

# Waldport Public Library Policies

## **1. Core**

## **Last Adopted**

1.1	Mission Statement	11/11/2014
1.2	Circulation Policy (non-resident fees)	06/10/2018
1.2.1	Passport Card	06/10/2018
1.3	Rules of Library Use	05/13/2014
1.4	Ordinance #653, 658, 740	09/12/2013
1.5	Bylaws	10/14/2014

## **2. Patron rights**

2.1	Library Bill of Rights	08/11/2015
2.1.1	Interpretation as relates to minors	08/12/2014
2.2	Freedom to Read	08/11/2015
2.3	Freedom to View	08/11/2015

## **3. Staff Conduct**

3.1	Code of Ethics	01/13/2015
3.2	Confidentiality of library records	06/10/2018
3.2.1	Related: procedures to protect confidentiality	03/10/2015
3.2.2	Advisory USA PATRIOT Act	06/10/2018
3.3	Materials Selection & Retention	06/10/2018
3.4	Mandating Reporting, record of staff training dates	05/12/2015

## **4. OPERATIONS**

4.1	Fees and Fines	06/10/2018
4.2	Internet Use	06/10/2018
4.2.1	Wireless Internet	06/10/2018
4.3	Display	06/10/2018
4.4	Meeting Room use	06/10/2018
4.5	Petitions	06/10/2018
4.6	Postings	10/13/2015
4.7	Emergency & Safety Policy & Procedures	06/10/2018
4.7.1	Contagion Issue	06/10/2018

## **Other Key Documents**

Public Library Standards Report	11/2015
Oregon Public Library Statistical Report	10/2015
Contract with LCLD	06/2012

# *Waldport Public Library*

## **1.1 Mission Statement**

The mission of the Waldport Public Library is to provide diverse materials and services for community residents of all ages for personal enrichment, enjoyment and educational needs. We especially recognize our responsibility to serve as a place for children to discover the joy of reading and the value of libraries for life-long learning.

**Approved Board of Trustees of the Waldport Public Library  
November 11, 2014**

## **1.2 Circulation Policy**

### **Service Population**

The service population for the Waldport Public Library is anyone living within the Lincoln County Library District (LCLD).

As a participating library in the LCLD, the Waldport Public Library provides library cards and services without a user fee to all residents participating in the LCLD.

### **Non-Resident Fees**

Library services are available to a person residing outside the LCLD for an annual fee of \$45 per residence. The non-resident fee will give the individual or family access to all services provided to participating patrons.

### **Visitor Cards**

Visitor cards are available for a fee of \$5 for each 30 days and are eligible for full services. Visitors must also provide proof of their permanent address.

### **1.2.1 Oregon Passport Card**

The Passport Program is sponsored by the Oregon Library Association's Resource Sharing Committee. <https://librariesoforegon.org/passport>

#### **Summary of the Oregon Library Passport Program:**

- The Passport Program is a voluntary, opt-in program and a library's participation is free. A library's choice to participate determines whether or not its patrons can participate.
- The Passport Program is open to all tax-supported public libraries, and both public and private academic libraries.
- Borrowing is free of charge to the patron and activity is patron initiated: patron goes to a Participating Library and registers for a card; patron complies with that library's policies for personal identification, checkout periods, limits, etc.; patron checks out materials; patron returns the materials to the owning library; and patron is responsible for costs of any overdues or lost materials. There is no library-to-library intervention required.
- In order to participate, patrons are required to have a Home Library card first. This becomes his or her "Passport" to other Participating Libraries. Patrons present their Home Library cards at each Participating Library in order to register for cards at those libraries.

- The Participating Library is allowed to set its own limits on use by Passport patrons.  
**Waldport Public Library** established a limit of 10 items for check out at any time.  
Passport cards will not be given digital access to the place holds on items held by other libraries in the Chinook Network nor access digital collections in Library2Go.

**Approved Board of Trustees of the Waldport Public Library**

**November 13, 2012**

**March 10, 2015**

**June 10, 2018**

## **Rules of use Waldport Public Library**

### **Please be considerate of others while using the library.**

So that everyone may have a safe and enjoyable experience:

Please:

- Ask for help when you need it.
- Cooperate with library employees.
- Walk, don't run.
- Silence cell phones and other electronic devices.
- Observe the rules for computer and Wi Fi use.

Please:

Do not use tobacco products: smoke, chew, e-cigarettes.

Do not bring food or drinks into the library.

Do not use excessive noise in speaking or playing audio equipment.

Do not leave children under age ten (10) without a responsible caretaker.

Please be advised:

- Possession or use of illegal drugs and alcohol is prohibited on City property.
- Panhandling and solicitation are prohibited.
- Misuse or defacing of library materials, equipment or facilities is illegal.
- Persons interfering with the normal use of the library will be asked to leave.

In addition to the above, violation of any Federal or State statute or local ordinance will be regarded as a violation of library rules. The City of Waldport reserves the right to cause to be ejected or refuse further admission to those individuals who violate library rules, create disorder or engage in illegal activity.

A person receiving a Notice of Exclusion may appeal to the Library Board to have the exclusion rescinded or shortened. The appeal should be filed with the Library Director within 7 days of receiving exclusion notice. The appeal should be in writing including: the day and time of the exclusion, the name and address of the person appealing, the official who issued the exclusion, and a concise statement as to why the Notice was issued in error.

# Waldport Public Library

## Exclusion Notice

Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Email address \_\_\_\_\_ Borrower ID number \_\_\_\_\_

**Your behavior today violated Rules of Library use and may be grounds for exclusion from this facility. If you receive a second notice within 90 days, you may be excluded from the library and lose Library privileges for a period up to 90 days.**

\_\_\_\_\_  
**Sue Bennett**  
**Director**  
**Waldport Public Library**  
**PO Box 1357**  
**Waldport OR 97394**

**Rules Violation:**

\_\_\_\_\_  
\_\_\_\_\_

**You have the right to appeal this warning and any exclusion notice. Submit a request to appeal within 7 days of receiving the library notice to the Library Director.**

**Patron**  
**Signature** \_\_\_\_\_

## **1.5 Bylaws**

### **Article I**

The name of this board is the Board of Trustees of the Waldport Public Library.

The purpose of the Board is to provide the library's service area excellent library services. The Board shall form rules and policies pursuant to the City of Waldport ordinances and the Oregon Revised Statutes.

### **Article II: Membership**

The library board will consist of five members initially holding office for one year, one for two years, one for three years, and two for four years, commencing on July 1, 1999. Succeeding appointees will hold office for a term of four years from July 1 in the year of their appointment. At expiration of the term of any member of the Library Board, the City Council shall appoint a new member or may reappoint a member for a term of four years as provided in subsection 2 of Ordinance 658. If a vacancy occurs, the City Council shall appoint a new member for the unexpired term. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the Library Board after an interval of one year.

**Ordinance 658, September 12, 2013**  
**City Council amended ordinance 653 (6/17/1999)**

### **Article III: Officers**

During the first meeting of the fiscal year, the Board will elect a chairperson and a vice chairperson. The Library Director will act as secretary to the Board.

### **Article IV: Meetings**

Section 1. The Board will convene regular meetings once a month on a date to be established by the Board. The Board will hold no less than 9 regular meetings in one year.

Section 2. Special Meetings may be called by the Secretary at the direction of the Chairman or at the request of three members, for transaction of business as stated in the call for the meeting.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, so far as circumstances will permit:

- a. Call to order, introductions, and review agenda
- b. Review, approve minutes of previous meeting
- c. Review financial report of previous month
- d. Committee reports
- e. Directors report
- f. Unfinished business
- g. Board members concerns
- h. New business
- i. Other actions of City
- j. Public comment
- k. Announcements
- l. Adjournment

Section 4. Proper notification of the media and all persons who have requested regular notice will be given for all regular and special meetings.

Section 5. A quorum for the transaction of business at any meeting shall consist of 3 members of the Board of Trustees present in person.

Section 6. Decisions will be by consensus when possible. Otherwise, an affirmative vote of the majority of all members present shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board. Proceedings of meetings will be governed by "Roberts Rules of Order."

## **Article V: Committees**

Section 1. The Board of Trustees may establish special committees to include up to 2 members of the Board and other appropriate community members as needed. The duties of a special committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board of Trustees.

Section 2. All special committees shall make a progress report to the Board of Trustees at each of its regular meetings.

Section 3. No committee will have other than advisory powers, unless limited and specific power to act is granted by suitable action of the Board of Trustee.



## **VI: Amendments**

The bylaws may be amended by the majority vote of all members of the Board of Trustees, provided written notice of the proposed amendment shall have been mailed to all members at least 10 days prior to the meeting at which such action is proposed to be taken.

**Approved Board of Trustees of the Waldport Public Library  
October 14, 2014**

## **2.1 Library Bill of Rights**

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, disability or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**Approved Board of Trustees of the Waldport Public Library**

**November 21, 1991**

**December 1, 1999**

**October 2, 2002**

**November 9, 2004**

**January 9, 2007**

**November 2011**

**August 11, 2015**

**June 10, 2018**

### 2.1.1 An Interpretation of the Library Bill of Rights

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

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

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

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

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, nonprint, or digital format. 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>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents 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.”** Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain 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 children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve

have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

See also Access to Resources and Services in the School Library Media Program and Access to Children and Young Adults to Nonprint Materials.

<sup>1</sup> See *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).

**Adopted June 30, 1972, by the ALA Council**

**Amended July 1, 1981**

**July 3, 1991**

**June 30, 2004**

**July 2, 2008**

**Adopted by Trustees of the Waldport Library Board August 12, 2014**

## **2.2 The Freedom to Read**

The freedom to read is guaranteed by the constitution. Those with faith in freedom will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

- 1 It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
- 2 Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
- 3 It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
- 4 There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents or to inhibit the efforts of writers to achieve artistic expression.
- 5 It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
- 6 It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
- 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.
- 8 We believe that what people read is deeply important, and that the suppression of ideas is fatal to a democratic society.

**Approved Board of Trustees of the Waldport Public Library**  
**November 21, 1991**  
**December 1, 1999**  
**May 14, 2002**  
**April 18, 2004**  
**February 13, 2007**  
**May 10, 2011**  
**August 11, 2015**

## **2.3 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 guarantees 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 nor 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 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. This statement was endorsed by the American Library Association Council January 10, 1990.**

**Approved Board of Trustees of the Waldport Public Library**  
**May 3, 2000**  
**May 14, 2002**  
**April 18, 2004**  
**February 13, 2007**  
**May 10, 2011**  
**August 11, 2015**

### **3.1 CODE OF ETHICS**

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 recognize and respect intellectual property rights.
- 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.

**Approved Board of Trustees of the Waldport Public Library  
January 13, 2015**



### **3.2 Policy on Confidentiality of Library Records**

The legal custodian of records for the Waldport Public Library is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.

The Library Director may designate one or more library employees to serve as persons responsible for responding to any request for library records of information when the Library Director is absent or unavailable.

1. Waldport Public Library adopts this policy to recognize records identifying the names and personal information of library users and their circulation records are confidential in nature and are exempt from public records disclosure.
2. Waldport Public Library employees will be advised that such records shall not be made available to any person (s), corporation, or agency of a 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 power.
3. Waldport Public Library will 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.

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 of 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.

**Approved Board of Trustees of the Waldport Public Library  
March 10, 2015  
June 10, 2018**

### **3.2.1 Procedures for implementing “Policy on Confidentiality of Library Records”**

1. The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the name of library users, will immediately refer the person making the request to the library director of the institution, who shall explain the confidentiality policy.
2. The director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of subpoena *duces tecum* {bring your records} requiring the library director to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation or other specified records.)
4. Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the appropriate legal officer of the institution.
5. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the library director.

### **3.2.2 Advisory USA PATRIOT Act**

The Waldport Public Library has had a long-standing policy prohibiting the disclosure of information about patrons, or the materials they borrow, to any third party. Oregon State Revised Statute 192.502, exempts library patron and circulation records from being considered as "public records", thus protecting their privacy.

The 2002 USA PATRIOT Act allows Federal authorities to apply for warrants to seize records of all types, including those from libraries. Library officials are prohibited from disclosing to any person that such records have been requested. The Federal law supersedes both library policy and Oregon state law. Therefore, if requested by Federal authorities with a proper warrant, this Waldport Public Library must release a patron's record to those authorities will continue to protect the confidentiality of patron records to the extent allowed by law.

The Waldport Public Library adheres to the following best practices:

- Gather only the data necessary to perform the specific service
- Keep the data only as long as needed to provide the service or to meet the Library's record retention rules
- Limit access to the data to those who must use it in the performance of their assigned duties
- Keep the data in a secure place

**Approved Board of Trustees of the Waldport Public Library  
April 14, 2015  
June 10, 2018**

### **3.3 MATERIALS SELECTION & RETENTION**

#### **Purpose of this document**

The Materials Selection & Retention Policy provides guidance for library personnel involved in selection, and helps correlate collection development with defined roles and goals for the library. This statement shall also inform the public about the principles upon which selections are made, and provide a means for response to public comments.

#### **Mission Statement**

**The purpose of the Waldport Public Library is to provide all members of its service area with access to materials which can improve their minds, broaden their lives and fulfill their cultural, civic, intellectual, educational and recreational needs.**

Toward this end the library attempts to meet and anticipate reasonable community needs within the limitations of its budget, space, and the availability of materials in the area. Suggestions from readers are welcome and are given serious consideration within the criteria for selection.

#### **Definition**

Materials are defined as books, DVDs, Books on CDs, Magazines, and CDs

#### **Responsibility and Authority for Collection Development**

Ultimate responsibility for book and material selection, as for all library activities, rests with the Library Director, who will operate within the framework of policies reviewed and recommended by the Library Board. The Director may delegate day to day responsibility for selection to members of the staff who are qualified by reason of education or training.

When a cash gift is received for the purchase of materials, as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased may be suggested by the donor. Selection of specific titles is then made by library staff in accordance with the accepted selection criteria. Materials received as gifts shall be evaluated by the same criteria as all other selections. These materials become the property of Waldport Public Library when donated. Library staff will determine whether the materials are added to the collection, made available to the Friends for their book sales, or disposed of at the library's discretion. The library does not provide an appraisal of gifts; instead a receipt or letter of acknowledgement of the number of items received is given to the donor.

## **Criteria for selection**

All acquisitions, whether purchased or donated, are considered in terms of the following standards. Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection because it presents an aspect of life honestly or because of frankness of expression. An item need not meet all the criteria to be acceptable. In some instances, materials may be judged primarily on artistic merit, or because of scholarship, or as valuable human documents, or as critical to the information needs of the community. In other instances, the criterion may be substantial demand.

The following general criteria are used:

1. Present and potential relevance to community needs.
2. Suitability of subject, style, and reading level for the intended audience.
3. Insight into human and social conditions.
4. Importance as document of the times.
5. Appropriateness and effectiveness of medium to content.
6. Reputation and /or significance of author.
7. Demand for the material.
8. Professional critics' and staff members' reviews.
9. Reputation of the publisher or producer.
10. Relationship to existing materials in the collection on same subject.
11. Availability and accessibility of the materials in the Waldport area.
12. Informational needs of the community.
13. Recreational needs of the community.
14. Supplement to formal and informal study. Reflection of varied opinions on a subject.
15. Supportive of business, cultural, recreational, and civic activities in the community.
16. Stimulating self-understanding and growth.
17. Enhancing job-related knowledge and skills. Increasing knowledge of and participation in the affairs of the community, the country, and world.
18. Age of material
19. Condition of donated material
20. Material must be original work

The Library does not attempt to restrict or label videos as appropriate for particular age groups. We believe that what children view or read is the responsibility of their parents or guardians.

The Library's collection is intended for home use and the Library assumes no responsibility for license infringement.

### **3.3 Materials Selection & Retention Policy**

#### **Collection Maintenance**

To ensure a vital collection of continued value to the community, the library follows a continuing program or reevaluation of all materials.

Withdrawing items in the materials collection is the responsibility of the same employees responsible for selection, and is an ongoing program. Whenever an item is lost, worn out, or otherwise withdrawn, the staff considers whether to replace the specific title or replace it with related material. An effort is made to maintain a core collection of standard titles appropriate for public libraries. Staff strives to be alert to needs in the collection, and to take steps to fill them as funds and materials are available.

#### ***Reconsideration Procedures***

The Library recognizes the right of individuals to question materials in the library collection and has developed a process to address concerns. The process includes the opportunity for an individual to discuss his or her opinion with the librarian, to complete a written Request for Reconsideration of Library Materials, and to request a review of the material by librarians responsible for materials selection and the Library Director. The Library Director will reply in writing to the individual of the librarians' decision which will result in retaining or removing the item for the collection. Any labeling, alteration, or sequestering of the material will not be sanctioned. The Library will review whether juvenile materials and young adult materials have been properly cataloged for these collections. The Library Director may invite library staff from other community libraries for further opinions. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the Library Director's written decision.

An individual may appeal that decision to the Library Board of Trustees. The request must be made no later than 14 days after the date of the librarians' decision. The written request must include the reasons the library user believes the material is inappropriate under the adopted selection policy. The Library Board will invite the patron to the next available board meeting to present evidence that the Waldport Public Library Statement of Materials Selection and Retention was not followed.

**Approved Board of Trustees of the Waldport Public Library  
February 27, 2018  
June 10, 2018**

**WALDPORT PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES**

**If you wish to request reconsideration of library resources, please return the completed form to the Director of Waldport Public Library, P.O. Box 1357, Waldport, Oregon 97394.**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Do you represent self?** \_\_\_\_\_ **Organization?** \_\_\_\_\_

**1. Resource on which you are commenting:**

\_\_\_\_\_

\_\_\_\_ **Book** \_\_\_\_ **Video** \_\_\_\_ **Display** \_\_\_\_ **Magazine** \_\_\_\_ **Library Program** \_\_\_\_ **Newspaper**

\_\_\_\_ **Audio Recording** \_\_\_\_ **Musical Recording** \_\_\_\_ **Electronic information/network (specify):**

\_\_\_\_ **Other (specify):** \_\_\_\_\_

**Title**

\_\_\_\_\_

**Author/Producer**

\_\_\_\_\_

**2. What brought this resource to your attention?**

\_\_\_\_\_

**3. Have you examined the entire resource?**

\_\_\_\_\_

**4. What concerns you about the resource? (Use additional pages if necessary)**

\_\_\_\_\_

**5. Explain how this item does not fit within the Waldport Public Library Materials Selection & Retention Policy** \_\_\_\_\_

**6. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?** \_\_\_\_\_

### **3.4 Mandatory Reporting Of Child Abuse & Neglect**

The Oregon Legislature passed a bill in 2012, effective January 1, 2013, which expanded “mandatory reporters” of child abuse. Library staff are included as mandatory reporters. If library employees have “reasonable cause to believe” that any child with whom they come into contact has suffered abuse, or that any person with whom they come into contact has abused a child, they must immediately report the suspected abuse or abuser to local law enforcement or the Oregon Department of Human Services.

By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter’s official capacity. In other words, the mandatory reporting of abuse or neglect of children is a 24-hour obligation.

Mandatory reporters, while acting in an official capacity, who come in contact with an elderly or developmentally disabled adult they suspect has been abused or neglected, must report to DHS or law enforcement.

#### **Resources:**

Department of Human Services Child Welfare Hotline: 1-866-303-4643

Local Law Enforcement: 911

Oregon Department of Human Services <http://www.oregon.gov/dhs/abuse/Pages/index.aspx>

[https://www.oregon.gov/dhs/abuse/pages/mandatory\\_report.aspx](https://www.oregon.gov/dhs/abuse/pages/mandatory_report.aspx)

<https://www.youtube.com/watch?v=mRufonNejEw>

<https://www.youtube.com/watch?v=mRufonNejEw>



## **4.1 Fees and Fines**

### **User Fees**

Those living or owning property within the Lincoln County Library District or within the city limits of those areas cooperating with that agency, will not be charged for basic services. Those living outside these areas may secure library privileges with an annual fee of \$45 per household.

### **Visitor Cards**

Visitor cards are available for a fee of \$5 for each 30 days. Visitors must also provide proof of their permanent address. Visitor Cards. While the Library participates in the Oregon Library Passport Program, these fees can be waived with some limits if the borrower has membership in another participating library.

### **Card Replacement**

Damaged or lost card carries a \$1.00 fee.

### **Interlibrary Loan Services**

A \$.75 fee is charged for each item secured on interlibrary loan from a library outside the Chinook Library Network. Patrons are limited to five such requests at one time.

### **Photocopies and Printing**

Printing from the computer will be charged at \$.10 per page. Copier fees will be charged at \$.10 per page for black and white, \$.75 per page for color, \$.50 per scan.

### **Overdue Materials**

A daily overdue fine is not charged for materials. A "Conscience Jar" is made available. When an overdue notice is sent, we will post the replacement costs for the item on the patron's record. Prompt return will clear these charges.

### **Lost Materials**

Lost items may be charged the replacement value plus a \$5.00 handling fee. If individual elements of a title are lost (CD, BCD, disc), charges be limited to the lost piece when possible. If individual replacements cannot be secured, the patron may be charged the full replacement cost.

## **Damaged**

Patrons will be charged for repair or replacement of materials that are returned in damaged condition. An additional handling fee of \$5.00 is assessed.

**All Lost and Damaged fees will be assessed with consideration of replacement value. The librarian will take into consideration the condition of the item before it was charged to this patron and may depreciate the value where appropriate.**

**The library may restrict borrowing privileges when fees total \$5.00 or more. Privileges will be suspended when fees exceed \$25.**

**Approved Board of Trustees of the Waldport Public Library  
October 14, 2014  
June 10, 2018**

## 4.2 Internet Use Policy

A part of the Waldport Public Library's continuing mission is to guarantee all community members access to ideas and information. In support of that mission, the library provides open Internet access.

### INTERNET PROCEDURES

- < Users will sign in for a one-hour session. Additional time may be accommodated when no one is waiting.
- < No more than two people shall be at a computer at any one time. Both persons must sign in. Maximum 3 hours of computer time per day if no one is waiting.
- < Those under 18 years of age must have a signed **parental permission** slip on file to utilize the Internet without parent or guardian present.
- < All persons, or responsible guardians, are responsible for any damages to equipment, software, or connections resulting from abuse.
- < The library prohibits the use of library equipment to access inappropriate material or to conduct illegal activity.
- < Internet usage must be in line with rules of general library conduct.
- < Misuse of the Internet access as provided could result in loss of privileges.
- < Printing is available at a fee of 10 cents a page.

Approved Board of Trustees of the Waldport Public Library  
November 11, 2014  
June 10, 2018

### **4.2.1 Wireless Internet Access**

The Library offers an open wireless access to the internet. The Library assumes no responsibility for: virus or security protection; any alterations or interference with a device's configuration, operation, or data files resulting from connection to the wireless network; or damage, theft, or loss of any kind to a user's equipment, software, data files, or other personal property brought into or used at the Library's facilities. Patrons shall defend, indemnify and hold the City of Waldport, its officers, employees, and agents harmless against all claims, actions, and judgments based upon or arising out of the patron's use of Library wireless connections.

- Printers are not available via the wireless connection in the library.
- Library staff may not configure patrons' devices.
- There is no guarantee of service at any specific time.
- The Library Internet Policy applies to the Wireless Internet Connection.

**Approved Board of Trustees of the Waldport Public Library  
November 11, 2014  
June 10, 2018**

### **4.3 Display Policy**

The Library welcomes the opportunity to allow community groups, organizations, and individuals to use the various display areas in the library. The purpose of the library's display facilities is to increase public awareness of the library's resources and to fulfill its mission to promote intellectual freedom, life-long learning and the enhancement of cultural, civic and recreational activities. Groups and individuals using the facilities for displays and exhibits shall further one or more of these purposes:

1. To promote a theme related to library services, collections, or programs.
2. To bring together library materials from several subject areas that relate to a theme of current interest.
3. To highlight current issues, events, or other subjects of public interest.
4. To display high quality original art, crafts, photographs or writings of local or Oregon artists.
5. To highlight the activities, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual, or charitable activities.
6. To display interesting collections or hobbies of local residents.

The final decision as to suitability of materials in the display area will be made by the Waldport Library Director or such staff assigned to the display. The library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purposes mentioned above. The library does not accept responsibility for ensuring that all points of view are represented in any single display.

Priority for displays and exhibits is given in the following order:

1. Library and library groups
2. Non-Profit groups
3. Businesses and individuals for non-commercial use

Granting of permission to display materials does not imply library endorsement of content; nor will the library accept responsibility for the accuracy of statements made in such materials. The library assumes no responsibility for loss, damage, or destruction of items left for display at the library. The library will not provide storage for the property of organizations or individuals displaying in the library. All displayers are required to sign an Exhibit Release which releases the library from any responsibility for display items.

All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, or invasion of privacy.

Displays may not oppose or support either a candidate for elective office or an issue appearing on the ballot.

Name and contact information for the group or individual preparing the display shall be part of the display.

Library display space may not be used as a sales gallery.

The Library Director is authorized to establish reasonable regulations governing use of the display areas.

This policy is not all-inclusive; approval of individual display situations not described here will be determined by the Waldport Library Director.

Waldport Public Library reserves the right to amend this policy at any time. The library reserves the right to cancel any reservation for a display due to unforeseen circumstances. The library may also deny access to the display areas to an individual or group that has failed to follow the rules and regulations for displays.

**Approved Board of Trustees of the Waldport Public Library**  
**April 10, 2007**  
**May 10, 2011**  
**September 8, 2015**

## Waldport Public Library Exhibit Release Form

I, the undersigned, hereby lend the following works of art or other materials to the Waldport Public Library for exhibit purposes only. In consideration of the privilege of exhibiting these works or art in the library, I hereby release the library from responsibility of loss, damage or destruction while they are in the possession of the library.

Dates of exhibition: \_\_\_\_\_

Description of materials loaned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(A separate sheet may be attached to this form)

Name (print) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **4.4 Meeting Room Policy**

**Libraries that 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.** - From the American Library Association's Library Bill of Rights.

**Approved as here amended by Waldport Public Library Board of Trustees in regular meeting September 8, 2015.**

The Waldport Public Library provides a facility for meetings on a wide variety of topics. The meeting room is reserved in accordance with the following priorities:

1. Library sponsored or related programs.
2. City sponsored meetings.
3. Educational, civic, charitable, and cultural programs sponsored by local non-profit agencies or organizations located within the Waldport Public Library service area.
4. Groups affiliated with a local governmental agency.
5. Commercial and private use. Fees may be applicable.

### **Meeting room capacity**

The meeting room at the Waldport Public Library has a seating capacity of 18 chairs and three tables.

### **Authorization for facility and meeting room use**

- The Library Director is responsible for managing all library facilities, including the public meeting room. The Director or a duly authorized designee shall implement the policies outlined in this document.
- The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the City of Waldport, the Library, or the Library Board of Trustees of the policies or beliefs of that group or organization.
- The Library reserves the right to deny future use of the meeting room to any group or organization that does not follow its meeting room policies.

### **Policies Guiding the Use of Meeting Room**

The meeting room shall not be used for any purpose that would prevent, discourage or interfere with the use of the Library for purposes of research, reading and study.

- The meeting room is only available during service hours unless staff is in attendance to provide security.
- Users of the meeting room may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- Library staff may enter and remain in a meeting room at any time during a scheduled meeting.



- Unless admission is charged or a meeting is limited to a group's membership, any person may attend a meeting so long as that person complies with Library policies.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- Permission to use the meeting room is not transferable by any individual or group whose application is approved.
- Smoking is not allowed in the Library.
- Alcoholic beverages are not allowed in or around the Library.
- Fundraisers of any sort are considered commercial use.
- The applicant shall hold the City of Waldport, its employees, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The applicant shall indemnify the City, (1) for any damage to the City's property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney's fees, incurred by the City or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

### **Meeting room user responsibilities**

- The sponsoring organization or individual is responsible for providing any refreshments served, for keeping food and drink within the designated meeting space, for cleaning up afterwards, and for returning the room to its original condition.
- Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.
- It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the library facility and to further ensure that attendees observe the policies governing the public use of library facilities and meeting room.
- Library facilities and meeting room users agree to pay for any and all damages to library property including, but not limited to walls, floors, grounds and furniture while applicant is using property.

### **Applying for use of meeting room**

- Applications for use of the meeting room may be obtained at the circulation desk or emailed to the applicant.
- A signed application may be received in the office of the Library Director up to twelve months ahead and no later than 24 hours prior to the meeting time requested.
- Payment of any required fees must be made when the application is submitted.
- The computer and projector may be reserved, subject to availability. An indication of these requirements must be made on the application form. NOTE: The persons using the room will be responsible for arranging these chairs and tables, and leaving the room as they found it.
- The Library Director, or designee, will approve or disapprove the application, and a copy will be provided to the applicant.

- Cancellations must be made at least 24 hours in advance to receive a refund.
- The Library has preemptive rights to use the meeting room with a minimum of ten day notice to a previously scheduled group.

### **Fee schedule**

- Library and local government - exempt
- Non-profit / community organizations – exempt
- Commercial or private - \$10 per hour
- If an organization or individual wishes to serve refreshments, a \$50 refundable fee will be charged in advance.

**Approved Board of Trustees of the Waldport Public Library  
October 13, 2015  
June 10, 2018**

## **4.5 Petition Policy**

The Library allows petitioning by members of the public in the outside public area under the front overhang or on the sidewalk as long as the petitioners do not block access to the doors. Petitioners may not hinder either foot or automobile traffic, or disrupt use of the library in any way. Building users may not be harassed, threatened, or interfered with. The entrances to the building may not be blocked.

The person soliciting signatures should check in at the circulation desk and fill out an information sheet giving name, address, and phone number and sign to confirm they have read this policy.

Use of these public areas by petitioners does not indicate the Library's endorsement of the issue that is the subject of the petition.

**Approved by the Trustees of the Waldport Public Library Board  
October 13, 2015  
June 10, 2018**

**WALDPORT PUBLIC LIBRARY**

**REQUEST TO PETITION**

PETITIONER  
NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_ E- mail \_\_\_\_\_

DATE \_\_\_\_\_ Staff \_\_\_\_\_

I have read and understand the Petition Policy.

Signature \_\_\_\_\_

## **4.6 Posting Policy**

### **Purpose**

The Waldport Public Library provides a limited amount of bulletin board and display area for announcements and notices of local community activities and events, public service and commercial notices of educational, cultural, or community interest.

### **Policy**

The following applies to all public bulletin boards and all literature display areas used for the aforementioned purposes.

1. All items should be brought to the Circulation Desk for approval by the Library Director or designated staff.
2. Items approved for display will be signed with a removal date and initials of the staff member. Most items will be displayed for up to 30 days unless approval is given for a longer period of time.
3. It is desirable that postings have a name and telephone number contact for further information or clarification.
4. Library staff will post materials.
5. Oversized posters may be rejected because of space limitations.
6. If display areas are crowded, staff reserves the right to select notices for events with the widest appeal
7. Only the Library staff or original person requesting an item be posted may remove notices.
8. Once items are removed, they will be discarded.
9. Items posted or left on tables without authorization will be removed and discarded.
10. The library does not assume responsibility for materials damaged or stolen.
11. Materials that support or oppose any political candidate or ballot measure will not be displayed. However, election information, such as that provided by the Secretary of State or the League of Women Voters may be made available.
12. Petitions may not be posted in the library.
13. The goal of the Waldport Public Library is to maintain a position of impartiality. Therefore, it will accept items without discrimination on the basis of political or religious content. The Library supports the Exhibit Spaces and Bulletin Boards Interpretation of the Library Bill of Rights.
14. Acceptance of materials for display does not imply the library's endorsement of a group or organization, its policies or beliefs.

**Approved by the Trustees of the Waldport Public Library Board  
October 13, 2015**

## **4.7 Emergency and Safety Policy and Procedures**

### **General**

It is the policy of the library to maintain optimum safety conditions for the patrons and staff. Toward this effort the library will:

- Adhere to safety and emergency policies and procedures adopted by the City and participate in the City Safety Committee
- Conduct periodic safety inventory of the building
- Provide periodic staff training in first aid and fire response
- Maintain first aid supplies on site.

The library staff should be prepared to react to emergency situations within the library. To further preparedness the library will:

- Post emergency building evacuation and tsunami area evacuation information for staff and patron reference.
- Review emergency evacuation plan with staff and volunteers periodically
- Establish an Emergency Salvage Plan and hold a duplicate copy off site. This should include how to approach reclaiming library property and resources in event of flood or fire. A copy of the inventory list shall be duplicated and held off site.

### **Emergency Response Plan**

#### **Evacuation**

The staff on duty will direct the evacuation, seeing that all staff and patrons exit safely and that emergency services are properly notified. The occupants of the building will be directed to muster outside the building. Emergency services will be notified that all occupants have been evacuated.

When prior warning is given, the staff will see that all occupants have left the library and direct them to nearest evacuation route. As time permits, staff will remove from the premises items previously identified for priority safekeeping. Staff should shut down electricity at the panel. Staff will lock up and evacuate as directed.

Follow steps outlined in Emergency Response Procedures.

**Approved by the Trustees of the Waldport Public Library Board  
January 13, 2015**

#### **4.7.1 State of Contagion**

If a state of contagion is declared by the Lincoln County or Oregon State Health Departments, the Library Director will confer with the Board of Directors and the City Manager to determine any library closures. Without such mandate the library will remain open as long as it is able to provide adequate staffing. “Commonsense” precautionary practices will be expected of staff and encouraged for the public.

**Approved by the Trustees of the Waldport Public Library Board  
January 13, 2015**