surfaces, removing debris and placing garbage in appropriate containers. Folding tables returned into storable configuration and stacking chairs onto carts.
- Open flames (including candles and incense) are prohibited.
- Music or other audio must be limited in volume so as to not disturb other library users.
- Tables and chairs cannot be removed from the building.
- Animals are not permitted except service animals or part of a pre-established program (i.e. Police canine program).
- Facility users will not attempt to adjust thermostats.
- Equipment, supplies or other products belonging to user groups cannot be stored in the facility.
- Existing wall decorations may not be removed.
- Posters, charts, banners or easel sheets will be attached only on tack boards installed on the facility walls. No tape, tacks, stickpins, or fasteners of any kind will be applied to or stuck into other surfaces in rooms, doors, or the building lobby. Only with prior approval may groups post signs in library approved locations.

- USER is responsible for any damage to the building or building equipment caused by or related to his/her use of the facilities. USER agrees to report damages to the Canby Public Library in writing as soon as practicable.



## 16 LILAC AND IRIS STUDY ROOMS

---

### 16.1 PURPOSE OF ROOMS

The Iris (capacity: 4) and Lilac (capacity: 6) study rooms are available for study and conferencing purposes by individuals and by small groups. Study room use is free of charge and reservations are made on a first-come, first served basis.

### 16.2 RESERVATIONS

- Reservations may be made online on the library website <https://www.canbyoregon.gov/library/reservations/month>. Rooms are not considered reserved until the reservation request is submitted and approved by authorized library staff.
- Patrons are required to show identification (photo ID or LINCC library card) before using a meeting room. The name on the identification will need to match the name on the reservation.
- Rooms can only be reserved during open hours. Early access to rooms before library open hours is not permitted.
- Rooms are to be used for non-commercial activities (tutoring or educational purposes are an exception).
- The room is limited to one group or user for up to 4 hours max. per day.
- Same day reservations for individuals or groups are allowed if available.
- Room will be held 30 minutes past reservation time then released. If the room is still available and the user shows up later, they can make a same day reservation (calendar permitting).
- Library related, or other meetings may be scheduled longer at the discretion of the library director or designee.

### 16.3 HOURS

The Lilac and Iris study rooms are available during library open hours.

Study rooms close 15 minutes prior to closing.

### 16.4 SAME DAY RESERVATIONS

- Reservations may be made online on the library website  
<https://www.canbyoregon.gov/library/reservations/month>.

## **16.5 RESTRICTIONS**

- The room must be left in the same order as it was when entered.

## **17 PHYSICAL FACILITIES AND GROUNDS**

---

### **17.1 HOURS OF OPERATION**

The Canby Public Library shall be open to the public as recommended by the Library Board and as adopted by the Canby City Council.

### **17.2 HOLIDAYS**

The library will be closed to the public on the following days, and such others as proclaimed by the Canby City Council:

New Year's Day  
Martin Luther King Day  
President's Day  
Easter  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day/Indigenous People's Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day

The library makes every effort to keep regular hours during inclement weather. However, there may be occasions when this is not possible. For example, weather conditions may deteriorate to the point where it would not be safe for staff on duty to get home, or road conditions may prevent library staff from getting to the library in time to open it. The library staff reserves the right to close the library early or open it late when conditions mandate. The library may also have unscheduled closures if enough staff members are not available to provide the minimum level of service. A minimum level of service may only be met with no less than 2 staff members temporarily, with a minimum of 3 staff members for a full day.

## 18 BULLETIN BOARD, DISPLAY, EXHIBIT AND NON-COLLECTION MATERIALS POLICY

---

### 18.1 BULLETIN BOARD POLICY

The Canby Public Library provides a designated area for the display and passive distribution of materials, such as flyers, school catalogs, publications, notices, and posters, that promote awareness of services and events of interest to the community. All bulletin board items must be submitted to library staff for approval and posting. Any material posted or left in the display area without prior authorization will be discarded immediately. The library accepts materials from local educational, government, and non-profit organizations. Preference will be given to organizations based in Canby or of community-wide interest. The library will not accept for display or distribution the following: Partisan political or persuasive religious materials and materials advertising or promoting goods or services for personal or commercial profit. The posting or distribution of materials does not indicate the library's endorsement of the services offered, the accuracy of the information provided, or any liability relating to the events or services advertised.

### 18.2 DISPLAYS AND EXHIBITS POLICY

As part of its mission, the Canby Public Library promotes the power of lifelong learning to our diverse community through quality resources and services. Those resources include displays and exhibits.

The library adheres to the "Interpretation of the Library Bill of Rights: Exhibit Spaces and Bulletin Boards," adopted by the American Library Association Council in 1991. All exhibits considered for space within the library must support the mission of the library, must not cause disruption of the regular flow of library work and service, and must provide educational, cultural or civic content. Library initiated exhibits and displays have priority. Non-library organizations may request exhibit space following the library's display guidelines.

Library exhibits and displays are for a period of two months. They are not to be used for exclusively commercial purposes, solicitation, fundraising, political recruitment, or religious proselytizing. Educational exhibits or displays on the aforementioned subjects may be allowed. Determination of educational exhibits will be made by library staff. All exhibits will be considered using the following criteria:

- Suitability of subject
- Quality of presentation
- Local interest
- Space requirements
- Timeliness



The library reserves the right to remove or refuse any material judged unsuitable or to rescind an exhibit/display for violation of policy.

Because individuals of all ages will view exhibits, materials must visually meet a standard acceptable to the community. However, the library does not guarantee that exhibits will be suitable for all children. Parents are encouraged to view displays and exhibits with their children.

### **18.3 NON-COLLECTION MATERIALS POLICY**

As a service to the community, the Canby Public Library chooses to consider non-collection materials that may be of value to the community. Such items would include information from nonprofit cultural, educational and civic organizations in both the city and the local area. All items must be approved in advance by Library Staff. Commercial, religious and partisan political campaign materials will not be displayed.

Some examples of qualifying non-collection materials include, but are not limited to, the following organizations:

- City of Canby agencies
- Groups such as advisory boards that support City functions
- Public agencies, schools and colleges
- Nonprofit groups having 501(c)3 status engaged in business in the City of Canby
- Sponsors of events that further the City of Canby and its objectives
- Government publications (such as tax forms and voters' guides)

The Library reserves the right to refuse to post or display any materials which, in its judgment, does not meet Library criteria. The Library also reserves the right to remove and dispose of any items not approved in advance or not meeting Library criteria as stated in section 18.2 above. Acceptance of materials for display or posting does not imply approval or disapproval by the Library of the ideas or opinions expressed.

#### **Appeals Process**

Either additions to or rejections of non-collection materials may be appealed in accordance with Policy 8.4 (Reconsideration of Materials) in the Canby Public Library Policy Manual.

## **19 SOCIAL MEDIA POLICY**

---

### **19.1 SOCIAL MEDIA**

The Canby Public Library uses social media in many forms. Library staff maintains and edits the content of the library's social media sites to comply with library policies. Library social media is intended to create a welcoming online space where library users will find useful and entertaining information and can interact with staff and other users. Social media is defined as any web application, website, or account used by the library to facilitate the sharing of opinions and information about library-related subjects and issues. It includes any facility for online publication and commentary, such as blogs, wikis, and social networking sites. The library utilizes social media tools to encourage community involvement and to create a dialogue between the library and its patrons regarding library services, resources, events and programs, and community information.

### **19.2 PUBLIC POSTINGS**

Comments, posts, and messages are welcome on the library's social networking sites. Although the library recognizes and respects differences in opinion, library staff will regularly monitor and review all such interactions for content and relevancy. The library reserves the right to refrain from posting user submissions or comments or to remove them at any time.

### **19.3 RULES FOR PUBLIC COMMENTS AND POSTS**

#### **19.3.1 CITY OF CANBY SOCIAL MEDIA POLICY**

Any individual accessing, browsing, and using a City of Canby Social Media profile accepts without limitation or qualification, the City of Canby's Social Media Policies set forth below:

- Comments should relate to City matters and to the topics being discussed in the original post and not contain spam, advertising, or solicitations, advocate illegal activity or violence; products or political organizations; infringe on copyrights, trademarks or intellectual property rights or others.
- Comments should be family friendly and not contain abusive or vulgar language, sexually explicit subject matter, hate speech, derogatory terms or offensive content.
- Comments should not contain personal or defamatory remarks about a person's age, education, ethnicity, race, family status, gender, national origin, class, physical ability, qualities, religion, sexual orientation, thought processes or personality.

- A posted comment is the opinion of the poster only and does not imply endorsement or agreement by the City of Canby, its elected officials or employees.
- Comments should not endorse candidates or a particular stance or current ballot measure.
- The City reserves the right to determine which comments are unacceptable for its page and citizens who repeatedly violate this policy may be prohibited. By posting a comment, customers agree to indemnify the City of Canby, its officers and staff from and against all liability, judgements, damages, and costs (including attorney's fees) incurred by any of them, which arise out of or are related to the content posted by customers.
- Forums and messaging may not be used for commercial purposes or for organized political activity. If a citizen does not agree to these terms, the individual should not use the City of Canby's sponsored sites, as violation of these terms may lead to legal liability.

#### **19.3.2 LIBRARY RULES FOR PUBLIC COMMENTS AND POSTS**

- Comments and posts should be library related.
- Multiple posts from the same individual will be deleted.
- Users should not include personal information about themselves or others. The library discourages individuals from posting personal information and reserves the right to remove any posts with personal information.
- Individuals should not post any unauthorized content. The Library follows a notice-and-takedown procedure for complaints of copyright violation under the Digital Millennium Copyright Act.
- If a user reports a concern regarding a post, library staff will review those concerns as soon as possible.

#### **19.4 ADVERTISEMENTS**

The Canby Public Library does not endorse the advertisements promoted on any social media site. These advertisements are displayed by vendors and do not express the Canby Public Library's views or positions.

## 20 PROGRAMMING POLICY

---

### 20.1 GENERAL

Library programming supports the library's mission to serve the informational, educational, cultural and recreational needs of its residents. The library strives to offer a variety of programs for all ages that reflect the community's interests, encourage library usage, promote library materials and extend library services to the community. Programs are a means through which the public can share experiences, appreciate special interests, and exchange information. All programs are open to the general public; however, some programs may be designed with specific audiences in mind, such as children's programs, adult craft workshops, and story times. Programs targeted toward specific audiences will be publicized as such.

- The Canby Public Library reserves the right to promote library-sponsored programs as it sees fit. Such promotion may include, but is not limited to, the use of social media, in-house marketing, photography, video, print and online media.
- Library sponsored programs may be offered at locations outside the library as well as on-site. Such locations may include schools, community centers, information fairs, farmers markets, and area businesses.
- Library sponsored programs shall be at the discretion of the library staff. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs or program by any library personnel or by the City of Canby.
- Grant funded programs are subject to the regulations of the grantor.
- Programs may be presented by library staff, volunteers, or outside presenters. Library staff that present programs do so as part of their regular job and may not be hired as outside contractors for programming. Programs may be held on-site or off-site.
- The library does not offer programs of a commercial nature. Library-sponsored programs must have a special educational, informational or cultural value to the community.
- The library may draw upon other community resources in developing programs and actively partner with other community agencies, organizations, educational and cultural institutions or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs.
- The library will not be held liable for the consequences of any information presented by a speaker during a library program.

The City of Canby assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals, while attending a library-sponsored program. Any specific requirements of a program will be noted with the posting of the program.

## **20.2 PROGRAM REGISTRATION**

- Registration will begin when the program flyer is made public in print and/or on the library website. Registration will NOT begin any earlier than the specified date.
- If there is an age requirement for a library program, only patrons who meet the specified age requirement will be registered for that program.
- Registrations for programs can be made in person, online, or over the telephone.
- Registration is done on a “first come, first served” basis. If all slots have been filled, patron's names will be added to a waitlist. Should a slot open, the library staff will call the names on the list in order.
- If a patron is unable to attend a program, the patron is requested to call the library to cancel or to cancel through the link in the registration email so that the spot may be filled as soon as possible. If a patron does not show up to a program in which they registered, future program registrations may be suspended for a period of time at the Library’s discretion.

## 21 MAKER LAB USE POLICY

---

### 21.1 POLICY

Canby Public Library provides a Maker Lab to promote creativity, innovation, and technology education in support of its mission of nurturing intellectual freedom, curiosity, and success of the community.

### 21.2 RULES

Maker Lab equipment may only be used for lawful purposes. The public is prohibited from using Maker Lab equipment to create material that is:

- Prohibited by local, state, or federal law;
- Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others;
- Obscene or in violation of the Library rules and policies;
- In violation of another's intellectual property rights. Equipment may not be used to infringe upon existing copyright, patent, or trademark protected work. Patrons are responsible for ensuring their use of the Maker Lab follows appropriate intellectual property laws.

Some equipment requires safety and training certification before use. Patrons may not use this equipment until training and certification has been completed.

Patrons age 18 and up may use the Maker Lab independently. Patrons ages 9 and under must be supervised by an adult caregiver at all times. Exceptions may be made for some Library events, with parental consent. Users must sign the Maker Lab User Agreement & Liability Waiver before using the Maker Lab. Users age 17 and under must have a parent or legal guardian sign the agreement on their behalf.

When using a tool or equipment that does not require specific training, the patron certifies that they are capable of using that tool or equipment in a safe and proper manner and must follow the safety guidelines listed on the equipment's usage sheet.

Only library-provided or library-approved materials may be used in or on Maker Lab equipment. There may be a charge for use of some materials and supplies used by some Maker Lab equipment. Patrons are responsible for all materials costs associated with all products, regardless of completion, satisfaction, or error.

Canby Library is not responsible if a project is destroyed, does not print correctly, or does not work. Patrons understand that Canby Public Library is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the Library.

If any equipment begins to act unsafe or incorrectly, the patron must immediately discontinue use and notify library staff. If you notice any damage to the equipment, notify library staff. Patrons should report to library staff any equipment in need of repair, any accident that occurs, or if they witness unsafe behavior.

Items used in the Maker Lab are to be returned in the same condition as they were issued, barring normal wear and tear. Patrons agree to pay for the loss or damage to any items due to misuse or non-compliance with specified instructions.

Some equipment located in the Maker Lab may contain aspects, parts, or components that will cause injury to the user if used improperly. Users agree to release and hold the Canby Public Library and the City of Canby harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Maker Lab, including the equipment, tools, and materials therein.

Maker Lab equipment is intended for educational, entertainment, and prototyping purposes. The Library does not provide access to equipment for the production or sale of goods.

Scheduled library programs have priority, followed by patrons who have made a reservation. If the room or its equipment is not reserved, it may be made available on a first come, first served basis to patrons who have completed certification to use the equipment.

Canby Public Library reserves the right to deny Maker Lab access if a patron violates the Maker Lab policy or any other library policy, or for misuse of the space.

**APPROVAL:** This policy was approved by the Canby Library Advisory Board on October 15, 2024.

## 22 PUBLIC RELATIONS POLICY

---

The public relations goals of the Canby Public Library are to promote a good understanding of the library's objectives and services among governing officials, civic leaders, the general public, and to promote active participation in the varied services offered by the library to people of all ages.

The Library Director and the Canby Public Library Board recognize that public relations involve every person who has a connection with the library. Because Board members and library staff represent the library in every public contact they make, their public interactions should further the library's public relations goals and guidelines. The library recognizes that good service supports good public relations.

The Director is expected to make presentations and to participate in community activities to promote library services. The Director must approve all materials to be used by press, radio, or television.



## **23 VOLUNTEERS**

---

### **23.1 VOLUNTEERS**

The library encourages individuals and groups to volunteer their time and effort in the service of the library.

The volunteer coordinator is responsible for all volunteer applications, communication, and training of volunteers. Training will be conducted prior to any volunteer assignment in the area in which they are assigned. Library volunteers are not allowed access to library records and should not be given assignments that jeopardize patron confidentiality. All volunteers must abide by rules and regulations set forth in the “City of Canby Volunteer Handbook”.

In appreciation of volunteer services, the library provides appropriate recognition to those individuals.

#### **23.1.1 VOLUNTEER APPLICATIONS**

All volunteers are required to complete an online application. This application is used to determine the individual’s eligibility for volunteer service, identify skills that the library may use (or skills the volunteer may wish to offer or develop), indicate the length of service that is anticipated, and indicate the reasons that such service is being provided. The library will keep all applicant information confidential to the extent allowed by the Oregon Public Records laws.

#### **23.1.2 AGE**

The minimum age for volunteers is 15. Volunteers under the age of 18 are not eligible for volunteer service unless the application is signed and approved by a parent or legal guardian.

#### **23.1.3 BACKGROUND CHECKS**

Background checks are required for library volunteers 15 years of age or older if the applicant will be working with a vulnerable population (children or the elderly) or have access to confidential patron information. The parent or legal guardian, and the applicant, is required to sign a release form for applicants ages 15-17 before the city can proceed with a background check. The Library reserves the right to discontinue service based on the results of a background check.

#### **23.1.4 RELATIVES OF EMPLOYEES**

Family members of employees (who meet all qualifications) may volunteer for the library. Family members will be treated the same as any volunteer with all the same privileges and benefits. Employees may not supervise family members who are volunteers.

### **23.1.5 COMMUNITY SERVICE**

Individual volunteers who are completing required service hours for a community or school organization are welcome at the library. It is the responsibility of the volunteer to keep track of any required paperwork. Reasonable time should be allowed for library staff to complete required paperwork. The library does not accept volunteers who are completing court ordered community service hours.

### **23.1.6 COMMUNITY SERVICE GROUPS**

The library welcomes the volunteer efforts of community service groups completing special projects for the library or providing specialized services. Approval of such group activities requires that one adult be designated as the group's representative to the library. The group leader will be responsible for coordinating the activities of the individual members of the group, making contact with library staff as appropriate, and monitoring the behavior of the group in the performance of its tasks.

Groups that wish to provide a service for the library should provide a written explanation of the activity to be performed, the extent of the services that will be provided, and an indication of the length of time this service will be provided. The library cannot guarantee that the results of a special project will be maintained as an ongoing activity of its staff members.

### **23.1.7 LIBRARY SPONSORED GROUPS**

The library may occasionally coordinate the activities of a group of volunteers in a specified project or series of projects. In such cases, the library will provide supervision for the activities of the group.

## 24 AMENDMENTS

---

The Canby Public Library Policy Manual will be reviewed on a rotating three (3) year cycle.

The Canby Public Library Advisory Board may amend the provisions of this policy manual, at any time, by majority vote.

*\*Library Policy Manual revised and adopted by the Library Advisory Board on 10/15/2024.*

## **APPENDICES**

# CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

---

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance

diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

*Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.*

# Library Bill of Rights

---

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

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

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

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

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

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

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

VII. 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.*

## POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

---

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also [ALA Code of Ethics](#), Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and [Privacy: An Interpretation of the Library Bill of Rights](#).)
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.<sup>1</sup>

<sup>1</sup>Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

*Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.*



## THE FREEDOM TO READ STATEMENT

---

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range

and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the*

*exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

## 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**

## **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.<sup>1</sup> 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.<sup>2</sup> 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.<sup>3</sup>

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.”<sup>4</sup> 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.<sup>5</sup>

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.

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

<sup>2</sup> *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).

<sup>3</sup> “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.

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

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

*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.*