

Waldport Public Library Policies

1. Core

- 1.1 Mission Statement
- 1.2 Bylaws

2. Patron rights

- 2.1 Library Bill of Rights
- 2.2 Interpretation as relates to minors.
- 2.3 Freedom to Read
- 2.4 Freedom to View

3. Staff Conduct

- 3.1 Code of Ethics
- 3.2 Confidentiality of library records
 - 3.2.1 Related: procedures to protect confidentiality.
 - 3.2.2 Advisory USA PATRIOT Act
- 3.3 Criteria for Selection
- 3.4 Materials Selection & Retention
- 3.5 Mandating Reporting, record of staff training dates.

4. Operations

- 4.1 Circulation Policy
 - 4.1.1 Service Population
 - 4.1.2 Non-resident Fees
 - 4.1.3 Visitor Cards
 - 4.1.4 Passport Card
- 4.2 Fees and Fines
- 4.3 Internet Use
 - 4.3.1 Wireless Internet
- 4.4 Display
- 4.5 Meeting Room use.
- 4.6 Petitions
- 4.7 Postings
- 4.8 Emergency & Safety Policy & Procedures
- 4.9 Contagion Issue

5. Other Key Documents

- Rules of Library Use
- Exclusion Notice
- Public Library Standards Report
- Exhibit Release Form
- Request to Petition

Oregon Public Library Statistical Report Available at
<https://www.oregon.gov/library/libraries/pages/statistics.aspx>
Contract with Lincoln County Library District

1. CORE

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 Bylaws

Article I: Board of Trustees

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 with excellent library services. The Board shall form rules and policies pursuant to the City of Waldport Municipal Code Chapter 2.20 Public Library Section 010 and the ORS 357.400 to ORS 375.621.

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.

City of Waldport Municipal code chapter 2.20.020.C

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.

City of Waldport Municipal code chapter 2.20.020.D

Article IV: Meetings

Section 1. The Board will convene regular meetings once a month on a date established by the Board. The Board will hold at least nine regular meetings in one year.

Section 2. Special Meetings may be called by the Secretary at the direction of the Chairman or the request of three Board members, for the 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. Public comment
- c. Review, approve minutes of previous meeting.
- d. Review financial report of previous month.
- e. Committee reports
- f. Director's report
- g. Lincoln County Library District report
- h. Old Business
- i. New Business
- j. Board members concerns
- k. Other actions or recommendations to the City Council
- l. Announcements
- m. Adjournment

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

Section 5. A quorum for meetings shall consist of three members of the Board of Trustees present in person or video conference.

Section 6. "Robert's Rules of Order" govern Board meetings, and decisions are made by consensus when possible. The Chairperson may vote upon and move or second a proposal before the Board. Otherwise, an affirmative vote of the majority of members present is necessary to approve any action before the Board.

Article V: Committees

Section 1. The Board of Trustees may establish special committees to include up to two members of the Board and other appropriate community members as needed. The duties of a special committee are considered 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. Each committee has advisory powers only if limited and specific authority to act is granted by suitable action of the Board of Trustees.

Article VI: Amendments

The majority vote of all members of the Board of Trustees can amend the bylaws, provided notification of all members of the amendment is completed ten days before the meeting.

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

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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill).

"Library Bill of Rights"
ALA Council
American Library Association
<https://www.ala.org/advocacy/intfreedom/librarybill>

**Adopted Board of Trustees of the Waldport Public Library
January 2023**

2.2 Interpretations of the Library Bill of Rights

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the *Library Bill of Rights* and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the [ALA Council](#).

Access to Digital Resources and Services: Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019

Access to Library Resources and Services for Minors: Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

Access to Resources and Services in the School Library: The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014

Challenged Resources: ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

Diverse Collections: Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “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.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

Economic Barriers to Information Access: All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

Education and Information Literacy: Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

Equity, Diversity, Inclusion: Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

Evaluating Library Collections: Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

Internet Filtering: The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

Intellectual Freedom Principles for Academic Libraries: A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

Labeling Systems: Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

Library-Initiated Programs and Displays as a Resource: Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

Meeting Rooms: Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, "Libraries which make ... 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." Amended 2019

Minors and Online Activity: The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

Politics in American Libraries: The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

Prisoners' Right to Read: ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

Privacy: All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

Rating Systems: Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library

Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

Religion in American Libraries: The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

Restricted Access to Library Materials: Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

Services to People with Disabilities: Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

Universal Right to Free Expression: Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

User-Generated Content in Library Discovery Systems: Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

User-Initiated Exhibits, Displays, and Bulletin Boards: Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*. Amended 2019

Visual and Performing Arts in Libraries: Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

“Interpretations of the Library Bill of Rights”

ALA Council

American Library Association

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

Adopted Board of Trustees of the Waldport Public Library

January 2023

2.3 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.

“The Freedom to Read”
ALA Council and the AAP Freedom to Read Committee
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

**Adopted Board of Trustees of the Waldport Public Library
January 2023**

2.4 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.

“Freedom to View”
Endorsed January 10, 1990, by the ALA Council
American Library Association
<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Adopted Board of Trustees of the Waldport Public Library
January 2023

3. STAFF CONDUCT

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 situations.

1. 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.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. 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.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. 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.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. 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.
8. 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.
9. 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.
"Code of Ethics"

American Library Association
<https://www.ala.org/tools/ethics>

Adopted Board of Trustees of the Waldport Public Library
January 13, 2015

3.2 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 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 Director is absent or unavailable.

1. Waldport Public Library adopts this policy to recognize records identifying the names and personal information of library users. Their circulation records are confidential and exempt from public records disclosure.
2. The Director will advise all Waldport Public Library employees that circulation records shall not be made available to any person (s), corporation, or agency of a state, federal, or local government except under such process, order, or subpoena as may be authorized under the authority of, and according to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.
3. Waldport Public Library will only accept the issuance of enforcement of a process, order, or subpoena until a court of competent jurisdiction shows good cause.

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 not in good cause, 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 to Protect 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 request to the library director of the institution, who shall explain the confidentiality policy.
2. Upon receipt of such process, order, or subpoena, the Director 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 it shows good cause for its issuance.
3. The Director will only release records if the process, order, or a properly formed subpoena is in good form and shows good cause. (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 their deposition and may require them to bring along certain designated circulation or other specified documents.)
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. Refer any problems relating to the privacy of circulation and other records identifying the names of library users not provided for above 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 library records. 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, the Waldport Public Library will only release patron's records with a proper warrant to those authorities and 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 to perform 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 the library makes selections and provide a means for responding to public comments.

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. Readers' suggestions are welcome and given serious consideration within the criteria for selection.

Definition

Materials are defined as books, DVDs, Books on CDs, Magazines, CDs, games, etc.

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 qualified staff members because of education or training.

A donor may suggest the general nature or subject area of the materials for the purchase of materials as a memorial or for any other purpose. Library staff makes selections of specific titles by the accepted selection criteria. The library staff uses the same standards to evaluate materials received as gifts as all other selections. These materials become the property of Waldport Public Library when donated. Library staff will determine whether to add the materials to the collection, make them available to the Friends for their book sales, or dispose of the material. The library does not appraise gifts; instead, it gives the donor a receipt or letter of acknowledgment of the number of items received.

3.3.1 Criteria for selection

The following standards apply to all acquisitions, whether purchased or donated. Materials are evaluated as a whole and not based on 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, because of scholarship, as valuable human documents, or as critical to the community's information needs. In other instances, the criterion may be substantial demand.

The criteria selection:

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 a 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 the 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 community business, cultural, recreational, and civic activities.
16. Stimulating self-understanding and growth.
17. Enhancing job-related knowledge and skills. Increasing understanding of and participation in the affairs of the community, the country, and the 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 for home use and assumes no responsibility for license infringement.

3.4 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 the 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. Library staff will determine the proper cataloging of juvenile and young adult materials for these collections. The Library Director may invite library staff from other community libraries for further opinions. Except for a copy the staff uses for the review process, the material in question will remain in the collection pending the Library Director's written decision.

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

3.5 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 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 encounter 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.youtube.com/watch?v=mRufonNejEw>

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

4 OPERATIONS

4.1 Circulation Policy

4.1.1 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.

4.1.2 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.

4.1.3 Visitor Cards

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

4.1.4 Oregon Passport Card

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

Summary of the Oregon Library Passport Program:

- The Passport Program is a voluntary, opt-in program and participation is free. A library's choice to participate determines whether its patrons can participate.
- The Passport Program is open to all tax-supported public libraries, and both public and private academic libraries.
- Patrons are required to have a home library card first to participate. This becomes the "Passport" to other participating libraries. Patrons present their home library card at each participating library to register for cards at those libraries.
- Borrowing is free of charge to the patron, and the 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.
- The participating library sets its own limits on use by Passport patrons. **Waldport Public Library** established a limit of 10 items for checkout at any time. Passport card holders do not have access to digital collections in Library2Go or electronic databases, or request items held by other libraries in the Chinook Network.

4.2 Fees and Fines

User Fees

Basic services are free to those living or owning property within the Lincoln County Library District or within the city limits of those areas who are members of the Lincoln County Library District. Those living outside the City of Waldport or not members of the Lincoln County Library District may purchase library privileges with an annual fee of \$45 per household.

Visitor Cards

Visitor cards are available for \$5 every 30 days. Visitors must provide proof of their permanent address. Oregon visitors may be eligible for an Oregon Passport card.

Card Replacement

Replacing a damaged or lost card is \$1.00.

Interlibrary Loan Services

Receiving items from a library outside the Chinook Library Network (interlibrary loan) is \$1.00. Patrons are limited to five such requests at one time.

Photocopies and Printing

Printing from the computer is \$.10 per page. Copier fees are \$.10 per print for black and white, \$.75 per print for color, and \$.50 per scan.

Overdue Materials

There is not a daily overdue fine. There is a replacement charge for items 30 days overdue. Prompt return will clear these charges.

Lost Materials

Replacement cost for lost items is the value plus a \$5.00 handling fee. If individual elements of a title are lost (CD, BCD, disc), charges are limited to the lost piece when possible. If this is not possible, the full replacement cost is charged.

Damaged

Charges will incur for repair or replacement of all items returned in damaged condition, with an additional handling fee of \$5.00.

Damaged or repair charges will consider the replacement value and condition of the item before check-out.

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

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

4.3 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 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 must have a library card with a parent or guardian's permission to use the internet.
- All persons, or responsible guardians, are liable for any damages to equipment, software, or connections resulting from abuse.
- The library prohibits using library equipment to access inappropriate material or conduct illegal activity.
- Internet usage must align with the rules of general library conduct.
- Misuse of 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

4.3.1 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.

4.4 3D Printing

The library offers 3D classes and printing and will print from 3D files from websites such as Thingiverse, Cults3D, etc or originally created .stl files.

Items printed will not exceed 3 hours.

The library will not print weapons or inappropriate items.

**Approved Board of Trustees of the Waldport Public Library
May 2023**

4.4 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 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

4.5 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.
- Supervision by a responsible adult is required for activities for minors, age 17 and under.

- 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 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 is 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.

4.6 Petition Policy

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

The person soliciting signatures should check in at the circulation desk, fill out an information sheet with 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

4.7 Posting Policy

Purpose

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

Policy

The following applies to all public bulletin boards and all literature display areas used:

1. Approval by the Library Director or designated staff for all items posted.
2. Approved items are signed with a removal date and initials of the staff member. Postings are displayed for up to 30 days unless approved for an extended period.
3. Postings should 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. The staff may remove notices and select announcements for events with the broadest appeal.
7. Only the library staff or original person posting the notice may remove notices.
8. All items are discarded once removed.
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 available.
12. Posting of petitions is prohibited.
13. The goal of the Waldport Public Library is to maintain a position of impartiality. Therefore, it will accept items without discrimination based on political or religious content. The library supports the American Library Association's 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 its beliefs.

4.8 Emergency and Safety Policy and Procedures

General

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

- Adhere to safety and emergency policies and procedures adopted by the City and participate in the City Safety Committee
- Weapons are prohibited on City property.
- 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 prepare to react to emergencies 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 notify appropriate emergency services. The staff will direct occupants of the building to muster outside the building and notify emergency services that all occupants have evacuated.

As time permits, staff will remove from the premises items previously identified for priority safekeeping. Staff should shut down the electrical panel. Staff will lock up and evacuate as directed.

Follow steps outlined in Emergency Response Procedures.

4.9 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.