

Grantsville City Library Policy Manual

These are the Grantsville City Library Policies that have been approved by the Grantsville City Library Board of Trustees, 13 November, 2013.

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1.01 Mission Statement

Grantsville City Library

The mission of the Grantsville City Library is to provide materials and services for community residents of all ages for personal enrichment, enjoyment, and educational needs.

Vision of Grantsville City Library

The library is dedicated to providing practical access to various forms of media.

The programs are developed to stimulate citizen's interests and a greater appreciation for reading and learning.

Grantsville City Library IS Grantsville's Cultural Touchstone.

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1.02 Role Statements

Grantsville City Library

Role statements are profiles of what a public library chooses to emphasize in providing services to the community. Role statements are useful in planning what the library is trying to do, who the library is trying to serve, and what resources will be needed to achieve these desired results.

The Grantsville City Library Board selected and approved the following role statements for the Library. They are listed in priority order as determined by the Board.

1. Popular Materials Library
2. Reference Library

1.02.01 Popular Materials Library

- A. Description. The library provides current topics and titles that help to fulfill community residents' need for information about popular cultural and social trends and their requests for recreational information and experiences. The library actively promotes and encourages the use of its collection. Special booklists may be distributed or materials gathered together to encourage circulation in connection with a library program or display.
- B. Benefits. A wide variety of popular materials for reading, listening, and viewing are available to library patrons. Since some individuals purchase these materials, the library returns an economic benefit to those who borrow, rather than buy, such items. This role enhances and supplements the offerings of community bookstores, theaters, video outlets, and media. The library's support for cultural and leisure activities makes the community an inviting place to live in and visit. Providing popular materials contributes to a high circulation rate. This, in turn, leads to a high visibility for the library in the community.
- C. Critical resources. The collection includes current and popular materials in a variety of formats, with sufficient duplication to meet demand. A significant percentage of the collection has been published within the last five years.
 1. The staff is knowledgeable about current popular interests and anticipates publishing trends and "hot" titles.
 2. The facility promotes browsing, has attractive displays and good signage. The building has adequate and easily accessible shelf space, provides casual seating, is an easily accessible site, and has ample parking.

1.02.02 Reference Library

- A. Description. The library provides timely, accurate, and useful information for the community. The library promotes on-site telephone and electronic reference/information services to aid users in locating needed information. Information provided may range from answering a variety of directional questions to specialized research. The library participates in interlibrary loan and cooperative reference services to meet patron needs for information not available.
- B. Benefits. Convenient, timely access to reference service and information is available to library users. Users can find out about almost any subject and obtain materials not generally available elsewhere.
- C. Critical resources. The collection emphasizes informational materials to support individual, business, government, and community interests. Reference materials are available in adult and juvenile formats. The reference collection is extensive and includes such materials as indexes, atlases, encyclopedias, handbooks, and directories. The library makes use of electronic databases and maintains an Internet home page. It has a large current periodicals collection, a local community organizations file, and local statistical database. The library maintains subscriptions to special indexing and abstracting services. Development of local history archives and collecting local documents, memorabilia, and photographs is also emphasized.

The staff is approachable and skilled in using reference tools and reference interviewing techniques. Collectively, the staff has strong subject backgrounds in the library's areas of subject strength.

The facility has a clearly identified and visible location for reference and information services that is staffed during all hours of operation. Telephone reference, online reference, and online database searching is available.

1.03 Library Bill of Rights

Grantsville City Library

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

- A. *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.*
- B. *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.*
- C. *Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.*
- D. *Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.*
- E. *A person's right to use a library should not be denied or abridged because of origin, age, background, or views*
- F. *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.*

Adopted June 18, 1948.

Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

1.04 Statement on Professional Ethics

Grantsville City Library

1.04.01 Introduction

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles that guide librarians in action. This latest revision of the CODE OF ETHICS reflects changes in the nature of the profession and in its social and institutional environment. It should be revised and augmented as necessary.

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, librarians 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.

Librarians are dependent upon one another for the bibliographical resources that enable us to provide information services, and have obligations for maintaining the highest level of personal integrity and competence.

1.04.02 Code of Ethics

- A. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
- B. Librarians must resist all efforts by groups or individuals to censor library materials.
- C. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- D. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
- E. Librarians, in their actions and statements, must distinguish clearly between their personal philosophies and the attitudes of an institution or professional body.
- F. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

1.05 Bylaws Library Board

Article I: Name

This organization shall be called "The Board of Directors of the Grantsville Library" existing by virtue of the provisions of Chapter 9-7-402 of the Laws of the State of Utah, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. It exists also by virtue of the provisions of Resolution 2013-01 of the Grantsville City Code, which establishes a library board with five (5) members.

Article II: Officers

Section 1: The officers shall be a chair and a vice chair, elected from among the appointed members, at the annual meeting of the board.

Section 2: A slate of officers shall be prepared from nominations made from the floor during the annual meeting under the direction of the chairman of the board.

Section 3: Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There are no limits to the number of times a member may serve in a particular office.

Section 4: The chair shall preside at all meetings of the board, authorize calls for any special number of meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5: The vice chair, in the event of the absence or disability of the chair, or of a vacancy in that office shall assume and perform the duties and functions of the chair.

Section 6: The secretary, shall be an assigned duty of the library staff, and shall be a member of the board. The secretary shall keep a true and accurate record of all meeting of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform other duties as assigned.

Article III: Meetings

The board will conduct meetings in accordance with UCA §52-4-201, the Utah State Open Meetings Act, and will make proper accommodations for electronic meetings as outlined in UCA §52-4-207.

Section 1: Time: The regular meetings shall be held each month, or at least each quarter, the date, and time will be set by the board at its annual meeting.

- Section 2: Location: The regular meetings shall be held at the Grantsville City Library, 42 North Bowery Street, Grantsville, Utah, or at such other place that the board may designate.
- Section 3: Meeting attendance: Every member of the board shall attend the board meetings unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the board secretary, or the library director, or chair of the board. The chair shall recommend to the mayor replacement of any board member with two consecutive unexcused absences.
- Section 4: Not to vote unless present: No member of the board shall be permitted to vote on any question unless the member is present when the vote is taken and when the result is announced. No member shall give his/her proxy to any other person.
- Section 5: Explaining the vote: After the vote is taken, any member of the board desiring to explain his/her vote shall be allowed an opportunity to do so.
- Section 6: The annual meeting: Shall be for the purpose of the election of officers, and will be held at the regular meeting in January of each year.
- Section 7: The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in order as determined by the chair of the board:
- a. Roll call of members
 - b. Disposition of minutes of previous regular meeting and any intervening special meeting.
 - c. Director's report of the library
 - d. Committee reports
 - e. Public presentation to, or discussion with, the board
 - f. Adjournment
- Section 8: Special meetings: May be called by the chair or at the request of three members, for the transaction of business as stated in the call for the meeting.
- Section 9: A quorum: Shall consist of four members of the board present for the transaction of business at any meeting.
- Section 10: Conduct of meetings: The board will utilize Robert's Rules of Order, latest edition, as a guideline for procedural matters.

Article IV: Library Director and Staff

The board shall be involved in the process to appoint a qualified Library Director, in accordance with State and City code, who shall be the executive and administrative officer of the library on behalf of the board under its review and direction. The Library Director shall recommend to the board the appointment and the specific duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of library materials in keeping with the stated collection development policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The Library Director shall have authority to appoint library employees without prior approval of the board provided that all such appointments shall be reported to the board at its next regular meeting.

Article V: Committees

Section 1: The chair shall appoint committees of one or more members each for such specific purposes as the business of the board may require.

Section 2: All committees shall make a progress report to the Library Board at each of its meetings.

Section 3: No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Article VI: General

Section 1: An affirmative vote of a majority of all members of the board present at the time shall be necessary to approve any action before the board. The chair may vote upon and move or second a proposal before the board.

Section 2: The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendments shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3: Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board shall be present and two-thirds of those present shall so approve.

2.01 Collection Development Policy

2.01.01 General Library Objectives

- A. The concept of the public library is one of a public trust which promotes the freedom to read by making available as many materials as possible, within the limitations of budget and space, and aids the individual in the pursuit of educational, informational and recreational resources.
- B. The primary purpose of the Grantsville City Library is to provide materials and services that will satisfy, on a fair and equitable basis, the needs of the community that it serves.

2.01.02 Statement of Policy for Collection Development

- A. The library shall develop collections of materials and resources of all types and kinds that are of optimum use to the community served by the library.
- B. The library recognizes its obligation to provide reference and research materials that answer a wide variety of specific questions. However, no attempt is made to provide exhaustive research in any specific field.
- C. The library maintains a non-circulating archival collection for the purpose of preserving local history and information for the research needs of the public.

2.01.03 Authority and Responsibility for Selection

- A. The final authority for the determination of policy to guide collection development in the library is vested in the Grantsville City Library Board. The Library Board operates under Title 9 of the Utah Code.
- B. Ultimate responsibility for collection development rests with the director who operates within the framework of policies determined by the Library Board. Professional staff members assist in the process of collection development as assigned by the Library Director.

2.01.03 Selection Criteria

- A. The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of the City of Grantsville.
- B. The Council of the American Library Association adopted in 1948, and amended in 1967, basic policies governing services of libraries. The Grantsville City Library subscribes to the following statements from that report:

As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

- C. Materials are evaluated as a whole and not on the basis of a particular section or sections of the work.
- D. A single standard cannot always be applied to each item being considered for inclusion in the collection; however, all materials are judged by appropriate criteria. In some instances, these criteria include artistic merit, scholarship, or the value of the materials to the informational needs of the community. In other instances, the criterion may be substantial public demand for the item.
- E. In order to build a diversified collection, the following general criteria are used. These criteria apply to both purchased and donated materials.
 1. Availability and suitability of format.
 2. Suitability of subject, style, and level for the intended audience.
 3. Critical reviews.
 4. Reputation of the publisher or producer; authority and significance of the author, composer, or creator.
 5. Timeliness or permanence of the material.
 6. Quality of writing, design, illustrations, or production.
 7. Relevance to community needs.
 8. Potential and/or known demand for the material.
 9. Relative importance in comparison with existing materials in the collection on the same subject.
 10. Availability and accessibility of the same material in the local area.
 11. Cost of the material.

2.01.05 Withdrawal and Discarding of Library Materials

- A. The library's collections are constantly being evaluated and materials withdrawn when one or more of the following criteria are met:
 - 1. They are out-of-date, that is, no longer timely or accurate.
 - 2. They are badly worn or damaged.
 - 3. They are no longer high demand items.
 - 4. They have been declared missing from the collections.
- B. Materials withdrawn from the collections are disposed of at the discretion of the Library Director.

2.01.06 Gifts of Library Materials

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the library director determines is appropriate. Titles acquired in this manner are subject to the established selection criteria for purchased materials.

2.01.07 Reconsideration of Library Materials

- A. The library will consider requests for reconsideration of library materials when submitted in writing. Forms are provided that can assist the citizen in identifying his/her objection to the item. Objections or complaints to items in the collection will be handled in an attentive and timely manner under the direction of the Library Director.
- B. Citizens have the right to appeal the Library Director's decision regarding reconsideration of library materials to the Library Board of Trustees.

2.02 Public Services Policy

2.02.01 Eligible Patron Policy

All patrons, both adult and juvenile, must bring their library cards with them, if they intend to check-out materials.

- A. Free use of the resources of the Grantsville City Library will be granted to patrons with an active library card on file at the Grantsville City Library. Access to the library facility and in-house use of the resources will not be restricted to cardholders.
- B. Non-card holders, however, must comply with the library rules and regulations if they wish to use the available resources and facilities.
- C. The presentation of an active library card is required to circulate library materials from the library or to access some licensed databases through the Internet. A library card shall be considered to be active if it is used at least once every (3) three years, and has no outstanding fines or fees. Any library card that is not used at least once every (3) three years or the patron cannot be contacted through the contact information within the patron's file will be considered inactive and may be removed from the library patron file or blocked.
 1. Patrons must fill out an application form to register for a new library card. By signing the application, the patron is indicating that they will be responsible for all materials signed out by their library card. Patrons will receive the (a) library's circulation policy, (b) the patron code of conduct, (c) Library Patron Rights and Responsibilities and (d) the Internet Policy upon receiving their card.
 2. Identification with proof of address is required. A driver's license or student ID is preferred; however other proof as listed below are considered acceptable forms of ID.
 - Lease Agreement
 - Purchase Contract
 - Utility Bill
 - Check Book
 - Vehicle Registration
 - Home or Car Insurance
 - Hunting or Fishing License
- D. All potential library patrons must complete a library application form and must comply with all the requirements in at least one of the following categories before receiving a library card.

1. A patron must be eighteen (18) years of age or older, a resident of the City of Grantsville, and present two (2) forms of acceptable identification. One (1) form must have their current Grantsville address imprinted on it.
2. A patron under eighteen (18) years of age, but age five (5) or older, who is a resident of the City of Grantsville must provide the following to be eligible for a library card:
 - a. Be accompanied by a parent or legal guardian.
 - b. Provide proof of residency.
 - c. Accompanying Legal Guardian/Parent must present
 - Legal documents proving Legal Guardianship to the child they are signing for.
 - Two (2) forms of acceptable identification.
 - Sign application
By signing the child's application, the parent or legal guardian is indicating that they shall be responsible for all materials signed out on the child's library card.
3. A patron whose permanent address is outside of Tooele County but maintains a temporary residence for at least three (3) months of the year in the City of Grantsville, is eighteen (18) years of age or older, and presents one (1) form of acceptable identification with his/her permanent address imprinted on it and one (1) form of identification verifying his/her temporary residence.
4. A library card may be issued in the name of a business when the home office of the business resides within the limits of the City of Grantsville. An active, City of Grantsville, business license is required along with one (1) form of identification indicating the name of the authorized employee who is applying for the card in the name of the business.
5. A library card may be issued to an individual who owns real property located within the limits of the City of Grantsville. The applicant must show ownership of the property in his/her name and one (1) form of identification verifying the applicant's home address. All members of the immediate family (over age five) of the property owner, living at the same address as the property owner, are each entitled to a library card.
6. Non-Resident of Tooele County Family Card: A library card may be issued to a non-resident family of Tooele County at the rate of \$10.00 per card, per year. The adult applicant must show identification verifying his/her address and must meet all other identification requirements. This fee shall be established by the Library Director on January 1 of each year, shall be based upon the current cost per capita assessed in Grantsville City to operate the library system, and is non-refundable.

7. Tooele County Resident Family Card: A library card may be issued to a resident family of Tooele County at the rate of \$10.00 per card, per one (1) year term. The adult applicant must show identification verifying his/her address and meet other identification requirements. This fee is non-refundable.
8. Active military & veterans:
 - a. Active military personnel stationed within Tooele County may apply for a free library card providing they prove current active duty, Military ID. The card will stay active for one (1) year or when the military orders expire (whichever is soonest).
9. Exceptions to this policy may be made by the director of the library if upon review of the application in question the director can justify the exception in accordance with the general intent of the total Public Services Policy.
10. Library patrons shall be responsible for keeping all personal information related to their library patron card (i.e. name changes, address, telephone, email, etc.) current.
11. All library cards expire after one (1) year from the date of issuance. In order to renew a library card, patrons must produce identification, must have no overdue items, and; clear all outstanding fines and bills associated with their account.
12. Applicants presenting an Out-of-State driver's license will be issued a temporary card for sixty (60) days at which time the applicant is required to obtain and present a valid Utah driver's license or ID.

2.02.02 Delinquencies, Fines and Other Charges

The purpose of charging fees and or suspending accounts is not to punish borrowers; it is to encourage patrons to return items by the due date so they can be available for other patrons. The Grantsville City Library, at the discretion of the Library Director, may from time to time offer different incentives and/or programs to reduce patrons' overdue fines. Any and all fees shall be paid to "Grantsville City Library" at the Grantsville City Library.

- A. The patron, who is the library cardholder, is responsible for the care and return of materials checked out from the library. Parents or legal guardians are responsible for materials checked out by minors in their care.
- B. The library charges overdue fines for all materials, which are returned past their due date. Overdue fines for library materials are fifteen (\$0.15) cents per day per item up to the maximum charge of five (\$5.00) per item, except DVD's which are charged a fee of \$1.00 per day per item. A library card will be "blocked" when the amount owed reaches ten (\$10.00) dollars.
- C. The library is under no obligation to notify patrons of overdue library materials. As a courtesy, however, the library will send notices (via email) of overdue items to patrons.
- D. Patrons are responsible to maintain the library materials they check out of the library in reasonable condition during the time that they have the library materials in their possession. Reasonable condition is defined as normal wear and usage of library materials. Patrons, who intentionally write upon, injure, deface, tear, cut, mutilate, destroy, or otherwise damage library materials will be billed for the replacement cost of the item.
- E. If a patron checks out an item and then loses it, or does not return the item within thirty (30) days after the date due, they will be billed the replacement cost of the item plus a processing fee of \$5.00. Refunds will not be given for lost items that may be found later by the patron.
- F. A minimum fee of thirty-five (\$35.00) shall be assessed for all returned checks.
- G. Delinquent patrons shall not be allowed to check out additional materials until all charges are paid in full and all items are returned. Patrons are delinquent if any of the following conditions apply:
 1. They have any fines on materials returned late.
 2. They have been billed for overdue materials.
 3. An adult patron has fines and/or overdue items listed on his children's cards.

4. The preceding thresholds shall be established periodically by the library director and shall be the same for all library patrons.
- H. Patrons, who fail to return library materials and disregard overdue notices and bills, shall be referred to small claims court. By signing for a library card patrons are agreeing to pay for any unreturned, lost or damaged library materials checked out on their account or on the account of a juvenile patron for whom they have signed. By signing, patrons also agree to pay all court costs and attorney fees associated with the collection of a delinquent account. Accounts are considered to be cleared only after all materials have been returned or paid for and after all outstanding fines have been paid.
Delinquent accounts may also be collected pursuant to state law (see Sections 76-6-801, 76-6-802, 76-6-803, 76-6-804, 76-6-805, of the Utah Code).
- I. If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement. Identification and proof of residence must be furnished as stated above. There is a non-refundable three dollar fee for a replacement card.

2.02.03 Collections

- A. The general fiction collection and the non-fiction collection will be circulated for a period of four (4) weeks [twenty-eight (28) days] to eligible patrons.
- B. The audio and video collection will be circulated for a period of one (1) week [seven (7) days] to eligible patrons.
- C. The reference collection is for in-house use only and will not circulate.
- D. The archives collection will be available to patrons by request only and will not circulate.
- E. The number of items that may be circulated at the same time on one (1) library card shall be thirty (30) items. However, the director of the library may impose additional restrictions if there is a limited number of resources available or if there is excessive demand being placed on a particular item or collection of items.
- F. Patrons will be allowed to renew items for up to two (2) consecutive times after the initial check-out providing items are not (1) overdue, (2) on reserve by another patron, or (3) requested online or over the telephone.
- G. Reserved materials may be held one (1) week after the patron has been notified. Hold shall be filled in the same order they are listed in the Hold queue.

- H. The Library Director may establish a different loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g. computer software.

2.02.04 Hours of Operation

- A. The hours Grantsville City Library will be open to the public are Tuesday through Friday 10:00 A.M. to 7:00 P.M., and every Saturday 10:00 A.M. to 2:00 P.M.
- B. The library will be closed on the following holidays: New Year's Day, Civil Rights Day, Presidents' Day, Memorial Day, Independence Day, Pioneer Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
- C. Holidays falling on Sunday or Monday, are observed on the following Tuesday.
- D. When major holidays fall on Friday, Saturday, Sunday, or Monday, the library will observe a three-day holiday. *Major holidays will be New Year's Day, Independence Day, and Christmas Day.*
- E. Closing the library because of bad weather or other major problems will be the determination of the Library Director.

2.02.05 Privacy of Records

- A. All records, formal and informal, in the Grantsville City Library relating to patron registration and the subsequent circulation by patron of materials provided by the library are to be confidential in nature.
- B. Any problems or conditions relating to the privacy of a patron through the records of the Grantsville City Library which are not provided in this policy statement shall be referred to the library director, who, after study and consultation with the library board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

Note: Policy based on "Policy Confidentiality of Library Records," adopted by the Council of the American Library Association, January 20, 1971; revised July 4, 1975 by the ALA Council. Utah Code 63-2-202,302.

2.03 Gifts Policy

Grantsville City Library

2.03.01 Gifts and Donations

The library welcomes and accepts donated gifts. These gifts and/or donations are subject to the same criteria of selection that applies to purchased materials. Materials donated may be added to the collection, sold, exchanged, given to other organizations, or discarded as the selection policy prescribes. Separate or special shelving for gift items is not provided. Book plates indicating that the item is a gift will be placed in the item when the Library Director deems it appropriate. Gifts will be placed in the circulating collection of the library unless they meet the criteria for the reference or archive collection areas.

2.03.02 Memorial Gifts

Memorial gifts are accepted using the same criteria as purchased materials. Gifts of money are accepted to purchase resources in accordance with the selection criteria. Memorial bookplates are placed in the item at the discretion of the Library Director.

2.03.03 Donation Receipts

A donation receipt form will be available for personal use if desired.

2.04 Interlibrary Loan Policy

2.04.01 Introduction

Interlibrary loan service is essential to the vitality of libraries of all types and sizes and is a means by which a wide range of material can be made available to users. In the belief that the furtherance of knowledge is in the general interest of the public, the Grantsville City Library will be a participant in providing interlibrary loan service to its patrons.

2.04.02 Definition

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request. It is essential that library patrons understand the procedures for eligibility, requesting, using and returning ILL (Interlibrary Loan) materials.

2.04.03 Purpose

The purpose of interlibrary loan service is to obtain library material not available at the Grantsville City Library and to loan material found at the Grantsville City Library, which is not available in other libraries.

2.04.04 Eligibility

In order to request interlibrary loan (ILL) materials through the Grantsville City Library, a patron must have a library account in good standing. This includes:

- A. No current overdue library materials
- B. No current overdue inter-library loan materials
- C. No blocks on their accounts for any other reason
- D. The patron must be 18 years or older to be eligible to place an ILL request

2.04.05 Conditions of Service

The conditions of this service are set by the Grantsville Library Board Policy, the 2011 Interlibrary loan code for Utah, and the Copyright Act of 1976, Title 17, U.S. Code.

A patron may only have two (2) active interlibrary loan requests at one time. However, patrons may place up to 5 requests per month. ILL materials can only be checked out on the library card of the person who requested the items.

2.04.06 Borrowing Responsibilities

- A. The Grantsville City Library will make every effort to exhaust its own resources before resorting to the interlibrary loan service. When the resources are not available at the Grantsville City Library, Interlibrary loan service will be made available to all eligible patrons of the Grantsville City Library.
- B. Items borrowed from other libraries and circulated to our patrons will be governed under the Grantsville City Library Circulation Policy subject to the circulation period, overdue fines and billing methods of that policy unless otherwise specified by the lending library.
- C. If the material is not returned by the patron to the Grantsville City Library one month (30 days) after the due date, the patron will be subject to at \$10 Interlibrary Loan Service Fee plus the price of the borrowed material if that material is not returned.
- D. The Grantsville City Library will absorb the cost of the interlibrary loan transaction above the \$2.50 patron charge for processing and postage.
- E. All material on loan is subject to immediate recall, and the Grantsville City Library will comply promptly.
- F. Interlibrary loan service will be suspended for any patron who abuses the privilege.
- G. Statistics will be kept in accordance with local and state guidelines and requirements.

2.04.07 Types of Materials

The Grantsville City Library will attempt to borrow any item (exceptions listed below) as long as it is owned by a library that participates in the Interlibrary Loan Program and is in the United States or Canada.

The library is generally **unable** to borrow:

- Items published in the last six months
- Ephemeral materials, (pamphlets, etc.)
- Reference Books
- College texts or other direct curriculum support materials
- EBooks and downloadable audio books
- Musical recordings or software
- Bound periodicals
- Books printed before 1800

2.04.08 Lending Responsibilities

- A. The Grantsville City Library will serve other libraries within the Utah library system (UNCL), all libraries within the state of Utah, all libraries within the BCR Regional network, any library outside of all other arrangements with which traditional but less formal agreement exists, any library which complies with the National Interlibrary Loan Code, 1980 and any foreign library which abides by the International Lending: Principles and Guidelines for Procedure (1978, rev. 1983).
- B. Materials, which ordinarily circulate to the Grantsville City Library users, may be sent out on interlibrary loan. The decision to loan material is at the discretion of the Grantsville City Library; for example, an item that is in high demand by Grantsville Library patrons will not be available for interlibrary loan.
- C. The Grantsville City Library will absorb all nominal interlibrary loan lending fees including postage and insurance. The borrowing library will be billed for photocopies over 10 pages at \$.10 per page unless other arrangements have been made with that library.
- D. If an out of state borrowing library does not return the material one month (30 days) after the due date the borrowing library is subject to a \$10 interlibrary loan service fee plus the price of the material if the material is not returned.
- E. The duration of the loan, unless otherwise specified by the Grantsville City Library, will be as follows:
 - A standard interlibrary loan item (book, book on CD, music CD) will check out for five (5) weeks from the Grantsville City Library. This will allow one (1) week of transit to the borrowing library, three (3) weeks on loan to the borrowing library's patron, and one (1) week for transit to bring the item back to the Grantsville City Library. Renewals will be a three (3) week period according to availability and Grantsville City Library patron demand.
 - A visual interlibrary loan item (DVD, VHS video) will check out for three (3) weeks from the Grantsville City Library. This will allow one (1) week of transit to the borrowing library, one (1) week on loan to the borrowing library's patron, and one (1) week for transit to bring the item back to the Grantsville City Library. Renewals will be a one (1) week period according to availability and Grantsville City Library patron demand.
- F. All material on loan is subject to immediate recall based on the need for the material by a Grantsville City Library patron or patrons.
- G. The Grantsville City Library is responsible to the lending library for the timely return of ILL materials. ILL materials deemed lost by the Grantsville City Library will be billed to the patron. Charges may include processing costs, as well as the replacement cost of the item.

2.05 Meeting Room Policy (See Appendix A)

2.05.01 Purpose

All meeting rooms will be scheduled by and through the Grantsville City Library Director.

In keeping with the library's mission to create welcoming spaces that serves as public commons and encourage civic engagement by offering people opportunities to connect and interact, the library meeting rooms are available at no charge for use by community groups for informational, educational or cultural meetings and programs.

The Library Board encourages the widest possible use of the library meeting rooms by non-profit community groups, as long as the use does not interfere with the normal functions and programs of the library.

Use of the library meeting rooms does not imply endorsement by the library staff or Trustees of the viewpoints presented. No advertisement or announcement implying such endorsement shall be permitted.

- A. The city is not responsible for loss or damage to materials belonging to individuals or groups using the meeting rooms.
- B. Scheduled meetings shall coincide with the Library's public service hours except by prior permission of the Library Director.
- C. Permission to use meetings rooms shall be denied any group whose purposes or actions are illegal or whose conduct interferes with the activities of the library.

CHARGES

- D. There is no charge for use of meeting rooms by city/county governmental agencies, by non-profit community groups, or by groups presenting programs in which the Library is a sponsor or cooperating agency.

CONTRACTS

- E. If a government agency or other organization wishes to make a written agreement for the use of the meeting space for a period of up to one (1) year, the Library Director is authorized to sign such an agreement if:
 - 1. The room use is consistent with the Policy.
 - 2. The written agreement incorporates the rules and regulations of this Policy, and
 - 3. The agreement has been reviewed and approved by the City of Grantsville Attorney.

GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

The Library Director should be contacted directly to reserve Library meeting rooms.

Application/Reservations

1. Groups interested in using the Library meeting rooms must first fill out an application form provided by the Library. This application must be returned to the Library at least one (1) week prior to the first scheduled meeting date.
2. An authorized adult representative of the group must request use of the meeting room and fill out the application form. By signing the form the applicant agrees that this Library Meeting Room Policy applies to the requested use of space and has been read and understood. Failure to abide by the Policy may disqualify the group from future use of the rooms as a minimum penalty.
3. The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
4. Meeting rooms are scheduled on a first come, first served basis.
5. Reservations may be made not more than six (6) months in advance, except for groups reserving twelve (12) meetings in a twelve (12) month period, as described as above or groups making a contract for meeting room space. However, the Library does reserve the right to cancel a scheduled meeting with two (2) weeks' notice if the room is needed for library programming. The Library will make every effort to avoid a cancellation but does reserve that right.
6. Room reservations may be called in but are not confirmed until the application form has been completed, signed, and processed.
7. Library staff should be notified in advance of cancellations. If the meeting is cancelled with less than twenty-four (24) hours' notice the group may be disqualified from future use of the rooms.
8. The Library Meeting Room Application will expire one (1) year from the date signed. At that time a new application will need to be submitted and approved.

2.05.02 Conditions of Use

- A. The users are responsible for any damage caused to any library property during the use of the rooms.
- B. Advance reservation of rooms is required. A maximum of 4 reservations may be held by one user or organization at one time. Extended reservations that monopolize the room to the exclusion of others will not be permitted.
- C. A Wireless internet connection is available for use in rooms. The library's internet and computer use policy must be followed by all room occupants. This policy is available for review at the library, or upon request or via E-mail.
- D. Room reservations will be cancelled and the room released to another if the reserving party is more than 15 minutes late.
- E. Rooms may be reserved for use within the library's regular business hours.
- F. The users are responsible to set up and put away chairs, and to leave the meeting room in a clean and orderly condition.

ADA Requirements

- G. Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

Sample statement for publicity:

"If you need an interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization one (1) week in advance of the program or meeting."

Food or Drink

- H. Groups who use the library meeting rooms may serve light refreshments (note: alcoholic beverages or red drinks are prohibited) when their plan to do so has been pre-approved by the library director. Charges will be assessed if damage occurs.

Equipment and Media

Equipment may be brought in to use in the meeting rooms if approved by the staff person in charge.

Internet/PC Use

- I. Wireless internet access is available in all meeting rooms. Groups will need to bring their own laptops.
- J. The library does not have projection units for groups to use with PCs. If projectors are needed see the library director.

Signs

- K. Signs, working papers or posters may not be attached to the walls of the meeting rooms.
- L. Signs or posters placed anywhere in the building must be approved by the staff person in charge.

Information on Meeting Rooms and Capacities

ROOM	CAPACITY
Multi-Purpose (Large)	75
Special Collections (Medium)	10
Quiet Study (Small)	8

- M. Rooms may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops, and other similar functions
- N. Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by library policy. The Library Director may allow performers at Grantsville City Library programs to sell sound recordings, videos, and books related to their performance.
- O. No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program.

2.06 Unattended/Disruptive Children Policy

2.06.01 Purpose

The Grantsville Library encourages children to use its facilities and services. However, children in the library are the responsibility of their parents. The library has neither the staff nor the legal authority to supervise children in the library.

Therefore, parents and guardians should be aware of their responsibility to discipline and supervise their children while they are in the library. A child left unattended in the library may become disruptive or frightened, ill or injured. An unattended child could also be kidnapped or molested.

2.06.02 Policy Statement

- A. If a child is found to be unattended in the library (that is, if the responsible adult is not on the library premises) at closing time, or if an unattended child becomes disruptive at any time, the library may take action necessary to resolve the situation. If necessary, the library may ask the police to take the child into custody for the child's protection.
- B. Disruptive behavior is any behavior within the library that infringes on the rights of others using the library.
- C. This policy applies to any child twelve years of age or younger. Older minors who become disruptive will be asked to leave the library premises and failure to comply may result in the police being called.

2.06.03 Guidelines for Staff Members

A. Dealing with Disruptive Children

If a young child is being disruptive (prolonged noise making; running up and down aisles; damaging library property; or bothering other library patrons), library staff may remind the child that they should be quiet (should not run around, etc.) in a library. If the behavior continues, library staff will attempt to locate the child's parent or caregiver. If the parent/caregiver is located in the library, staff will explain that the child's behavior is disturbing other library patrons, and will ask the parent/caregiver to deal with the problem.

If the child is unattended (parent or caregiver cannot be located within the library), law enforcement personnel may be contacted to pick up the child for the child's protection and safety.

If an older child is disruptive, the child should be informed that he/she is behaving inappropriately and asked to behave in a more appropriate manner. If the disruptive behavior continues, library staff will:

1. Attempt to locate a parent/caregiver to deal with the problem. If a parent/caregiver cannot be located within the library and the disruption is sufficiently severe, the police may be called to deal with the situation.
2. Ask the child to leave the library. Library staff members are to use their discretion in such situations. (Is the child old enough to leave on his/her own; does he/she live within walking distance; is it light or dark out; etc.)

B. Disruptive Attended Children

If a child is disruptive with a parent/caregiver nearby, library staff may speak directly to the child or may inform the parent/caregiver that the child is behaving inappropriately and ask the parent/caregiver to correct the behavior. Staff members are to use their discretion in such situations. If the parent/caregiver refuses or is unable to control the child, they may be asked to remove the child from the library until the problem is resolved.

C. Unattended Children at Closing

Library staff will not remain after hours with an unattended child and are not permitted, under any circumstances, to give him/her a ride home. If a child's transportation is not available within 15 minutes after closing, the police may be called to escort the child home or keep the child until parents can be reached.

The library is not responsible for children outside the building who await transportation or who are socializing.

Parents and caregivers, not library staff, are responsible for the safety and behavior of children within the library.

2.07 Displays, Exhibits, Posted and Distributed Materials Policy

2.07.01 Introduction

In support of the mission of the library to provide a variety of informational, educational, and recreational resources to the citizens, the library provides opportunities for displays, exhibits, and other posted and printed materials to be displayed that are not inconsistent with the overall mission of the library.

The library endorses the Library Bill of Rights of the American Library Association. The library accepts the Association's Interpretation of the Library Bill of Rights for Exhibit Spaces and Bulletin Boards.

The library adheres to all federal, state, and local laws, including those pertaining to libel, copyright, and pornography. The library will exercise its right to impose reasonable restrictions on the time, place, and manner of any use of its display, exhibit, and posting facilities.

The library does not necessarily endorse the views represented in any display, exhibit, or posting on library property.

2.07.02 Displays/Exhibits

The library has display/exhibit space available generally located in established display cases in the library and in the main hallway. All displays/exhibits must be scheduled in advance. The library maintains complete control over the content of displays/exhibits and of space available for displays/exhibits.

2.07.03 Standards for Selecting Displays/Exhibits

The following standards will be used in determining which displays and exhibits will be approved for presentation in the library.

- A. Highlights or stimulates use of library resources.
- B. Relates to or compliments a library exhibit or program.
- C. Is of cultural, historical, or educational significance.
- D. Is of notable interest to the community.
- E. Relates to another significant exhibition or event in the community.
- F. Is of suitable size and physical form.
- G. Requires minimum security.

2.07.04 Responsibilities of the Exhibiting Person and the Library

A. The responsibilities of the exhibitor are as follows:

1. The exhibitor is responsible for providing a display/exhibit consistent with what was approved for display/exhibit.
2. The exhibitor is responsible for setting up the display/exhibit.
3. The exhibitor is responsible for removing the display/exhibit at the end of the scheduled display time.
4. The exhibitor is responsible for insuring the display/exhibit against damage or losses if the exhibitor desires insurance.
5. The exhibitor is responsible for providing signage to alert the public of the name of the display/exhibit and the person(s) or groups(s) responsible for the display/exhibit.
6. The exhibitor will set up and remove displays/ exhibits at a pre-determined time as arranged with the library staff.

B. The responsibilities of the library are as follows:

1. The library is responsible for providing access to the display/exhibit areas in order that a display can be set up and/or removed.
2. The library is responsible to provide a disclaimer sign.
3. The library reserves the right to rearrange any item in a display/exhibit if necessary.
4. The library will remove displays/exhibits that are not removed by the exhibitor at the pre-determined time, if the display/exhibit space is needed.

2.07.05 Posted Materials and Distributed Materials

The library allows for the posting of information and the distribution of multiple copies of printed materials in specific locations in the library. The library must approve all materials to be posted and/or distributed before the material is posted and/or distributed.

A. Guidelines for the posting of materials are as follows:

1. Where possible, separate bulletin boards should be used for library notices and public notices. When limited bulletin board space is available and is shared for library and public notices, library notices will be given priority.
2. Space limitations generally require that notices be 8 ½" X 11" or smaller. Larger posters may be posted if space is available.
3. All approved materials will be dated and will be removed and disposed of by the library staff when they are outdated.

- B. Guidelines for the display of distributed materials are as follows:
1. Where possible, separate display areas for materials to be distributed should be used for library printed materials and public printed materials. When display space is limited, library materials printed for distribution will be given priority.
 2. The library reserves the right to limit the number of printed materials to be distributed due to space constraints.
 3. All out of date materials will be removed and disposed of by the library staff.
- C. The library will not distribute, post, or display the following types of printed materials:
1. Advertising for profit-making or fund raising affairs unless the event is of recognized cultural or educational interest to the community.
 2. Advertising or promotional materials of a profit-making commercial entity, items for sale, or estate or trustee sales.
 3. Obscene and/or illegal materials.

2.07.06 Grievances

A member of the public who has a concern about a display, exhibit, or printed materials posted or displayed in the library is invited to send written comments to the library director. The library will respond to written statements as follows:

- A. The patron will be notified that the library has received his/her written statement of concern.
- B. A review process will be conducted by the library administration in response to an individual's statement of concern.
- C. While a concern is being considered, there will be no change in the status of the display, exhibit, or printed materials.
- D. Upon completion of the review process, the library director will notify the patron of the library's decision.

2.09 Reference Policy

2.09.01 Purpose

To set standards and guidelines for reference services reflecting a suggested level of performance and to explain which services and resources are offered and the extent to which they are provided. To give purpose and direction to future reference service.

To provide accurate, prompt and courteous assistance to the public in the use of the library's reference and regular collections. To provide a reference collection and services adequate to meet the general information, basic research, recreational and instructional needs of the public.

2.09.02 General Statement

- A. The main reference functions provided to the patrons are guidance, direction, and instruction.
- B. The reference librarian selects a variety of reference materials, maintains a balanced collection of standard and popular works and makes decisions as to eventual disposition of these materials. The collection includes basic reference tools such as general encyclopedias, special encyclopedias and dictionaries, almanacs, biographical dictionaries, directories and indexes, foreign language dictionaries, atlases and gazetteers, etc. and United States Government Documents and local history materials.
- C. The reference collection is a non-circulating collection.
- D. Information contacts with users, whether reference or directional, are to be taken seriously and treated with utmost respect and confidentiality. Under no circumstances should there be any discussion of an individual or a group of users, or of any transactions between user and reference librarian, outside of a professional context.

2.09.03 Reference Service

Grantsville City Librarians select and qualify books of all types. The reading level of a source may be clarified and knowledge of sources on a myriad of subjects can be provided. Reference librarians direct patrons to appropriate publications and assist in their use, such as reviews, selected lists, buying guides and other means of evaluation.

Information within books etc. may be read and interpreted by the public but the professional librarians do not interpret or give opinions of the findings. The librarians may indicate the best sources on a given subject.

Special libraries, such as the medical library, the law library or the genealogy library, may be referred to as sources of specific information. These libraries are available to the public and telephone numbers and addresses for them may be obtained from the library staff.

Reference Statistics and Requests

- A. Library staff is responsible for recording the number of questions received at the reference desk. Unfulfilled requests and needs will also be reported on the form. Telephone statistics will also be recorded.
- B. A directional transaction is defined as an information contact that facilitates the use of the library and does not involve the knowledge, recommendations, or instruction in the use of any information sources other than those which describe the library.
- C. A reference transaction is defined as an information contact that involves the knowledge, use, recommendation, or instruction in the use of information sources by the reference librarians.

Library Use Instruction

- D. The staff assists patrons in the use of the library and teaches research methodology when appropriate. Small groups may be given tours of the library. They are shown the different areas of the library and they may be introduced to library personnel. Librarians take the opportunity to familiarize library patrons with library-usage concepts to help them feel comfortable when visiting the library.

Citations

- E. The reference staff provides bibliographic information verified with standard tools, such as Books in Print, etc. When information is given on any subject, including the most common knowledge, the patron is provided with the reference source for the data.

Library Etiquette

- F. A cheerful and courteous manner is employed in dispensing information and reference service. The reference staff is attentive and respectful. The patrons are given the benefit of the doubt, and credit for good intentions and honesty.
- G. The reference staff provides services to patrons without bias and without imposing value judgments as to the importance of their questions or needs.

Fax

- H. Library personnel answer fax requests within twenty-four hours, except on holidays and weekends. In order to comply with copyright law, these requests must be on the appropriate request form and signed by the person wanting the material.
- I. The fax machine is available for public use. Information sent or received is charged .25 per page.

Photo-Duplication

- J. Assistance in operating the copy machines is provided when necessary.

School Questions

- K. The reference staff does not do in-depth research for school assignments.
- L. They instruct students in the use of library materials so that they will become familiar with the library and learn to use library skills in doing schoolwork.
- M. Some school assignments deplete the circulating collection. Materials on required subjects are collected in the reference section when demand warrants.

Telephone Reference

- N. Telephone reference is a service of the library. The reference staff verifies answers, cites sources that are used and gives the date of the source when relevant. The reference staff responds to telephone requests as received in turn. The questions are answered with quick, specific answers. For questions that take longer to find the answer, the reference staff calls the patron back within twenty-four hours.
- O. Long passages are not read over the telephone. A photocopy of lengthy material may be mailed to the patron or the patron may come to the library to pick it up.

- P. Patrons are encouraged to come to the library to do their own research.
- Q. Contest questions are answered for a person over the phone only if the reference librarian can find the answer immediately.

Reading Guidance

- R. The library staff provides reading guidance for the public. The library staff prepares bibliographies for materials on many subjects found in the library. Bibliographies are offered for children, young adults and adults.

Business

- S. A reference request from a business is treated the same as a reference request from an individual.
- T. A collection of current annual reports and other information made available to the library from local businesses is kept on file for the public.

Libraries and Media Centers

The Grantsville Library cooperates with school media centers and other libraries. The library does not charge for this service except as prescribed in the Interlibrary Loan Policy.

Interlibrary Loan

- U. Interlibrary loan services are available to help patrons obtain materials not found in the library. (See ILL Policy 2.04).
- V. The reference staff assists patrons in finding bibliographic verification of items not owned by the library. The patrons are assisted in filling out the forms to obtain materials through Inter-library loan when necessary.
- W. The reference staff refers patrons to other agencies and suppliers of information when appropriate.

On-line Services

- X. On-line search services are available to help patrons identify and obtain materials not found in the library. All on-line searches are done by qualified library staff.

2.09.04 Reference Collection Development Guidelines

- A. The reference collection is comprised of sources for factual and statistical information.
- B. The collection shall include reference tools recommended for public libraries in the following areas: general reference, the humanities, the social sciences, history and the pure and applied sciences.
- C. Selection in most subject areas is made with the non-specialist in mind. Both current and retrospective coverage will be provided. The reference collection provides selective coverage of subjects of local interest and information on local politics, statistics, and organizations.
- D. Any material under consideration for acquisition for the reference collection will first be evaluated in each of the following areas: physical format, bibliographic form, usefulness, quality of work, demand, currency of the topic, date of the publication, opinions expressed in professional reviews, the price on the material and local interest.
- E. Materials acquired will include indexes, handbooks, guides, dictionaries, directories, bibliographies, almanacs, encyclopedias, atlases, yearbooks and manuals.
- F. The same criteria apply to both acquisition and weeding. The physical condition of the material, age of the material, subject matter, datedness, and demand will be used as criteria for keeping the material in the reference collection.

2.10 Grantsville Library Special Collections Policy

2.10.01 Purposes and Objectives

The purpose of the Special Collections is to preserve the history and genealogy of the City of Grantsville and Tooele County Region of Utah.

The various sections of the Grantsville City Library Special Collections as follows all serve to meet this purpose.

City of Grantsville Archives

The purpose of the City of Grantsville Archives is to act as a repository for all departments of city government in Grantsville, Utah.

History Collection

The purpose of the history collection is to preserve the history, culture, geography, religion, etc. of the Tooele County region.

Genealogy and Biography Collection

The purpose of the genealogy and biography collection is to preserve the history of families and of individual lives in the larger Tooele County region.

2.10.02 General Policy

- A. The Library Director is designated to manage the Grantsville Library Special Collections.
- B. Focus
 - 1. The City of Grantsville constitutes the primary focus of all sections of the Special Collections.
 - 2. The larger Tooele County area constitutes the secondary focus of the collection.
 - 3. The state of Utah constitutes the third focus of the collection.
 - 4. Items unrelated to these three areas of focus will be dealt with on an individual basis with the Library Director to determine the appropriateness of acceptance into the special collections.
 - 5. The collection is intended for use by the public.

6. Misuse or abuse of the collection by the public will be dealt with in accordance with state statute 76-6-8 "library theft".

2.10.03 Guidelines for Collection Development

- A. The Grantsville City Library Special Collections seeks to acquire materials which meet the following guidelines in regards to format.
- B. The Library Director will seek to preserve the original format and integrity of materials whenever feasible.
- C. If preserving the original format is not feasible, the Library Director will seek another format which will preserve the information contained in the materials and maximize the ability for patrons to access the information.
- D. Items may be removed from the main library collection which are rare, irreplaceable or are subject to theft and/or mutilation to be reclassified and included in the Special Collections.
- E. Guidelines for collecting materials concerning the City of Grantsville:
 1. Information and/or biographies about prominent people in Grantsville i.e., mayors, council members, city officials, business and professional people, etc.
 2. Political and governmental histories of Grantsville.
 3. Histories of Grantsville businesses and educational institutions.
 4. Diaries, genealogies, and biographies of Grantsville residents.
 5. Oral histories of Grantsville residents.
 6. Other histories, records, or information that may help in the preservation of the history, culture, and social history of the City of Grantsville.
- F. Guidelines for collecting other materials:
 1. Histories of local communities and counties primarily in Utah.
 2. Biographies and genealogies of Tooele County residents, and significant people who have lived in Nevada, and Utah.
 3. Publications by local authors will be added based on the objectives of the Special Collections and appropriateness to the Library's overall mission.
 4. Some items of general historical, geographical, or genealogical interest that relate to the larger Tooele County area.

2.10.04 Public Access

- A. Access to the Special Collections Room is restricted. Permission to use this collection will be granted by the Library Director or staff on duty who may limit the number of people using the room at one time.
- B. Meetings may be scheduled; however, the librarians reserve the right to interrupt meetings in order to retrieve materials if necessary.
- C. Materials housed in the Grantsville City Library Special Collections are for reference only and do not circulate.
- D. Children under the age of twelve must be accompanied by an adult when using the Special Collections. The Library Director may make exceptions to that specific age when deemed appropriate.
- E. City of Grantsville Archives:
 - 1. The closed stack area of Special Collections, which houses the City of Grantsville Archives, is not available to the public for browsing.
 - 2. Materials are retrieved for patrons by the Library Director or staff on duty.
 - 3. Use of these materials is restricted to the Special Collection Room unless authorized by the librarian on duty.

2.10.05 Duplication of Materials

- A. Photocopying is regulated through Federal Copyright Law.
- B. Permission of the reference librarian on duty is required before items from the archive collection can be photocopied.
- C. Items that are rare or fragile may require special authorization and/or the assistance of the librarian to be copied.
- D. Selected materials are microfilmed or digitized for preservation purposes and in accordance with Federal copyright law.
- E. Requests to remove materials from the library to be professionally duplicated require the authorization of the Library Director and/or the Library Board of Trustees.

2.10.06 Management of the Grantsville Library Special Collections

- A. The Library Director is responsible for the operation and management of these collections including but not limited to the following duties:
 - 1. Insuring the protection and safety of the collection.

2. Providing the public and library staff with instructions for proper use.
 3. Monitoring and maintaining the physical condition of the collection in accordance with established library policies and procedures.
 4. Acquiring materials in accordance with established library policies and procedures.
 5. Coordinating the cataloging and processing of materials in accordance with established library policies and procedures.
- B. The sale, alienation, destruction or other disposition of records housed in the archives is prohibited without written authorization of the Library Director and the Library Board. This documentation must be retained.

2.11 Computer Use Policy

2.11.01 Introduction

The use of computers and computer-based resources is an important part of the operation and services provided by the Grantsville Library. This policy is designed to manage the usage by the public of the library's computer network and the resources it makes available. Library computing resources are to be used to advance the library's mission. Patrons of the library who use the library's network and the computer resources made available through this network will adhere to the policies and procedures established by the library.

2.11.02 Legal Use

The public may only use computing resources for purposes that are lawful. Examples of unacceptable purposes include, but are not limited to the following: Harassment of other users; libeling or slandering other users; destruction of, or damage to equipment, software, or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; viewing of material deemed obscene or pornographic as defined by State Law (Utah Code Annotated 1953 76-10-1203) and by the U.S. Supreme Court in *Miller V. California*, 413 U.S. 15 (1973).

Violators of computer use policies and practices may lose library privileges. Violations of this policy regarding the use of computers and computer related resources will be dealt with in a serious and appropriate manner. Illegal acts involving library computing resources may also be subject to prosecution by local, state or federal authorities.

2.11.03 Licensed Databases

The library provides a wide variety of licensed databases for public use. The library will comply with the licenses and agreements pertaining to each of these products. The library will allow, or disallow, the general public use of these products in accordance with the licenses and agreements for each of these products.

2.11.04 Internet Access

The Internet is a global electronic network. There is no local or state control of its users or content. The Internet and its available resources may contain material of a controversial nature. The library cannot censor access to material nor protect users from all offensive information.

The Library restricts access to sites that contain obscene materials. The Library intends to meet and enforce the requirements of Utah Code Section 9-7-213, 9-7-215, 9-7-216. Administrative Rule R-458-2 uses software on all public and staff computers that connect to the Internet to assist in restricting this access during any use of computer. However, parents of minor children

must assume responsibility for their children's use of the Internet through the library's connection.

The Library has adopted written administrative procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. These written administrative procedures and guidelines are available for review at the library.

The Library cannot control the availability of information links, which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users should question the validity of the information found on the Internet in the same way they question information found in books and other informational resources.

The Internet Access Policy is developed under the direction of the Library Board of the Grantsville City Library, and the Grantsville City Attorney and will be reviewed by the Library Board of the Grantsville City Library and said attorney at least every three years. A copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R458-2.

2.11.05 Online Communication

The library will allow the general public access to online communication tools such as e-mail (electronic mail), instant messaging, chat rooms, and other online communication tools through the use of the library's computer equipment and Internet connection. Established library rules and practices will govern online communications.

The library shall not be responsible for providing users with online communication accounts or assisting users with using their accounts. Library staff will make reasonable efforts to answer online communication related questions, but cannot be expected to be knowledgeable about the variety of systems and accounts available. The library does not endorse or promote any online communication provider, but may provide quick and easy access to common providers.

The library has no control over the content of messages a patron receives. Any illegal online communication activity may be reported to the appropriate authorities in accordance with the computer use policy.

All policies governing acceptable use of Internet sites shall apply to online communication. Because Internet sites are often part of online communication messages, patrons may access those sites, provided they comply with the acceptable use policy as established by the library. Users shall be responsible for their own actions. Parents of minors shall be responsible for their child's activities and online communication access.

Printing of online communication messages will be charged at the same rate as other printing from public computers.

2.11.06 Public Access

All patrons using the Library's public access computer equipment, online resources, and licensed databases agree to abide by the rules and regulations of the library governing such equipment and resources. Violating these rules and regulations could result in loss of the library patron's computer privileges, their general library privileges, and use of their library card.

2.11.07 Reconsideration of Computer Use Policy

The Grantsville City Library will consider requests for reconsideration of web sites that have been blocked. Reconsideration requests will be handled in an attentive and timely manner under the direction of the Library Director. Adults may ask for and receive unfiltered internet use for legal research purposes.

Citizens have the right to request reconsideration of the library's Computer Use Policy, and related procedures, practices, and observed patron behavior. A form is provided to assist the citizen in identifying his/her objections or concerns. Reconsideration requests will be handled in an attentive and timely manner under the direction of the library director.

2.12 Public Relations Policy

2.12.01 Purpose

The Grantsville City Library exists to provide quality library services to the citizens of Grantsville. In order to meet this responsibility it is important that the library establish effective relationships with the public so that the public is familiar with the policies, practices and services offered by the library. It is the policy of the Grantsville City Library that methods and activities be employed by the library to promote a favorable relationship with the public.

2.12.02 Library Director Responsibilities

The Library Director will be responsible to develop, and maintain a public relations program that will implement methods and activities designed to promote a favorable relationship with the public and the elected officials of the city.

2.12.03 Library Board Responsibilities

The Grantsville City Library Board will be responsible for developing policies that support the public relations program of the library. The Library Board will support the Library Director in representing the library before the general public and the elected officials of the City of Grantsville.

2.12.04 Friends of the Library

The Friends of the Library, in coordination with the Library Director and the Library Board, will be responsible for:

- A. Raising money for special projects and expansions not covered by the operating budget.
- B. Sponsoring programs designed to contribute to the cultural life of the community.
- C. Volunteer work in the library on specific projects.
- D. Raising public awareness of library services and promoting public relations.
- E. Organizing politically for favorable library legislation and appropriations.

2.13 Patron Behavior and Library Use Policy

2.13.01 Patron Behavior Policy Statement

All people are welcome to use the library and have access to information and library resources. In order to protect library users' right of access, ensure the safety of users and staff, and protect library resources and facilities, the library prohibits activities that are: illegal, interfere with the use or enjoyment of the library by others, present health or security risks, damage library resources, or disrupt the normal flow of library operations.

2.13.02 Patron Behavior

If patron behavior interferes with the use of the library or disrupts the normal flow of library operations but does not require external intervention immediately, the library employee with the assistance of another employee will follow these steps:

- A. Inform the patron that the behavior is inappropriate and if it is not stopped, they will be asked to leave.
- B. Ask the patron to leave if the inappropriate behavior does not stop.
- C. Call the police (911) if the patron refuses to leave or becomes threatening in any way.
- D. File an incident report with the Library Director.

2.13.03 Behaviors That Are Prohibited or Inappropriate in the Library

- A. Destruction of property (either that of other patrons, staff, or the library).
- B. Physical abuse (such as an altercation between two patrons or physically abusive behavior directed at a staff member).
- C. Threatening others; brandishing or displaying weapons.
- D. Exhibitionism, sexual advances or abuse, and lewdness.
- E. Theft.
- F. Extreme obscene language and verbal abuse.
- G. Consuming liquor or using illegal drugs on library premises.

- H. Intoxication.
- I. Soliciting for immoral purposes or for patronage (panhandling).
- J. Smoking.

2.13.04 Other Unacceptable Conduct in the Library

- A. Eating and drinking in public areas.
- B. Conducting unauthorized sales or charitable solicitations in the library.
- C. Sleeping.
- D. Excessive noise or loud talking.
- E. Eccentric behavior.
- F. Leering/staring/loitering.

2.14 Emergencies/Unusual Situations Policy Statement

- A. Emergencies are unforeseen circumstances that generally call for immediate action. When an emergency of any kind occurs anywhere in the library, the number one concern is to protect and preserve human life. The secondary concern is to protect and preserve the collections and equipment used to provide library services. When emergency circumstances require that service to the public be interrupted, restoration of public library service should occur as soon as the building can be safely occupied.

- B. It is the policy of the library to follow the Emergency Action Plan for the building as established by the City of Grantsville in dealing with all major emergencies.

Revisions approved 7/20/16.