

Library Board Meeting Agenda
August 08, 2019
6:30 PM

Chairperson: Cassandra Barney
Board Members: Jayne Detering, Violet Stone, Heather Long and James Blake
Meeting Location: City Hall - 120 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*

CALL TO ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

APPROVAL OF MINUTES

1. Motion to Approve the Minutes for July 11, 2019

OLD BUSINESS

2. **THE MATTER OF DISCUSSING AND FINALIZING DETAILS OF LIBRARY PROGRAMS/**

STAFF REPORT:

Exhibit A: Prioritized Library Programs

Exhibit B: Library Programs Detail List

ACTION: NO MOTION NECESSARY

3. **THE MATTER OF DISCUSSING THE ADVERTISING OF THE APPROVED 2019 LIBRARY AMNESTY PROGRAM.**

STAFF REPORT:

ACTION: NO ACTION NEEDED

4. **THE MATTER OF REVIEWING LIBRARY POLICY**

STAFF REPORT:

Exhibit A: STAFF DRAFT OF LIBRARY POLICY NO. 1

Exhibit B: STAFF DRAFT OF LIBRARY POLICY NO. 2

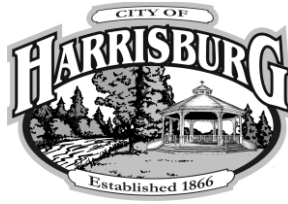
Exhibit C: MUNICIPAL CODE CHAPTER 2.20

Exhibit D: RESOLUTION NO. 800, 'HARRISBURG BY-LAWS'

ACTION: TBD: *If the Library Board has completed their review of the policy, and all their questions have been answered, then they can motion to staff to bring the revised policy back for final review at the next Library Board meeting.*

NEW BUSINESS

ADJOURN



Harrisburg Library Board Minutes

July 11, 2019

The Harrisburg Library Board met on this date at City Hall, located at 120 Smith St., at the hour of 6:30pm. Presiding was Chairperson Cassandra Barney. Also present were as follows:

- Violet Stone
- James Blake
- Librarian Cheryl Spangler (Left at 7:00pm)
- Librarian Amanda Pelkey (Arrived 6:43pm-left at 7:30pm)
- Library Supervisor, Lori Ross

Absent were Board members Heather Long, and Jayne Detering.

THE MATTER OF APPROVING THE PREVIOUS MEETING MINUTES.

- Blake motioned to approve the minutes, and was seconded by Stone. The Library Board then voted unanimously to approve the Minutes from June 13, 2019.

NEW BUSINESS:

THE MATTER OF FILLING A VACANCY ON THE LIBRARY BOARD.

- Blake motioned to recommend the Mayor of Harrisburg appoint Jayne Detering to the Library Board with a term ending June 30, 2023. He was seconded by Barney, and the Library Board voted unanimously to request that Mayor Duncan appoint Jayne Detering to a term ending June 30, 2023.

OLD BUSINESS:

THE MATTER OF DISCUSSING AN AMNESTY PROGRAM FOR LATE FINES AND LOST BOOKS.

After Discussion, Barney motioned to recommend the City Council approve an amnesty program for late and lost books, with the following amendments:

- Phase 1 will start on August 1st.
- Phase 2 will start on opening day of the new Library, and will continue until October.
- Phase 3 will start November 1st through December, to include both the Thanksgiving and Christmas Holidays.
 - There will be a \$1 credit given for each donation of a non-perishable item.
 - There will be a \$5 replacement fee charged for lost paperbacks or materials.
 - There will be a \$10 fee for the replacement of hardcover books.
 - All Non-Perishable items will be given to God's Storehouse.

- Blake **seconded the motion, and the Library Board voted unanimously to recommend to the City Council that they approve the Amnesty Program for late and lost books as amended to include the dates, and stipulations for fees.**

THE MATTER OF DISCUSSING LIBRARY PROGRAMS.

Chairperson Barney handed out a Prioritized Library Program List. (Please see Addendum No.

1) Existing programs would continue to be priorities, and will resume operations once the Library re-opens.

Medium priority programs are mostly organized and assigned, but only need start dates and concrete volunteers. Those are the Adult Book Club, Yarn Club, Ancestry Night, and Scary Stories at the Library.

Adult Book Club: The board discussed possibly changing the name of the Adult Book Club, and asked how it would be advertised. It's held in the Village Salon. Staff questioned how it will affect Cheryl's work schedule.

Yarn Club: Mandy will work on this program, on the 1st and 3rd Saturdays of each month. This program will likely start in October.

Ancestry Night: Questions raised were if they wanted a sign-up sheet for the program, and whether people would want to watch someone doing a search, or if people would want privacy instead.

Lowest priority programs have the potential of being the most fun, but would also need the most work, in terms of supplies, planning, and volunteer needs.

Youth Spanish Story Time & ASL Club: Stone would like to be in charge of putting together this program, and would also like to be in charge of the ASL Club.

Fitness Friday: Blake offered to be in charge of the Fitness Friday program.

Lattes at the Library: The board and staff weren't sure what the policy would be in relation to coffee drinks in the Library, with the newly remodeled space. They also asked whether we would charge for the lattes, and if so, at what price.

Other ideas expressed by the board were a family yoga afternoon, karate, plus a mom and baby class. Ross reminded the board that volunteers could be alone in the council auditorium and jury room. She noted that all programs need to be organized, plus materials would need to be purchased, and the board would need to get volunteers to help with the programs. Ross will email board members and librarians the link to the City's volunteer application.

THE MATTER OF REVIEWING LIBRARY POLICY.

The following questions and comments were asked and reviewed by the Library Board in relation to Library Policy.

Responsibilities and Authorities of the Library Board/By-Laws: The board wanted to know the specific 3 differences that are in the By-laws in comparison to the ordinance, before they recommend the repeal of the by-laws to the City Council.

Materials Selection/Collection Development Policy: How does the board clarify the continued existence of the consortium agreement? Can they ask Jeremy in Albany?

Circulation Policy/ Fines and Charges: The board doesn't want HMC (Harrisburg Municipal Code) 2.20.110 to stipulate that the penalty of not being allowed to check out library materials actually applies to ALL members of the household. They felt it should only apply to that one person.

Materials Selection/Collection Development Policy/Interlibrary Loans: It was noted that the last agreement was approved in 2017. Is there a more current agreement out there? Who does the Library Board ask in the consortium that might know this answer?

Circulation Policy/Registration: Stone preferred the wording to be something along the lines of 'patrons outside of city limits will need to *pay for their cards at the time of expiration*', to instead say that they should *pay to renew the cards after expiration*.

Circulation Policy/Loan Periods: The Library Board will need to verify the Evergreen policies in relation to their loan periods.

Circulation Policy/Damaged and lost materials: The Library Board agreed that the patron should keep the damaged book or materials once they pay for the replacement.

Public Relations and Complaints Policy: The Library Board wanted to know how they would be notified of complaints.

No motion was made in relation to the Library Policy. Staff would research and bring back answers at the next meeting.

With no further business to discuss, the board adjourned at the hour of 7:49pm.

Chairperson

City Recorder

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

2.

THE MATTER OF DISCUSSING AND FINALIZING DETAILS OF LIBRARY PROGRAMS

STAFF REPORT:

Exhibit A: Prioritized Library Programs

Exhibit B: Library Programs Detail List

ACTION: NO MOTION NECESSARY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
[?]	[?]	[?]

STAFF RECOMMENDATION:

Staff recommends the Library staff and Board discuss Library programs and try to finalize details on the prioritized programs in order to have them up and running by the time the Library re-opens.

BACKGROUND INFORMATION:

At past meetings, Library programs have been discussed and made into a prioritized list by Cassandra Barney. We have many good ideas outlined for future programs but will be using the prioritized list (**Exhibit A**) to put into action the programs that are most easily achieved or are already in place.

Further discussion is needed to implement the new programs (**Exhibit B**) into action as well. We will need to decide:

- Where the programs will be held?
- Who will work/volunteer for those programs?
- Cost of the programs.
- How to best advertise the programs to successfully gain attendance.

To better determine the program's success we could have sign up/attendance sheets that would help to show how popular; unpopular or useful a program is.

Library Volunteer information:

- Volunteer applications should be turned in as soon as possible so that the programs that are volunteer based can be held without delay.

- Please keep in mind that volunteer applications can take a couple of weeks to process.
- Board members cannot volunteer without an approved volunteer application.
- If a Library program is held in the Library, Library Staff must be present.
- If a Library program is being held in the auditorium or the jury room an adult volunteer must be present.
- Volunteers under the age of 18, require the same application process along with the application being signed and approved by a parent or guardian.

Scary Stories at the Library:

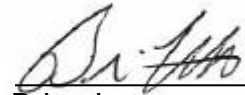
In order to assure that the scary stories program (**Exhibit B**) is up and running for Halloween, this program should also be discussed and finalized.

- Do we want to run in for the entire month of October?
- Where do we want to hold it? Auditorium?
- What materials if any are needed?
- Who will volunteer?

MOTION (If necessary):

No motion necessary

REVIEW AND APPROVAL:



Brian Latta
City Administrator

7/31/2019

Date

Prioritized Library Program List

High Priority Programs: These programs were already running before the library closed, so should continue and will be fairly simple to manage. They already have volunteers and a set schedule.

1. D&D (Dungeons and Dragons) Club- Every Thursday, 7pm, in auditorium.
2. Baby and Toddler Story Time- Every Friday, 9:40am for Baby, 10am for Toddler, in library.
3. Lego Club- Every 2nd and 4th Saturday, 10am, in library.

Medium Priority Programs: These programs are already mostly organized and assigned, they just need set start dates and concrete volunteers. These programs can be started any time. They can even just run for certain times of the year.

4. Adult Book Club- this one is basically already set up. Just needs a little more organization and structure. Held every 2nd and 4th Thursday, 5pm?, at the salon Jayne Detering owns?
5. Yarn Club- This one should be super easy to do; we just need a volunteer to lead it. Every 1st Saturday at 1:30pm, in library
6. Ancestry Night- Every 1st and 3rd Thursday?, 6pm?, in library
7. Scary Stories at the Library (can run only in October?) Every Thursday night in October at 7pm?

Lowest Priority Programs, but possibly the most fun...: These programs will be great, but they need the most supplies, the most planning and the hardest to find volunteers.

8. Lattes at the Library
9. Family Movie Night
10. Youth Spanish Story Time- Ask high school students to volunteer?
11. ASL Club- Ask high school students to volunteer?
12. Fitness Friday

Library Program Details

D&D (Dungeons and Dragons) Club:

- Time: Every Thursday at 7:00pm
- Location: Back room???
- Target Audience: Teens and adults?
- Description: Come learn how to play or use your existing knowledge! Snacks are provided!
- Budget: Only need a budget for snacks? Do we need to purchase the game or do kids bring their own materials?
- Assigned Supervisor: Cheryl Spangler

Scary Stories at the Library:

- Time: Every Thursday at 7:00pm
- Location: Front room???
- Target Audience: Teens and Adults?
- Description: Come enjoy taking turns telling or reading short scary stories. They can be well known, personal experiences, or something you have come up with yourself. Snacks provided!
- Budget: Only need a budget for snacks, and will be the same snacks served as the D&D club.
- Assigned Supervisor: Cheryl Spangler

Adult Book Club:

- Time: Every 2nd and 4th Thursday of the month at 6:00pm
- Location: Front room???
- Target Audience: Adult Men and Women
- Description: Bring your favorite treat to share while we discuss the chosen book for that week.
- Budget: Basic snacks, but hopefully everyone will provide most of it.
- Assigned Supervisor: Cheryl Spangler and Mandy Pelkey

Baby Story Time:

- Time: Every Friday at 9:40am
- Location: Children's Section???
- Target Audience: Babies 12 months and younger, accompanied by parents or guardians. Siblings of babies are also welcome.
- Description: Come and bond with your baby as you assist them in singing, making music, and exposing them to reading.
- Budget: 24 piece egg shakers (\$12), rhythm scarves (\$9), floor cushions (\$210), bluetooth speaker for songs (~\$26), Books for babies (\$100) **Total Start-up cost = \$357**
- Assigned Supervisor: Mandy Pelkey?, and Cassandra Barney (who buys this stuff, when, how does reimbursement work?)

Toddler Story Time:

- Time: Every Friday at 10:00am

- Location: Children's Section???
- Target Audience: Children 1-4 years old. Siblings of other ages welcome also.
- Description: Bring your toddler to learn fun songs, discover amazing books and also take part in educational activities. Snacks are provided!
- Budget: \$244.32 for one-year supply of snacks (~\$20.36/month), Kid's musical instruments set(~\$25), Books for Toddlers (\$200), magnet building tiles (\$17), craft supplies (~20/month=\$240/year). **Total Start-up Cost= \$282.36 Total for 1st full year=\$726.32, total cost for continuing years= \$484.32**
- Assigned Supervisor: Cassandra Barney and Kathrine Mcabery

Fitness Friday:

- Time: Every 1st and 3rd Friday at 2:00pm???
- Location: Auditorium?
- Target Audience: Family? Or Adult?
- Description: Come learn about different types of exercises, get fitness and health tips, and meet others in your community.
- Budget: ?
- Assigned Supervisor: Mandy Pelkey

Lego Club:

- Time: Every 2nd and 4th Saturday at 10:00am
- Location: Children's Section???
- Target Audience: Children and their parents?
- Description: Come learn how to express your inner self with legos!?
- Budget: ?
- Assigned Supervisor: Mandy Pelkey and Woman?

Lattes at the Library:

- Time: Every 3rd Thursday at 11:30am?
- Location: Kitchen?
- Target Audience: Teens and Adults
- Description: Come enjoy a latte as chat with the librarians, they're really cool!
- Budget: Latte Machine (~50.00) Espresso, Foamed Milk, Flavored Syrup, mugs (~\$3/mugX15=\$45)??,
- Assigned Supervisor: Mandy Pelkey

Yarn Club:

- Time: Every 1st Saturday at 1:30pm?
- Location: Front room??
- Target Audience: Everyone
- Description: Come teach each other the skill of knitting, crocheting, or anything else you can do with yarn! Bring any extra yarn and needles to share.

- Budget: ? Tea for a treat (Electric Tea Kettle \$12.88) Tea bag variety (\$50/year), use mugs from Lattes at the Library expense.
- Assigned Supervisor: Mandy Pelkey

Family Movie Night:

- Time: ? Can we do movie nights when the library is supposed to be closed? Can people enter the auditorium without walking through the library? How would we staff this for after hours? Maybe every 5th Saturday of the month and during holidays and breaks from school at 5:00pm?
- Location: Auditorium
- Target Audience: Everyone
- Description: Come enjoy a family movie and some pop corn! Bring blankets, pillows, or camping chairs to make yourself comfortable.
- Budget: ? Popcorn, Popcorn bags, Movie License
- Assigned Supervisor: ?

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

3.

**THE MATTER OF DISCUSSING THE ADVERTISING OF THE APPROVED 2019
LIBRARY AMNESTY PROGRAM**

STAFF REPORT:

ACTION: NO ACTION NEEDED

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
?	N/A	N/A

STAFF RECOMMENDATION:

**Staff recommends the Library Staff and Board finalize the advertising of the
Amnesty Program**

BACKGROUND INFORMATION:

The 2019 Amnesty Program for the Harrisburg Public Library was approved by City Council on July 22nd, 2019.

The program will have three phases to begin August 1, 2019.

1. Patrons who have no outstanding materials, only late fees, will have their late fees wiped away automatically.
 - This program would start August 1, 2019 prior to the Library opening
2. Patrons who return their outstanding library materials will have the late fees wiped away.
 - Program to start opening day for the Library and run through October.
 - Materials must be in decent condition.
3. Patrons who have lost books or materials can pay the replacement cost with non-perishable food items. Program to start November 1st and run through December to cover both the Thanksgiving and Christmas Holiday.
 - Non-perishable food items to be donated to God Storehouse.
 - \$1.00 applied for each non-perishable item.
 - Replacement cost of \$5.00 for paperback/other materials and \$10.00 for hardcover.

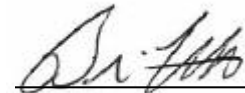
Late fees and fines will continue to be charged during the amnesty program for new materials checked out and will also continue after the amnesty program is over.

Advertising of the program

A message was put into the July utility bill mentioning phase one in detail with more information to follow regarding phase two and three.

- How are we going to advertise for phase two and three? We can advertise through the City webpage; Facebook, utility bills, reader board, newspapers (free “ads”) and Harrisburg Schools.
- Who will be in charge of the advertising?
- When do we want to begin?

Motion: No motion necessary

REVIEW AND APPROVAL:

Brian Latta
City Administrator

7/31/2019

Date

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

4.

THE MATTER OF REVIEWING LIBRARY POLICY

STAFF REPORT:

Exhibit A: STAFF DRAFT OF LIBRARY POLICY NO. 1

Exhibit B: STAFF DRAFT OF LIBRARY POLICY NO. 2

Exhibit C: MUNICIPAL CODE CHAPTER 2.20

Exhibit D: RESOLUTION NO. 800, 'HARRISBURG BY-LAWS'

ACTION: TBD: *If the Library Board has completed their review of the policy, and all their questions have been answered, then they can motion to staff to bring the revised policy back for final review at the next Library Board meeting.*

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

STAFF RECOMMENDATION:

Staff recommends the Library Board consider the proposed changes to the policy and discuss any amendments to the proposed language.

BACKGROUND INFORMATION:

The Library Board reviewed the amended Library Policy at the last meeting, and asked for more information from Staff to complete their review. Some of those questions will be answered within the staff report, and questions in relation to Evergreen Policy and procedures will be reviewed by Library Supervisor Lori Ross. The policy attached as **Exhibit A** has not changed since the last meeting. **Exhibit B** shows the policy, with everything discussed and not questioned as though it has been approved, with only the outstanding sections left as redlined. This version should be much easier to review. The original version is still attached, should any Library Board member wish to view what was originally proposed.

By-laws: As noted in the previous meeting's report, the By-Laws were adopted in 2004, without going through any kind of staff review in relation to City ordinances or policies at the time. By-laws are commonly used as a way for an organization to lay down defining rules about itself. They typically are used in corporations, and in non-profit organizations. The Library Board, it's defining rules, and how it operates, is already addressed through Harrisburg Municipal Code Chapter 2.20 (**Exhibit C**). Chapter 2.20 established the public library as a department of the City under the authority of the Ci

Council. It also addresses the Library Board members terms, duties, and general powers. It lays out how meetings shall be run, how to handle vacancies and removals of Board members, as well as defining what a conflict of interest is. It also outlines how the Library be operated, including how it should handle gifts and bequests, internal administrative policies and procedures, plus Library rules and regulations, including how to address detention of or damage to library materials.

Staff analyzed the by-laws, and was able to determine that almost everything in the by-laws matches the ordinance. There were actually five (staff had inadvertently lumped two of these together) exceptions to this. The Library Board can find a copy of the by-laws in **Exhibit D**. Staff has noted which sections of the by-laws are repeated in the City code, and which code section they belong to. The four exceptions can be found as follows:

Article IV, Officers, Section 6: A Recording Secretary shall be elected and will be responsible for taking the minutes of the meeting and shall perform such other duties as are directed by the board.

While there was a time that the Library Board had a person they named the secretary, and who was appointed as such, that person wasn't typically taking minutes. The Librarian actually was the person that took minutes, and performed other duties needed by the Board. The Librarian was treated as though they were an executive director, who also wrote letters, and acted as staff for the Library Board. The Library Board is actually a governmental body of the City of Harrisburg, and as such, should have staff that assists them. In this case, the City of Harrisburg Municipal Recorder was named as the secretary of the Board and is who takes the minutes. This was a recent change that was agreed to by the Library Board and was therefore approved by the City Council in 2018. The Librarians and Library Supervisor work as staff operating the Library, and therefore are the ones who execute the policies and procedures as defined by the Library Board, and authorized by the City Council. This would include sending letters or other information on behalf of the Library Board.

Article VI, Duties of the Board, Section 1.2. Establish rules and regulations governing the use of the library and its facilities subject to review by the Council.

As the Library Board recently discovered, the control of city facilities, and in this case, the Library, is actually defined in HMC 2.20.040. 'The Library Board shall be an advisory board and shall have no executive or administrative powers or authority'. The City Council has determined that the City Administrator is the person given the authority to control city facilities.

Article VI, Duties of the Board, Section 9, Make annual reviews and evaluations of the Librarian's job performance; Section 11, The board shall also be present at any disciplinary action concerning the Librarian unless the Librarian requests otherwise; Section 12, The Board shall be kept informed of all disciplinary action concerning the Library and Librarian, to the extent it does not violate an employee's privacy rights.

The Library Board doesn't have the authority given by the City Council in HMC Chapter 2.20 to act as the employer, and to be given the rights to both evaluate, and be present during disciplinary proceedings. Librarians are employees of the City; as such, reviews, evaluations and disciplinary actions are given by the Library Supervisor, and ultimately approved by the City Administrator. If Board Members have concerns about a library

employee, then those concerns should be shared first with the librarian's supervisor, and ultimately, the City Administrator. The HR department is sometimes included for disciplinary issues. As noted in last month's report, the City typically brings the Library Board Chairperson into the interviews.

Article VII and IX, both stipulate the order of the meetings, and that the minutes shall be given to the members of the board, as well as the City Recorder. The order of the meetings is defined by the City Council, and by Roberts Rules of Order, as specified in Council policy. In addition, the minutes are approved by the Library Board, and therefore don't need to be addressed in the by-laws document.

As noted by staff analysis, the by-laws are redundant, and are largely rendered ineffective by recent changes, as well as normal operations. Staff feels that the Library Board should use the policy that they have been working on, and will continue to refine, as the overall policy and procedures for the operation of the Library and library services provided to the citizens of Harrisburg. Staff recommends the Library Board approve a motion to recommend the City Council repeal Resolution No. 800.

Materials Selection/Collection Development Policy – Interlibrary Loans: As noted in the previous months report, The City Recorder was surprised to find the Intergovernmental Agreement (IGA) for the Linn Libraries Consortium expired on June 30, 2017. The Board asked if staff could verify with Jeremy in Albany, or other members of the consortium, whether or not the IGA was still in existence. The City Recorder had verified previously that the Library Board, and City Council both, have not approved any IGA with the Linn Libraries Consortium after this date. If there is a more recently dated IGA, then it has not been authorized by either the Library Board or the City Council. The Library Supervisor will bring her findings to the meeting. An IGA with the LLC is desired, and should be simple to update, with approval by both the Library Board, and the City Council being required.

Circulation Policy ~ Loan Periods:

The Library Board will need to decide how many items a patron can check out at any one time, and what limits should be placed on the total number of materials that are checked out. The Board should also find out from Library staff whether the limitations are correct within the Evergreen system. The Library Supervisor was both reviewing the Evergreen Program, and was verifying the limits in other libraries in the consortium. The City Administrator reviewed the policy previously, and recommended that there should be limits. It's extremely likely that the City Council will also require limits based upon previous discussions with the Council.

Circulation Policy ~ Fines and Charges: This section should match the terminology that is specified in HMC Chapter 2.20. Staff advised previously that the Board should verify if the Evergreen Software has been programmed to properly charge a Harrisburg patron based upon the correct terminology. In addition, when staff was writing the previous report, it was discovered that the last sentence of HMC 2.20.110, actually stipulates that the penalty of not being allowed to check out library materials applies to ALL members of the household. The Library Board has decided that they do not feel that the entire

household should be penalized based off of one person's fines and charges. Once the Library supervisor verifies the Evergreen Software question, then this section can be updated. When the Library Board makes the recommendation to the City Council for the adoption of the policy, it will generate the need to amend HMC 2.20.110.

Circulation Policy ~ Damaged and Lost Materials:

The Library Board decided to allow the patron to keep the damaged library materials, if they should pay for the replacement of them. Likewise, if the patron does not wish to keep the materials, then it can be disposed of by Library Staff. Again, the change to the final paragraph in this section will require an eventual amendment to HMC Chapter 2.20

Public Relations & Complaints Policy: The Board asked how they would be notified of complaints. The process is actually listed in the policy in section XII, B. **(Exhibit B)** The complaint must be made in writing, which should be on a form that is handed out by library staff. As noted in last months report, it is hoped that after explanation by the librarian, that most complaints wouldn't continue on to the Library Board. The Library Board can ask the Library Supervisor and Librarians to create a template for this process if desired. Librarians should bring any complaints in writing to the library supervisor within a very short time period. (To be decided by the supervisor).

In addition, staff advises that the public relations and complaints policy, as well as the process to challenge materials in the Library, should both be publicized in the Library whether that be framed versions, or on bulletin boards near the circulation desk. Since the person making the complaint is notified that they will be informed when the Library Board hears their formal complaint, they will likely become more vocal if they don't receive notification of such. The Library Board and staff might also want to have a suggestions box available, if they want to collect anonymous complaints or suggestions. (Staff hasn't seen much use of suggestion boxes in the past, but Library staff could encourage patrons to submit information.) This could be shared with the Board on regular basis, such as once a quarter.

Final Review:

Once the policy has been fully reviewed and agreed upon, the final document will be reformatted, and updated in appearance. The Board will have one last review of the policy, and can then recommend the adoption of the policy by the City Council. The recommendation to approve the Policy will require the future amendment to HMC Chapter 2.20. City Staff encourages the involvement of the Board; Library Board members are welcome to contact us at any time in order to ask questions.

MOTION (If necessary):

TBD: If the Library Board has completed their review of the policy, and all their questions have been answered, then they can motion to staff to bring the revised policy back for final review at the next Library Board meeting.

REVIEW AND APPROVAL:

Brian Latta
City Administrator

7/31/2019

Date

I. Mission and Goal Statements

1. ~~A.~~ The mission of the Harrisburg Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.
2. ~~B.~~ The general library goals of the Harrisburg Public Library shall be:
 - ❖ To serve all residents of the community and the surrounding region.
 - ❖ To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
 - ❖ To acquire the means to provide the most frequently requested material locally and upon demand.
 - ❖ To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
 - ❖ To strive consistently to discover new methods and improvements for better service for the library's customers.
 - ❖ To review, and if needed, revise the goals of the Harrisburg Public Library every five years in the light of new developments.

II. Who May Use the Library

~~A.~~ The library will serve all residents of the community and the public library system area. Service will not be denied because of ~~religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation. race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity,~~

~~The use of the library may be denied for due cause. Such cause may be failure to return library materials or destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.~~

Comment [ME1]: The USDA provides the wording here, based on accordance with federal Civil Rights Law, and USDA civil rights regulations and policies. This kind of wording is required by our section 504 compliance requirements.

Comment [ME2]: Section III below states the reasons and refers to the policy that can cause a patron to be removed.

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. The City of Harrisburg Buildings Use Code of Conduct Policy (Appendix A) states that citizens

Comment [ME3]: The Harrisburg Public Library is a City facility, and as such, the Code of Conduct Policy, that was previously reviewed by the Library Board, actually sets forth the steps that can cause a library patron to be trespassed, or removed from the Library. The appeal of this action by Library Staff, will now be heard by the City Administrator.

have the responsibility to use city buildings in a manner that doesn't interfere with the rights of other individuals to access or use city materials, resources and services, doesn't limit the ability of city staff to effectively conduct city business, and doesn't threaten the secure and comfortable environment of city facilities.

Prohibited conduct can include any illegal activity, and includes, but isn't limited to the prohibited conduct list in the City Buildings eCode of eConduct policy (see Appendix A). Library patrons may be asked to leave the Library, or they may be removed by the Linn County Sheriff's Office. Serious or repeated violations of the rules may result in a Library patron being excluded from the Library for a designated period of time. Exclusions may be appealed to the Harrisburg City Administrator.

Library Staff are trained and given staff guidelines on how to implement this policy in the Library. In most cases, patrons will be given one warning, and will be asked to behave in an appropriate manner. Library staff should contact their supervisor in order to report that they have either given a warning, or have asked a patron to leave the Library for the rest of the day.

~~If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.~~

Young children:

The Harrisburg Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age ten must be accompanied at all times by a responsible individual. A responsible individual must be at least 12 years old. (Exceptions may be made at the discretion of Library personnel if the responsible individual is in the building). If the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

The policy in relation to young children is based on both the City's Building Use Code of Conduct policy, (Appendix A) as well as Oregon Revised Statutes: <https://www.oregonlaws.org/ors/163.545>

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

- ❖ Select, organize, and make available necessary books and materials.
- ❖ Provide guidance and assistance to patrons.

Comment [ME4]: Libraries are very sensitive to the rights of free speech, and censorship of materials. These elements are addressed in the Library Bill of Rights, and in the Freedom to Read Statement. As the Library Board knows, privacy filters have been installed on all patron computers. This should help in eliminating complaints from patrons about accidentally viewing materials that are offensive to them. The viewing of child pornography, on the other hand, is an illegal activity.

Comment [ME5]: Please note that the Library Board will no longer be responsible for hearing appeals of a ban from the public library. The need for the letter example at the end of this policy has been eliminated.

Comment [ME6]: This language is directly from the code of conduct in public buildings, which the Library Board previously reviewed.

- ❖ Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- ❖ Cooperate with other community agencies and organizations.
- ❖ Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- ❖ Lend to other libraries upon request.
- ❖ Develop and provide services to patrons with special needs.
- ❖ Maintain a balance in its services to various age groups.
- ❖ Cooperate with, but not perform the functions of, school or other institutional libraries.
- ❖ Provide service during hours which best meet the needs of the community, including evening and weekend hours.
- ❖ Regularly review library services being offered.
- ❖ Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

- ~~1. Public Library Trustee Manual, and individual library bylaws to provide basis and framework for the responsibilities and authority of the library board and individual trustees.~~
- ~~2. [Bylaws are rules governing the internal affairs of an organization. Every library board needs to have a set of bylaws, but they may differ to fit local situations. Bylaws should be updated at least every five years. Included in the bylaws should not only be the composition of the board, officer's responsibilities, and information regarding meetings and committees, etc., but also terms of office, number of reappointments allowed, action taken for frequent absences, and procedures for securing, appointing, and orientating new board members.]~~
1. The Harrisburg Library Board is an advisory board to the Harrisburg City Council. The general powers and responsibilities of the Library Board are defined through Harrisburg Municipal Code (HMC) Chapter 2, and specifically in HMC 2.20.040. The Library Board should review and recommend updates to this language every few years.

VI. Volunteers and Friends

1. The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Harrisburg Public Library.
 - a) Volunteer policies and procedures are provided by the City of Harrisburg. Librarians and the Library Board may recruit volunteers to work specifically in the Library. All volunteers are subject to the City's volunteer policies, which require background checks, and orientation. No volunteer can work in the Library, or on Library Programs, without first going through this process.

Training and orientation must take a place a minimum of two weeks prior to a volunteer running any library program.

b) Volunteers must keep track of their time on city supplied timecards specific for this purpose. The Librarians are responsible for tracking the volunteer roster, and keeping time cards.

c) Volunteers are not allowed to be in ~~city facilities~~ the Library without an employee being present.

a)d) In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

Comment [BL7]: A volunteer may run a program by themselves if the program is run in the municipal center auditorium or small meeting room. They cannot be in the library portion of the building by themselves.

4.2. The Harrisburg Library Guild (HLG) is a 501 (c) (3) non-profit group who united to plan and execute fundraisers and other events that benefit the Library. The Library Board and HLG both promote the goals of the Library. The Library Board is the only organization that has the ability to recommend to the City Council any Library policy changes or modifications to City code in relation to the Library. Only the City Council has HLG does not have the legal authority, ~~or ability~~ to set policy for the Harrisburg Library.

VII. Personnel Policy

Library staff is city employees, and as such, are subject to the employment policies as adopted in the Harrisburg Employee Manual. HMC 2.20.040 allows the Library Board to assist in the selection process of hiring new Librarian(s) by allowing them to review finalist applications. City Administrative staff as designated by Harrisburg internal policy shall conduct applicant interviews.

VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Harrisburg Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Harrisburg Public Library Board of Trustees and are integral parts of the policy. These are attached as Appendix B and C respectively.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised every five years.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with ~~the library director staff~~ that operates within the framework of the policies determined by ~~the Harrisburg Public Library Board and by the City of Harrisburg of Trustees.~~ ~~This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.~~

Comment [ME8]: The term trustees is not anywhere within the HMC 2.20, nor is it in the by-laws.

Comment [ME9]: This sentence is confusing. The Librarians should have the ability to purchase library materials according to patron needs, and many different variables. If someone should dislike any part of the library collection, then the process to object against materials is below.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - ❖ a. ~~I~~individual merit of each item
 - ❖ b. ~~P~~popular appeal/demand
 - ❖ c. ~~S~~suitability of material for the clientele
 - ❖ d. ~~E~~existing library holdings
 - ❖ e. ~~B~~udget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews are Ingram, Barnes and Noble, Children's Reference.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, loans through the Linn Library Consortium are used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Harrisburg Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, ~~and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state. The policies and terms of agreement in relation to interlibrary loans are defined in the Intergovernmental Agreement for the Linn Libraries Consortium, of which the Harrisburg Public Library is a member.~~

The Harrisburg Library also participates in the Oregon Library Passport Program. Cardholders from libraries throughout the state are allowed to receive a complimentary library card from other libraries that participate in this program. Patrons using this program in Harrisburg are required to comply with all policies of the Harrisburg Library, as though they were a regular library card holder.

Comment [ME10]: The current agreement we have on file expired on June 30, 2017. No other agreement has been brought before the City Council. Are we still honoring the terms of the agreement?

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if needed. If they are not needed because of duplication, condition, or dated information, ~~the library staff director~~ will dispose of them as ~~they sees fit~~ required by city policy. The same criteria of selection which is applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted. It is desirable for gifts of or for specific titles to be offered after consultation with ~~the library director staff~~. Book selection will be made by ~~the director~~ library staff if no specific book is requested. The Harrisburg Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. All materials donated become the property of the City of Harrisburg Library. Library staff reserve the right to sell surplus books in formal book sales as needed to remove excess donations and materials from storage, following city policies.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of ~~the library director staff~~ and is authorized by the Library Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials, and as required by City policy.

G. Potential Problems or Challenges

The Harrisburg Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of

anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Harrisburg Public Library Board ~~of Trustees~~. Appeals of the decisions of the Library Board may be made to the Harrisburg City Council. Applicants must contact the Harrisburg City Recorder within ten (10) days following the Library Board Meeting to request to have their appeal heard by the City Council at the next regularly scheduled business meeting.

IX. Circulation Policy

A. Registration

- ❖—All borrowers must be registered and must have a valid local or system patron card to borrow library materials.
- ❖—Patrons must fill out an application form to register for a new library card
- ❖—Materials cannot be checked out until a library card is issued.
- ❖ All library cards expire after one year. Patrons out side of city limits will need to pay for their cards at the time of expiration. In city limits, library cards will be renewed when the patron comes in requesting books.

B. Lost or forgotten cards

- ❖—If a patron loses their library card, they should notify the library as soon as possible and request a replacement.
- ❖ Although presenting a card is a considerate and efficient way of checking out books, it is not necessary.

C. Loan periods

1. 3 weeks for books.

Comment [ME11]: Is this time period still valid, and does it agree with Evergreen policies?

2. Interlibrary loans are due the date indicated by the lending library.
3. Books may be renewed twice if there is not a waiting list for the title.
4. Three weeks for audiobooks, and compact discs.
5. Four days for videocassettes.
6. Audio Visual materials are nonrenewable.

~~The director~~ **Library Staff** may establish the 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.

There is no limit on the number of items a patron can borrow at one time, with one exception—two items on a subject is the limit for a known school assignment and children under 10 years of age can check out no more than 5 items at a time.

Comment [BL12]: I feel there needs to be limits. The Library Board should make recommendations on the number of items a patron can check out at any one time, and total number of materials checked out.

Comment [ME13]: Are all these limitations still valid, and are they part of the Evergreen system?

D. Reserves

Reserves for Library materials may be placed by patrons either in person, ~~or~~ over the phone or on-line. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

There is a fine for overdue materials. A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material ~~and plus an administrative fee, service charge for processing, cataloging and postage.~~ Patrons who have been sent an overdue notice shall be denied borrowing privileges, applicable to the entire household, until those overdue materials are returned or paid for if lost and/or damaged.

Comment [ME14]: When this policy was sent to the Library Board last week, staff had missed the statement at the very end of HMC 2.20.110. The penalty of not being allowed to check out library materials actually applies to ALL members of the household.

Comment [ME15]: Are these valid and in-line with Evergreen?

Comment [ME16]: Lost books have not been addressed in the Library Policy previously, but are addressed in HMC 2.20.110.4

Comment [ME17]: This matches the code in HMC 2.20.110.

Comment [ME18]: Library policy should be addressing both damaged and lost materials. We recognize that the Library Board is researching changes to the late fines and lost books policy. However, this section needs to match what the code currently states.

F. Damaged and lost materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost plus an administrative fee equal to 25 percent of the value of the lost or damaged item. A notice (Appendix D) of these charges will be sent to the borrower, ~~—; a sample of the notice follows:~~

Failure to return or pay replacement costs for lost or damaged books will result in the loss of the use of library patron privileges for the entire household, and can result in a civil infraction for which the person can be cited and charged a fine in Municipal Court.

~~Dear _____ At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:~~

When the Library Board makes a decision on how they want to handle lost books and fines, then we anticipate that they will want to revise the policy. That will result in a recommendation to the City Council, and eventually, an amendment to HMC Chapter 2.2

\$

~~Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.~~

~~Thank you in advance for your prompt response to this matter.~~

~~Sincerely,~~

[The board and ~~director~~ Librarians need to determine whether patrons who damage and pay for materials owned by the library will be allowed to have those materials once payment has been received. It is a question that will be raised by patrons and it is best to have decided in advance what your practice will be.]

Comment [ME19]: This looks like it was previous recommendation, and is not necessarily part of the policy. However, it raises a good point. If the item is damaged and beyond the point of being used in the collection, then does the Library Board want to allow them to keep the item? Or does it come to the Library, and get thrown away following City policies?

G. Confidentiality

~~Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."~~

Public Records exempt from disclosure under ORS 192.355 (23) include the records of a library, as follows:

- ❖ Circulation records, showing use of specific library material by a named person;
- ❖ The name of a library patron together with the address or telephone number of the patron; and
- ❖ The electronic mail address of a patron.

Persons requesting a copy of records of any kind should be directed to the City Recorder of the City of Harrisburg, who is the public records official for the City.

The Harrisburg Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users

X. Reference Service Policy

The Harrisburg Public Library:

- ❖ ~~Will~~ will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;

- ❖ ~~W~~will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- ❖ ~~W~~will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- ❖ ~~M~~ay refer library users to other agencies and libraries in pursuit of needed information; and,
- ❖ ~~M~~ay use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XI. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities on no-school days, summer library programs for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with ~~the~~ library ~~director~~ staff, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XII. Public Relations & Complaints Policy

A. Public relations goals of the Harrisburg Public Library are:

- ❖ ~~I~~To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- ❖ ~~I~~To promote active participation in the varied services offered by the library to people of all ages.

A. B. The Board recognizes that public relations involves every person who has connections with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

B. Patrons who have complaints about general library procedures, other than the collections policy, should relate those complaints to library staff. If they feel that their needs have not been addressed, then they will submit their complaint in writing to the Library Supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the Library Board, who will hear said complaint at the next regularly scheduled Library Board meeting. Appeals about decisions made by the Library Board may be submitted in writing within a ten day period following their decision to the City Recorder of the

City of Harrisburg, who will schedule the issue to be heard at the next regular City Council business meeting.

B.C. Patrons who have complaints about library staff should submit their complaint in writing to the Library supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the City Administrator. The decisions of the City Administrator are made according to the City's personnel policy, and are therefore final.

C. ~~The director~~Library staff will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the ~~director~~library supervisor.

XIII. Equipment Use Policy

A computer is available to patrons on a first-come, first-served basis. Patrons will sign in to use computer. Instructions for operating hardware are displayed near the computer. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 60 minutes. An extended time will be allowed for patrons doing research, job searches and homework. Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

Patrons using a library computer are required to sign in at a log kept at the front desk. ~~their names and times.~~

Patrons will be charged for the use of any printers, or copiers, according to a fee schedule set by City Council Resolution.

~~A printer is available. Printer paper will cost \$.15 per black and white and \$.30 for color sheet and must be paid for at the conclusion of the session.~~

~~A photocopy machine is available to patrons who wish to copy materials at the rate of \$.10 per black and white page, .30 for color.~~

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Comment [ME20]: Normal practice is to refer to where the fee schedule is, rather than listing fees within a policy. (It's typical for fees to change more frequently than a policy.)

XIV. Internet Use Policy

The Harrisburg Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The ~~Board of Trustees~~City of Harrisburg has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet. All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Harrisburg Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet. [The use of WIFI in the Harrisburg Library requires the user to confirm compliance with the Internet Use Policy/Disclaimer Notice \(Appendix E\) as required by the City of Harrisburg.](#)

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in sixty (60) minute sessions on a first-come, first-served basis; each user is allowed one session—except in the case of using it for research, job search or home work.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet

- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

XVII. Public Notice Bulletin Board Policy

- ❖ ~~Bulletin board materials~~ may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. ~~The director~~ Library staff must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.
- ❖ Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

XVIII. Disasters/Emergency Incident Policy

The Harrisburg Library is a public facility that is operated by the City of Harrisburg. As such, responses by library staff to emergencies in the Library are defined in the City's Emergency Incident Plan. Library staff is required to be trained on all emergency incident procedures, and are responsible for evacuating the Library and municipal center, if they are directed to do so by the City Administrator, or incident coordinator.

The following are the main types of potential emergencies that can occur at our facilities:

- ❖ Fire
- ❖ Medical Emergency due to accidents or illness
- ❖ Environmental Emergency: windstorm, flood, earthquake, extreme temperatures
- ❖ Chemical Spills or Releases
- ❖ Bomb Threat
- ❖ Violence, including Robbery
- ❖ Terrorism as defined by the Homeland Security

Library staff and patrons evacuated due to an emergency are directed to gather on the sidewalk located on the west side of the fire station.

If staff are dealing with a localized emergency incident in the Library facility, then they should call 911 to engage emergency personnel if needed. Library staff is directed to contact their supervisor or City Hall in order to report an incident or emergency. Non-emergency incidents should be immediately reported to their supervisor.

Library staff can be directed by the supervisor, City Administrator, or City Recorder/Asst. City Administrator (HR) to complete a statement with details of any incident that occurs in the Library that has the potential of escalating into workplace violence, harassment, or that could result in complaints against the Library or the City of Harrisburg.

~~Fire~~

- ~~• Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.~~
- ~~• The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.~~

~~Health emergencies~~

~~Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.~~

~~The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.~~

~~No medication, including aspirin, should ever be dispensed to the public.~~

~~Bomb threats~~

~~Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.~~

~~If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.~~

~~Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.~~

~~Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.~~

~~Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.~~

Please refer to City's ~~Disaster Emergency Incident~~ Plan, provided at the front desk, for more information. Or visit, <https://www.ci.harrisburg.or.us/administration/page/natural-hazard-mitigation-plan>

XIX. Revision of Library Policies

The preceding statements of Harrisburg Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

- ~~1. Have you read or listened or viewed the entire content? If not, what parts?~~
- ~~2. What do you feel the effect of the material might be?~~
- ~~3. For what age group would you recommend this material?~~
- ~~4. In its place, what material of equal or better quality would you recommend?~~
- ~~5. What do you want the library to do with this material?~~
- ~~6. Additional comments:~~

Comment [ME21]: This section is very similar to what is on the 'statement of concern about library resources' form. I think it likely was an editing error and should have been erased.

Appendixes:

- A. Harrisburg City Buildings Use Code of Conduct Policy
- B. Library Bill of Rights
- C. The Freedom to Read Statement
- D. Damaged Materials Letter
- E. Internet Use Disclaimer
- F. State of Concern about Library Resources Form

Appendix A:

Harrisburg City Buildings Use Code of Conduct

The purpose of this Citizen Code of Conduct is to maintain a safe and pleasant environment, and an efficient operation of City business in City buildings – including the Harrisburg City Hall, Library, and Justice Center. It also ensures the access for all citizens to City buildings, the safety of all users and staff, and the protection of the materials, resources, equipment and facilities.

Citizens have the responsibility to use the City buildings in a manner that:

- Does not interfere with the rights of other individuals to access or use City materials, resources and services;
- Does not limit the ability of City staff to effectively conduct City business; and
- Does not threaten the secure and comfortable environment of City facilities.

Prohibited conduct includes any illegal activity and includes, but is not limited to, the following:

- Willfully annoying, harassing, intimidating or threatening another person.
- Damaging a City building, furnishings or equipment or using furniture or equipment in a manner that could cause harm to self, others or personal or public property.
- Soliciting, campaigning, fundraising or selling, unless allowed pursuant to an executed rental agreement.
- Posting notices, posters or flyers unless on authorized bulletin boards.
- Behaving in a loud, boisterous, offensive, indecent or disruptive manner, using abusive or threatening language or gestures, fighting or threatening to fight, running, pushing, shoving or throwing things.
- Children under the age of 10 years of age must be accompanied at all times by a responsible individual who is at least 12 years old (*exceptions may be made at the discretion of City personnel if the responsible individual is in the building*). Responsibility for the safety and behavior of children while in a City building belongs to the parent or caregiver. The City staff will not act as babysitters and will assume no responsibility for children left unattended on City premises.
- Using a cell phone or other electronic device in a manner that is disruptive.
- Impeding access to the building or an area of the building or blocking passageways, doorways or aisles.
- Bringing animals into buildings, except service animals, without prior written approval of the City Administrator or designee.
- Leaving unattended personal items in the building. The City assumes no responsibility for lost, stolen, or unattended personal items. Items left longer than 5 minutes or suspicious packages, bags or materials that, in the opinion of staff, are a potential threat, may be removed from the premises without notice.
- Entering non-public areas unaccompanied by a staff member or without prior authorization from a staff member.

- Failing to exit the building at closing or not following directions from staff.
- Relocating or tampering with tables, chairs, equipment or other furniture without staff permission.
- Failing to wear appropriate clothing including footwear and shirts.
- Sleeping or loitering in public spaces without prior written approval of the City Administrator or designee.
- Eating or drinking, unless as part of an approved program, meeting room event or in designated areas.
- Using public restrooms for bathing, shaving, washing hair, changing clothes or other activities without prior written approval from the City Administrator or designee.

Anyone whose actions are prohibited conduct may be asked to leave the City facility or they may be removed from the building by the Linn County Sheriff's Office. Serious or repeated violations of the rules may result in a person being excluded from the specific City building or buildings for a designated period of time. Exclusions may be appealed to the City Administrator.

Appendix B:

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.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Library Bill of Rights

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Appendix C:

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.

Appendix D: Damaged Materials Letter

Dear _____ At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----- \$----- Current Value of Book

_____ \$ _____ (25%) Administrative Fee

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

Library Staff Member's name

Comment [ME22]: This example of the letter sent has been moved from section F of the Materials Selection/Collection Policy.

Harrisburg Public Library

354 Smith St.

PO Box 378

Harrisburg, OR. 97446

TO:

On _____ at approximately _____ you were observed at the _____ Library.

At that time, you were:

_____ INTOXICATED

_____ LOUD AND DISTURBING

_____ IN THE LIBRARY DESPITE BEING PREVIOUSLY BANNED UNTIL _____

_____ OTHER CONDUCT (As set forth below)

COMMENTS:

Comment [ME23]: This letter/example is no longer needed. If a person is trespassed for a period of time due to extreme misconduct, the individual will receive a letter from the City on a form approved by the City Administrator & City Attorney.

~~Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at the Harrisburg Public Library, you are banned from all Harrisburg Public Library activities until the date listed below. If you enter any Library activity before the return date listed below, you will be asked to leave, then escorted off the premises. Police will be called and you will subject to being arrested for trespassing under Harrisburg City Ordinance.~~

~~You may file a written request to the Director, PO Box 378 Harrisburg OR 97446 to reconsider this ban from the library. Your written request shall set forth your reasons for reconsideration of the ban. THE LENGTH OF THIS BAN FROM THE HARRISBURG PUBLIC LIBRARY SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.~~

BANNED FROM LIBRARY ON: _____

RETURN DATE: _____

STAFF INITIALS: _____

Appendix E:

Internet Use Policy

WIFI users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet or other electronic resources. Users are expected to abide by library policies, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

The Internet is a decentralized, unmoderated global network; the Harrisburg Public Library has no control over the content found there. The Library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

ADMINISTRATIVE MONITORING

The City of Harrisburg ("City") reserves the right to administratively monitor this service at all times and by using this service, you expressly consent to such monitoring. Additionally, the City's system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. If you do not wish to consent to such monitoring, exit this system now.

DISCLAIMER OF LIABILITY AND RELIABILITY

This service is provided on an "as is" basis. The City does not guarantee, nor make any warranties regarding, the condition or functionality of this service, its suitability for use, or that it will be uninterrupted or error-free. The City reserves the right to make changes to this service at any time without notice.

This service operates on an unsecured network connection and it may be possible for others using this service to access your computer. By agreeing to this and other statements in this agreement, you agree to hold the City harmless for any and all damage that may occur due to the use of this service.

Because this service connects to the World Wide Web, once you agree to the terms and conditions of this agreement, the City cannot control the information you access. Each individual web site has its own set of policies about what information is appropriate for public access, by which you agree to follow.

DISCLAIMER OF DAMAGES

By using this service, you assume all risks associated with its use, including any risk to your computer, software or data being damaged by any virus, software, or any other file that might be transmitted or activated via access to the service. The City shall not be liable for any special, incidental, or consequential damages, including, without limitation, lost revenues or lost profits, resulting from the use or misuse of this service.

INDEMNIFICATION

As a condition of use of this service, you agree to indemnify the City, its elected officials, officers, employees and agents against any and all liability, expenses (including reasonable attorney fees) and damages arising out of claims resulting from your use or misuse of this service.

DISCLAIMER OF ASSOCIATION

You acknowledge that no joint venture, partnership, employment or agency relationship exists between you and the City as a result of this agreement or use of this service. You agree that you will not hold yourself out as a representative, employee or agent of the City and the City shall not be liable for any representation, act or omission on your part.

DISCLAIMER OF ENDORSEMENT

References to any specific commercial products, process or service by trade name, trademark, manufacturer, provider or otherwise that are obtained through use of this service do not constitute or imply an endorsement or recommendation by the City. Views and opinions referenced in any document accessed through use of this service do not necessarily state or reflect those of the City and shall not be used for advertising or product endorsement purposes.

JURISDICTION AND VENUE

This agreement is governed by the laws of the State of Oregon and venue of any litigation arising under this agreement shall be in the circuit court of Linn County, Oregon.

SEVERABILITY

If any provision of this agreement is determined to be illegal, invalid or unenforceable, that provision shall be enforced to the maximum extent possible to most closely match the intent of the original provision and the legality, validity and enforceability of the remaining provisions shall not be affected or impaired.

BY CLICKING 'CONTINUE'; YOU ARE HEREBY AGREEING TO THESE TERMS AND CONDITION

Appendix F:

Form: Statement of Concern About Library Resources

Harrisburg Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Resource on which you are commenting:

_____ Book	_____ Audio-visual Resource
_____ Magazine	_____ Content of Library Program
_____ Newspaper	_____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. To what do you object? Please be as specific as possible.
2. Have you read or listened or viewed the entire content? If not, what parts?
3. What do you feel the effect of the material might be?
4. For what age group would you recommend this material?
5. In its place, what material of equal or better quality would you recommend?
6. What do you want the library to do with this material?
7. Additional comments:

~~Letter to complainant~~

Dear _____,

~~We appreciate your concern over the of (title) _____ in our library. The Library has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made. To help you understand the selection process we are sending:~~

Comment [ME24]: This letter is from the previous policy. There is no longer a section entitled 'Procedures for Handling Objections'. Section H –Challenged Materials, states that an inquiry will be placed on the agenda of the next regular meeting of the Harrisburg Public Library Board.

After the receipt of the form, Library Staff will be required to write a staff report that will include as an exhibit, a copy of the form provided by the patron, plus any other information that the Library Board will need to make an informed decision.

Library Staff should be sending a letter to the patron who is making the challenge, but it should notify them of the next Library Board Meeting along with a copy of their staff report, and the agenda for the meeting. That letter doesn't need to be in this policy.

1. ~~“Collection Development Policy” which includes “Procedures for Handling Objections~~
2. ~~“Request for Reconsideration of Library Resources” form.~~

~~Of you are still concerned after you review this material, please complete the “Request for Reconsideration of Material” form and return it to the Librarian. You may be assured of prompt attention to your request. If we have not heard from you within 2 weeks, we will assume you no longer wish to file a formal complaint.~~

Sincerely,

Cheryl Spangler
Harrisburg Public
Library Director
354 Smith St.
PO Box 378
Harrisburg, OR. 97446

Comment [ME25]: I deleted another copy of the Library Bill of Rights below this area. It has now been moved up to the correct location in the Appendix's.

I. Mission and Goal Statements

1. The mission of the Harrisburg Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.
2. The general library goals of the Harrisburg Public Library shall be:
 - ❖ To serve all residents of the community and the surrounding region.
 - ❖ To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
 - ❖ To acquire the means to provide the most frequently requested material locally and upon demand.
 - ❖ To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
 - ❖ To strive consistently to discover new methods and improvements for better service for the library's customers.
 - ❖ To review, and if needed, revise the goals of the Harrisburg Public Library every five years in the light of new developments.

II. Who May Use the Library

The library will serve all residents of the community and the public library system area. Service will not be denied because of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity,

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. The City of Harrisburg Buildings Use Code of Conduct Policy (Appendix A) states that citizens have the responsibility to use city buildings in a manner that doesn't interfere with the rights of other individuals to access or use city materials, resources and services, doesn't limit the ability of city staff to effectively conduct city business, and doesn't threaten the secure and comfortable environment of city facilities.

Prohibited conduct can include any illegal activity, and includes, but isn't limited to the prohibited conduct list in the City Buildings Code of Conduct policy (**see Appendix A**). Library patrons may be asked to leave the Library, or they may be removed by the Linn County Sheriff's Office. Serious or repeated violations of the rules may result in a Library

patron being excluded from the Library for a designated period of time. Exclusions may be appealed to the Harrisburg City Administrator.

Library Staff are trained and given staff guidelines on how to implement this policy in the Library. In most cases, patrons will be given one warning, and will be asked to behave in an appropriate manner. Library staff should contact their supervisor in order to report that they have either given a warning, or have asked a patron to leave the Library for the rest of the day.

Young children:

The Harrisburg Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age ten must be accompanied at all times by a responsible individual. A responsible individual must be at least 12 years old. (Exceptions may be made at the discretion of Library personnel if the responsible individual is in the building). If the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

The policy in relation to young children is based on both the City's Building Use Code of Conduct policy, (Appendix A) as well as Oregon Revised Statutes:
<https://www.oregonlaws.org/ors/163.545>

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

- ❖ Select, organize, and make available necessary books and materials.
- ❖ Provide guidance and assistance to patrons.
- ❖ Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- ❖ Cooperate with other community agencies and organizations.
- ❖ Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- ❖ Lend to other libraries upon request.
- ❖ Develop and provide services to patrons with special needs.
- ❖ Maintain a balance in its services to various age groups.
- ❖ Cooperate with, but not perform the functions of, school or other institutional libraries.
- ❖ Provide service during hours which best meet the needs of the community, including evening and weekend hours.
- ❖ Regularly review library services being offered.

- ❖ Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

- ~~1. Public Library Trustee Manual, and individual library bylaws to provide basis and framework for the responsibilities and authority of the library board and individual trustees.~~
- ~~2. [Bylaws are rules governing the internal affairs of an organization. Every library board needs to have a set of bylaws, but they may differ to fit local situations. Bylaws should be updated at least every five years. Included in the bylaws should not only be the composition of the board, officer's responsibilities, and information regarding meetings and committees, etc., but also terms of office, number of reappointments allowed, action taken for frequent absences, and procedures for securing, appointing, and orientating new board members.]~~

Comment [ME1]: There are By-Laws that were adopted in 2004. However, after reviewing the by-laws, I've found that these are substantially a repeat of HMC 2.20. There were four differences in the by-laws. A couple of the line items were eliminated through amendments to Title 2.20. I suggest that the by-laws be repealed. As stated in last month's report, the board has worked for some time on this policy, which should be the overall policy for the governance of the Library.

The Harrisburg Library Board is an advisory board to the Harrisburg City Council. The general powers and responsibilities of the Library Board are defined through Harrisburg Municipal Code (HMC) Chapter 2, and specifically in HMC 2.20.040. The Library Board should review and recommend updates to this language every few years.

VI. Volunteers and Friends

1. The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Harrisburg Public Library.
 - a) Volunteer policies and procedures are provided by the City of Harrisburg. Librarians and the Library Board may recruit volunteers to work specifically in the Library. All volunteers are subject to the City's volunteer policies, which require background checks, and orientation. No volunteer can work in the Library, or on Library Programs, without first going through this process. Training and orientation must take a place a minimum of two weeks prior to a volunteer running any library program.
 - b) Volunteers must keep track of their time on city supplied timecards specific for this purpose. The Librarians are responsible for tracking the volunteer roster, and keeping time cards.
 - c) Volunteers are not allowed to be in the Library without an employee being present.

d) *In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.*

2. *The Harrisburg Library Guild (HLG) is a 501 (c) (3) non-profit group who united to plan and execute fundraisers and other events that benefit the Library. The Library Board and HLG both promote the goals of the Library. The Library Board is the only organization that has the ability to recommend to the City Council any Library policy changes or modifications to City code in relation to the Library. Only the City Council has the legal authority to set policy for the Harrisburg Library.*

VII. Personnel Policy

Library staff is city employees, and as such, are subject to the employment policies as adopted in the Harrisburg Employee Manual. HMC 2.20.040 allows the Library Board to assist in the selection process of hiring new Librarian(s) by allowing them to review finalist applications. City Administrative staff as designated by Harrisburg internal policy shall conduct applicant interviews.

VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Harrisburg Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Harrisburg Public Library Board of Trustees and are integral parts of the policy. These are attached as Appendix B and C respectively.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised every five years.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with library staff that operates within the framework of the policies determined by the Harrisburg Library Board and by the City of Harrisburg.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - ❖ . Individual merit of each item
 - ❖ . Popular appeal/demand
 - ❖ . Suitability of material for the clientele
 - ❖ . Existing library holdings
 - ❖ Budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews are Ingram, Barnes and Noble, Children's Reference.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, loans through the Linn Library Consortium are used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Harrisburg Public Library agrees to lend its materials to other libraries through the same interlibrary loan network. The policies and terms of agreement in relation to interlibrary loans are defined in the Intergovernmental Agreement for the Linn Libraries Consortium, of which the Harrisburg Public Library is a **member**.

The Harrisburg Library also participates in the Oregon Library Passport Program. Cardholders from libraries throughout the state are allowed to receive a complimentary library card from other libraries that participate in this program. Patrons using this program in Harrisburg are required to comply with all policies of the Harrisburg Library, as though they were a regular library card holder.

Comment [ME2]: The current agreement we have on file expired on June 30, 2017. No other agreement has been brought before the City Council. Are we still honoring the terms of the agreement?

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if needed. If they are not needed because of duplication, condition, or dated information, then library staff will dispose of them as required by city policy. The same criteria of selection which is applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted. It is desirable for gifts of or for specific titles to be offered after consultation with library staff. Book selection will be made by library staff if no specific book is requested. The Harrisburg Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. All materials donated become the property of the City of Harrisburg Library. Library staff reserve the right to sell surplus books in formal book sales as needed to remove excess donations and materials from storage, following city policies.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of library staff and is authorized by the Library Board. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials, and as required by City policy.

G. Potential Problems or Challenges

The Harrisburg Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within

the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Harrisburg Public Library Board. Appeals of the decisions of the Library Board may be made to the Harrisburg City Council. Applicants must contact the Harrisburg City Recorder within ten (10) days following the Library Board Meeting to request to have their appeal heard by the City Council at the next regularly scheduled business meeting.

IX. Circulation Policy

A. Registration

- ❖ All borrowers must be registered and must have a valid local or system patron card to borrow library materials.
- ❖ Patrons must fill out an application form to register for a new library card.
- ❖ Materials cannot be checked out until a library card is issued.
- ❖ All library cards expire after one year. Patrons outside of city limits will need to pay for their cards ~~at the time of expiration~~ after they have expired. In city limits, library cards will be renewed when the patron comes in requesting books.

Comment [ME3]: This is changed as per the Library Board Minutes of 07.11.19

B. Lost or forgotten cards

- ❖ If a patron loses their library card, they should notify the library as soon as possible and request a replacement.
- ❖ Although presenting a card is a considerate and efficient way of checking out books, it is not necessary.

C. Loan periods

1. 3 weeks for books.
2. Interlibrary loans are due the date indicated by the lending library.
3. Books may be renewed twice if there is not a waiting list for the title.
4. Three weeks for audiobooks, and compact discs.
5. Four days for videocassettes.
6. Audio Visual materials are nonrenewable.

Comment [ME4]: Is this time period still valid, and does it agree with Evergreen policies?

~~The director~~ Library Staff may establish the 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.

There is no limit on the number of items a patron can borrow at one time, with one exception—two items on a subject is the limit for a known school assignment and children under 10 years of age can check out no more than 5 items at a time.

Comment [BL5]: I feel there needs to be limits. The Library Board should make recommendations on the number of items a patron can check out at any one time, and total number of materials checked out.

Comment [ME6]: Are all these limitations still valid, and are they part of the Evergreen system?

D. Reserves

Reserves for Library materials may be placed by patrons either in person, over the phone or online. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

There is a fine for overdue materials. A first notice is sent after the material is due. If the material is not returned within a designated period, 30 days, a bill will be sent for the material with the cost of replacement of the material plus an administrative fee. Patrons who have been sent an overdue notice shall be denied borrowing privileges, until those overdue materials are returned or paid for if lost and/or damaged.

F. Damaged and Lost materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost plus an administrative fee equal to 25 percent of the value of the lost or damaged item. A notice (Appendix D) of these charges will be sent to the borrower. Any materials damaged and paid for become the property of the library patron who has paid the replacement charge. If the patron does not wish to keep the library materials, then it may be disposed of by library staff.

Failure to return or pay replacement costs for lost or damaged books will result in the loss of the use of library patron privileges for the patron, and can result in a civil infraction for which the person can be cited and charged a fine in Municipal Court.

G. Confidentiality

Public Records exempt from disclosure under ORS 192.355 (23) include the records of a library, as follows:

- ❖ Circulation records, showing use of specific library material by a named person;
- ❖ The name of a library patron together with the address or telephone number of the patron; and
- ❖ The electronic mail address of a patron.

Persons requesting a copy of records of any kind should be directed to the City Recorder of the City of Harrisburg, who is the public records official for the City.

The Harrisburg Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users

Comment [ME7]: This was not in the original draft. The ordinance specifies 30 days. Once again, staff should verify if the Evergreen reflects our ordinance requirements.

Comment [ME8]: When this policy was sent to the Library Board previously, staff had missed the statement at the very end of HMC 2.20.110.5. The penalty of not being allowed to check out library materials actually applies to ALL members of the household.

Comment [ME9]: The sentence removed here is 'applicable to the entire household'. The Library Board has decided that they don't want the penalty to apply to the entire household. This will require an amendment to HMC 2.20

Comment [ME10]: Are these valid and in-line with Evergreen?

Comment [ME11]: This matches the code in HMC 2.20.110.

Comment [ME12]: This section added per the Library Board Meeting of 07.11.19.

Comment [ME13]: The Library Board has expressed that they don't feel that the entire household should be penalized for the failure to pay replacement costs. This will require an amendment to HMC 2.20.110.5

X. Reference Service Policy

The Harrisburg Public Library:

- ❖ Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- ❖ Will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- ❖ Will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- ❖ May refer library users to other agencies and libraries in pursuit of needed information; and,
- ❖ May use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XI. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities on no-school days, summer library programs for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with library staff, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XII. Public Relations & Complaints Policy

A. Public relations goals of the Harrisburg Public Library are:

- ❖ To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- ❖ To promote active participation in the varied services offered by the library to people of all ages.

A. The Board recognizes that public relations involves every person who has connections with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

B. Patrons who have complaints about general library procedures, other than the collections policy, should relate those complaints to library staff. If they feel that their needs have not been addressed, then they will submit their complaint in writing to the Library Supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the Library Board, who will hear said complaint at the next regularly scheduled Library Board meeting. Appeals about decisions made by the Library Board may be submitted in writing within a ten day period following their decision to the City Recorder of the City of Harrisburg, who will schedule the issue to be heard at the next regular City Council business meeting.

A.C. Patrons who have complaints about library staff should submit their complaint in writing to the Library supervisor. If the patron is not satisfied with the response from the Library supervisor, they may then submit their complaint in writing to the City Administrator. The decisions of the City Administrator are made according to the City's personnel policy, and are therefore final.

Comment [ME14]: These sections outline the complaint system for Library patrons.

C. Library staff will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the library supervisor.

XIII. Equipment Use Policy

A computer is available to patrons on a first-come, first-served basis. Patrons will sign in to use computer. Instructions for operating hardware are displayed near the computer. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 60 minutes. An extended time will be allowed for patrons doing research, job searches and homework. Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

Patrons using a library computer are required to sign in at a log kept at the front desk.

Patrons will be charged for the use of any printers, or copiers, according to a fee schedule set by City Council Resolution. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XIV. Internet Use Policy

The Harrisburg Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The City of Harrisburg has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet. All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Harrisburg Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet. The use of WIFI in the Harrisburg Library requires the user to confirm compliance with the Internet Use Policy/Disclaimer Notice (Appendix E) as required by the City of Harrisburg.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in sixty (60) minute sessions on a first-come, first-served basis; each user is allowed one session—except in the case of using it for research, job search or home work.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet

- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

XVII. Public Notice Bulletin Board Policy

- ❖ Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. Library staff must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.
- ❖ Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

XVIII. Disasters/Emergency Incident Policy

The Harrisburg Library is a public facility that is operated by the City of Harrisburg. As such, responses by library staff to emergencies in the Library are defined in the City's Emergency Incident Plan. Library staff is required to be trained on all emergency incident procedures, and are responsible for evacuating the Library and municipal center, if they are directed to do so by the City Administrator, or incident coordinator.

The following are the main types of potential emergencies that can occur at our facilities:

- ❖ Fire
- ❖ Medical Emergency due to accidents or illness
- ❖ Environmental Emergency: windstorm, flood, earthquake, extreme temperatures
- ❖ Chemical Spills or Releases
- ❖ Bomb Threat
- ❖ Violence, including Robbery
- ❖ Terrorism as defined by the Homeland Security

Library staff and patrons evacuated due to an emergency are directed to gather on the sidewalk located on the west side of the fire station.

If staff are dealing with a localized emergency incident in the Library facility, then they should call 911 to engage emergency personnel if needed. Library staff is directed to contact their supervisor or City Hall in order to report an incident or emergency. Non-emergency incidents should be immediately reported to their supervisor.

Library staff can be directed by the supervisor, City Administrator, or City Recorder/Asst. City Administrator (HR) to complete a statement with details of any incident that occurs in the Library that has the potential of escalating into workplace violence, harassment, or that could result in complaints against the Library or the City of Harrisburg.

Please refer to City's Emergency Incident Plan, provided at the front desk, for more information. Or visit, <https://www.ci.harrisburg.or.us/administration/page/natural-hazard-mitigation-plan>

XIX. Revision of Library Policies

The preceding statements of Harrisburg Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Date the Current Version was Adopted by the Library Board: _____

Appendixes:

- A. Harrisburg City Buildings Use Code of Conduct Policy
- B. Library Bill of Rights
- C. The Freedom to Read Statement
- D. Damaged Materials Letter
- E. Internet Use Disclaimer
- F. State of Concern about Library Resources Form

Appendix A:

Harrisburg City Buildings Use Code of Conduct

The purpose of this Citizen Code of Conduct is to maintain a safe and pleasant environment, and an efficient operation of City business in City buildings – including the Harrisburg City Hall, Library, and Justice Center. It also ensures the access for all citizens to City buildings, the safety of all users and staff, and the protection of the materials, resources, equipment and facilities.

Citizens have the responsibility to use the City buildings in a manner that:

- Does not interfere with the rights of other individuals to access or use City materials, resources and services;
- Does not limit the ability of City staff to effectively conduct City business; and
- Does not threaten the secure and comfortable environment of City facilities.

Prohibited conduct includes any illegal activity and includes, but is not limited to, the following:

- Willfully annoying, harassing, intimidating or threatening another person.
- Damaging a City building, furnishings or equipment or using furniture or equipment in a manner that could cause harm to self, others or personal or public property.
- Soliciting, campaigning, fundraising or selling, unless allowed pursuant to an executed rental agreement.
- Posting notices, posters or flyers unless on authorized bulletin boards.
- Behaving in a loud, boisterous, offensive, indecent or disruptive manner, using abusive or threatening language or gestures, fighting or threatening to fight, running, pushing, shoving or throwing things.
- Children under the age of 10 years of age must be accompanied at all times by a responsible individual who is at least 12 years old (*exceptions may be made at the discretion of City personnel if the responsible individual is in the building*). Responsibility for the safety and behavior of children while in a City building belongs to the parent or caregiver. The City staff will not act as babysitters and will assume no responsibility for children left unattended on City premises.
- Using a cell phone or other electronic device in a manner that is disruptive.
- Impeding access to the building or an area of the building or blocking passageways, doorways or aisles.
- Bringing animals into buildings, except service animals, without prior written approval of the City Administrator or designee.
- Leaving unattended personal items in the building. The City assumes no responsibility for lost, stolen, or unattended personal items. Items left longer than 5 minutes or suspicious packages, bags or materials that, in the opinion of staff, are a potential threat, may be removed from the premises without notice.
- Entering non-public areas unaccompanied by a staff member or without prior authorization from a staff member.

- Failing to exit the building at closing or not following directions from staff.
- Relocating or tampering with tables, chairs, equipment or other furniture without staff permission.
- Failing to wear appropriate clothing including footwear and shirts.
- Sleeping or loitering in public spaces without prior written approval of the City Administrator or designee.
- Eating or drinking, unless as part of an approved program, meeting room event or in designated areas.
- Using public restrooms for bathing, shaving, washing hair, changing clothes or other activities without prior written approval from the City Administrator or designee.

Anyone whose actions are prohibited conduct may be asked to leave the City facility or they may be removed from the building by the Linn County Sheriff's Office. Serious or repeated violations of the rules may result in a person being excluded from the specific City building or buildings for a designated period of time. Exclusions may be appealed to the City Administrator.

Appendix B:

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.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix C:

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.

Appendix D: Damaged Materials Letter

Dear _____ At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----- \$----- Current Value of Book

_____ \$ _____ (25%) Administrative Fee

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

Library Staff Member's name

Appendix E:

Internet Use Policy

WIFI users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet or other electronic resources. Users are expected to abide by library policies, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

The Internet is a decentralized, unmoderated global network; the Harrisburg Public Library has no control over the content found there. The Library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

ADMINISTRATIVE MONITORING

The City of Harrisburg ("City") reserves the right to administratively monitor this service at all times and by using this service, you expressly consent to such monitoring. Additionally, the City's system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. If you do not wish to consent to such monitoring, exit this system now.

DISCLAIMER OF LIABILITY AND RELIABILITY

This service is provided on an "as is" basis. The City does not guarantee, nor make any warranties regarding, the condition or functionality of this service, its suitability for use, or that it will be uninterrupted or error-free. The City reserves the right to make changes to this service at any time without notice.

This service operates on an unsecured network connection and it may be possible for others using this service to access your computer. By agreeing to this and other statements in this agreement, you agree to hold the City harmless for any and all damage that may occur due to the use of this service.

Because this service connects to the World Wide Web, once you agree to the terms and conditions of this agreement, the City cannot control the information you access. Each individual web site has its own set of policies about what information is appropriate for public access, by which you agree to follow.

DISCLAIMER OF DAMAGES

By using this service, you assume all risks associated with its use, including any risk to your computer, software or data being damaged by any virus, software, or any other file that might be transmitted or activated via access to the service. The City shall not be liable for any special, incidental, or consequential damages, including, without limitation, lost revenues or lost profits, resulting from the use or misuse of this service.

INDEMNIFICATION

As a condition of use of this service, you agree to indemnify the City, its elected officials, officers, employees and agents against any and all liability, expenses (including reasonable attorney fees) and damages arising out of claims resulting from your use or misuse of this service.

DISCLAIMER OF ASSOCIATION

You acknowledge that no joint venture, partnership, employment or agency relationship exists between you and the City as a result of this agreement or use of this service. You agree that you will not hold yourself out as a representative, employee or agent of the City and the City shall not be liable for any representation, act or omission on your part.

DISCLAIMER OF ENDORSEMENT

References to any specific commercial products, process or service by trade name, trademark, manufacturer, provider or otherwise that are obtained through use of this service do not constitute or imply an endorsement or recommendation by the City. Views and opinions referenced in any document accessed through use of this service do not necessarily state or reflect those of the City and shall not be used for advertising or product endorsement purposes.

JURISDICTION AND VENUE

This agreement is governed by the laws of the State of Oregon and venue of any litigation arising under this agreement shall be in the circuit court of Linn County, Oregon.

SEVERABILITY

If any provision of this agreement is determined to be illegal, invalid or unenforceable, that provision shall be enforced to the maximum extent possible to most closely match the intent of the original provision and the legality, validity and enforceability of the remaining provisions shall not be affected or impaired.

BY CLICKING 'CONTINUE'; YOU ARE HEREBY AGREEING TO THESE TERMS AND CONDITION

Appendix F:

Form: Statement of Concern About Library Resources

Harrisburg Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Resource on which you are commenting:

_____ Book	_____ Audio-visual Resource
_____ Magazine	_____ Content of Library Program
_____ Newspaper	_____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. To what do you object? Please be as specific as possible.
2. Have you read or listened or viewed the entire content? If not, what parts?
3. What do you feel the effect of the material might be?
4. For what age group would you recommend this material?
5. In its place, what material of equal or better quality would you recommend?
6. What do you want the library to do with this material?
7. Additional comments:

~~Letter to complainant~~

Comment [ME15]: Section H –Challenged Materials, states that an inquiry will be placed on the agenda of the next regular meeting of the Harrisburg Public Library Board.

After the receipt of the form, Library Staff will be required to write a staff report that will include as an exhibit, a copy of the form provided by the patron, plus any other information that the Library Board will need to make an informed decision.

Library Staff should be sending a letter to the patron who is making the challenge, but it should notify them of the next Library Board Meeting along with a copy of their staff report, and the agenda for the meeting. That letter doesn't need to be in this policy.

Chapter 2.20

PUBLIC LIBRARY

2.20.010 Public Library reestablished.

The City Library is reestablished under the provisions of ORS 357.400 through 357.621. It shall continue to be known as the City of Harrisburg Public Library. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 1, 1996.]

2.20.020 Library Board members – Terms.

1. The Library Board shall consist of five members. At the expiration of the term of any member of the Library Board, the Mayor and Council shall appoint a successor for a term of four years. In case of vacancy on the Library Board, the Mayor, with the Council concurring, shall appoint a new member to fill the unexpired term of the member whose office is vacant. Terms of members shall be on a rotation basis to expire one each year, except the fourth year when two shall expire.
2. Succeeding appointees shall hold office from July 1st in the year of their appointment.
3. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again after an interval of one year.
4. Patrons of the library who are nonresidents of the City may be appointed to the Board. However, not more than two members shall be nonresidents.
5. Library Board members shall submit names of proposed Board members to the City Council and Mayor for their approval. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 2, 1996.]

2.20.030 Duties of officers.

1. Chairperson. The chairperson shall preside at all meetings of the Board, set the agenda, and conduct all business brought before the Board.
2. Vice Chairperson. The vice chairperson shall serve in the absence of, and assume all duties of, the chairperson and any other duties as may be assigned by the chairperson.
3. Secretary. The City Recorder/Assistant City Administrator shall serve as secretary to the Board and keep the record of its action. [Ord. 964 § 1 (Exh. A), 2018; Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 3, 1996.]

2.20.040 Library Board general powers.

The Library Board shall be an advisory board and shall have no executive or administrative powers or authority, and this chapter shall not be construed as depriving elected or appointed

officials of the City of any power they have under the laws of the State or the Charter of the City. The Board shall have powers and duties as follows:

1. Assist in the selection process of selecting and appointing a librarian. The Library Board shall review all finalist applications. City administrative staff as designated by Harrisburg internal policy shall conduct applicant interviews and in making a recommendation to the City Administrator;
2. Formulate rules and policies for the governance of the library;
3. Advocate for the library budget, as well as for library events and programs;
4. Recommend types of library services for the City and its vicinity;
5. Recommend policies and procedures conducive to efficient and effective operation of the library;
6. Review any complaints received from library patrons as set forth within the library collections policy, convene to discuss said complaints, and provide a report of disposition and appeal procedures;
7. Review and recommend terms for contracts and working relationships with other public agencies regarding library services. [Ord. 944 § 1 (Exh. A), 2016; Ord. 817, 2004; Ord. 711 § 4, 1996.]

2.20.050 Meetings.

The meetings of the Board shall be held every other month. Special meetings of the Board may be called at the request of the chairperson or librarian. All members will be notified in advance of any special meeting date. A quorum shall be three voting members of the Board. Business may be conducted by a majority vote of those present at meetings where a quorum is present. All Board members are considered eligible to vote. [Ord. 944 § 1 (Exh. A), 2016; Ord. 938 § 1 (Exh. A), 2015; Ord. 711 § 5, 1996.]

2.20.060 Vacancies and removal.

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed upon a decision of the Library Board, with approval of the City Council after hearing, for misconduct, misfeasance, malfeasance, or nonperformance of duty. A member who is absent from three consecutive meetings or more than one-half of the scheduled meetings during a one-year period without an excuse approved by the chairperson or vice-chair is presumed to be in nonperformance of duty and the City Council may declare the position vacant unless extenuating circumstances are determined at a hearing. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 6, 1996.]

2.20.070 Conflict of interest.

A member of the Board shall not participate in any vote of the Board in which any of the following has a direct or substantial financial interest: the member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the member; any business in which the member is then serving or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting of the Board where the action is being taken. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 7, 1996.]

2.20.080 Gifts and bequests.

The Board may solicit and receive gifts and bequests and real or personal property or funds (other than fees and fines) to benefit the library.

All property or funds shall be held in the name of the City, and each donation shall be administered by the City in accordance with its terms. Funds donated to the library shall be turned over to the City immediately upon receipt and be placed in a general donation account or as designated by the donor to the designated donation account. Funds in these accounts may only be expended after they have been properly budgeted or approved by the City.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the City general fund. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 8, 1996.]

2.20.090 Internal administrative policies and procedures.

The City Administrator shall be the fiscal and internal administrative agent for the Harrisburg Public Library and the library shall operate in conformance with City administrative procedures, including those pertaining to the following:

1. Receipt, disbursement, and accounting for monies.
2. Officers. Library Board members shall elect the following officers during the June Board meeting, to serve for one year: chairperson, vice chairperson, and secretary. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 9, 1996.]

2.20.100 Library rules and regulations.

In accordance with area libraries, the Library Board of the City of Harrisburg shall establish fines and dues. These fines and dues shall be adopted by the City Council by resolution. [Ord. 944 § 1 (Exh. A), 2016; Ord. 711 § 10, 1996.]

2.20.110 Detention of, or damage to, library materials.

1. If library materials are checked out and not returned by the due date, a fine shall be imposed for each past due item each day until returned. The amount of the fine shall be established by City Council resolution.

2. If any library materials are detained more than 30 days past the due date, a notice shall be emailed, mailed or delivered to the person responsible stating:

a. The name or description of library materials that need to be returned;

b. The date the materials must be returned by, which shall be a minimum of five days after mailing or delivery of the notice; and

c. That failure to return the library materials by the date stated will result in a civil infraction for which the person can be cited and charged a fine of up to \$500.00 per item per day.

3. Payment of a fine or civil infraction penalty shall not relieve the responsible person of their obligation to return the library materials.

4. In the event that library materials are lost or damaged, the responsible person shall pay the replacement cost of the item, plus an administrative fee equal to 25 percent of the value of the lost or damaged item.

5. No person residing at a dwelling where a person is responsible for past due library materials or unpaid fines shall be allowed to check out any library materials until all past due materials are returned or paid for and fines paid. [Ord. 944 § 1 (Exh. A), 2016; Ord. 906 § 1, 2012; Ord. 711 § 11, 1996.]

RESOLUTION NO 800

A RESOLUTION ESTABLISHING BY-LAWS FOR THE OPERATION AND MAINTENANCE OF THE PUBLIC LIBRARY OF THE CITY OF HARRISBURG.

WHEREAS the Library Board of the City of Harrisburg Public Library desires to establish By-Laws for the operation and maintenance of the Library, and

WHEREAS the City of Harrisburg has previously adopted an Ordinance for the maintenance and support of the Public Library,

THEREFORE BE IT HEREBY RESOLVED that the following By-Laws as set forth by the Library Board of the City of Harrisburg be established:

Article I

Name of Library

The name of the Library shall be the Harrisburg Public Library.

Comment [ME1]: HMC 2.20.010

Article II

Name of Board

The name of the Board shall be the Harrisburg Public Library Board.

Comment [ME2]: HMC 2.20.010

Article III

Membership

Section 1. The membership of the Board shall consist of five members appointed by the Harrisburg City Council. Terms consist of four years beginning on July 1 and expiring on June 30.

Comment [ME3]: HMC 2.20.020

Section 2. Unexpired terms shall be filled by the appointing body.

Comment [ME4]: HMC 2.20.020

Section 3. Any member of the Board having any financial interest, either directly or indirectly, in any contract to which the library may be a party, shall declare a potential conflict of interest and refrain from voting on the matter. No Board member shall receive a salary or any payment for material or for services rendered.

Comment [ME5]: HMC 2.20.070

Section 4. The Board members shall not be appointed for more than two consecutive full terms of four years each. Appointment to complete an unexpired term shall not apply to this limitation. In case of a vacancy the City Council shall appoint a new member with the Board's recommendation.

Comment [ME6]: HMC 2.20.020(1) & (3)

Section 5. Regular attendance at Board meetings is important and members unable to attend meetings on a consistent basis should consider their resignation. Three unexcused meetings will result in the expulsion of this person from the Library Board.

Comment [ME7]: HMC 2.20.060

Section 6. Terms of members shall be on a rotation basis to expire one each year, except the fourth year when two shall expire.

Comment [ME8]: HMC 2.20.020

Section 7. Patrons of the Library who are non-residents of the city may be appointed to the Board however, not more than two members shall be non-residents.

Comment [ME9]: HMC 2.20.020 (4)

Article IV Officers

Section 1. The officers of the Board shall be a Chairman and a Vice-Chairman.

Comment [ME10]: HMC 2.20.030

Section 2. The officers shall be elected at the July meetings and shall perform those functions usually associated with the office.

Comment [ME11]: HMC 2.20.020 & 030

Section 3. The Chairman shall preside at all meetings and shall perform those functions usually associated with the office.

Comment [ME12]: HMC 2.20.030.1

Section 4. The Vice-Chairman shall preside in the absence of the Chairman.

Comment [ME13]: HMC 2.20.030.2

Section 5. The city finance officer shall have custody of all money the title of which is invested by gift to the Library.

Comment [ME14]: HMC 2.20.080

Section 6. A Recording Secretary shall be elected and will be responsible for taking the minutes of the meeting and shall perform such other duties as are directed by the Board.

Comment [ME15]: NOW ADDRESSED AS 2.20.030.3

Article V Meetings

Section 1. A regular monthly business meeting at the Board shall be held each month at such times and places as may be determined. No less than four meetings shall be held in a fiscal year.

Comment [ME16]: HMC 2.20.050

Section 2. Meetings may be cancelled or rescheduled at the discretion of the chairman.

Comment [ME17]: HMC 2.20.050

Section 3. Special meetings of the Board may be called by the Chairman at anytime, provided that reasonable notice be given members.

Comment [ME18]: HMC 2.20.050

Section 4. A quorum for the transaction of business shall consist of three members of the Board.

Comment [ME19]: HMC 2.20.050

Article VI Duties of the Board

Section 1. The Board shall:

1. Formulate and recommend to the City Council policies for the governance of the city library system.
2. Establish rules and regulations governing the use of the library and its facilities subject to review by the Council.
3. Make recommendations to the Council on the acquisitions and disposal of real and personal property, bequests and gifts.
4. Recommend to the Council contractual agreements as needed.

Comment [ME20]: HMC 2.20.040

Comment [ME21]: HMC 2.20.040.5 (EXCEPT FOR FACILITIES)

Comment [ME22]: HMC 2.20.080

Comment [ME23]: HMC 2.20.040.7

5. Assist in interviewing of all candidates for Library management positions, and make recommendations to the City Recorder before **appointment**.
6. Review goals and priorities of the library system as they affect the budget and future development of the **library**.
7. Be involved in budget recommendations and process and secure support efforts to secure such **funding**.
8. Establish policies for the selection and purchase of books and other materials for the library system. Act as the final authority in controversies over the inclusion of books and other library **materials**.
9. **Make annual reviews and evaluations of the Librarian's job performance.**
10. The library shall operate according to the current Harrisburg City Ordinance concerning such **matters**.
11. **The Board shall also be present at any disciplinary action concerning the Librarian unless said Librarian requests otherwise.**
12. **The Board shall be kept informed of all disciplinary matters concerning the Library and the Librarian, to the extent it does not violate an employee's privacy rights.**

Comment [ME24]: HMC 2.20.040

Comment [ME25]: HMC 2.20.040.5

Comment [ME26]: HMC 2.20.040.3

Comment [ME27]: HMC 2.20.040

Comment [ME28]: Redundancy, also in 2.20.040

Comment [ME29]: HMC 2.20.090 & 2.20.040 define the fact that librarians are not employees of the Library Board

Article VII **Order of Business**

- Call to Order
- Approval of previous minutes
- Librarian's report
- Report by committees
- Old Business
- New Business
- Adjournment

Comment [ME30]: Roberts Rules of Order, and Council Policy on how meetings are ran

Article VIII **Amendments**

These by-laws may be amended at any regular meeting with a quorum present, by a majority vote of the members present, provided the amendment was stated in the notice of the call for a meeting. A copy of these by-laws shall be provided to each Board member.

Article IX **Minutes**

A copy of the minutes shall be given to each Board member, as well as to the City Recorder A copy of the minutes shall also be available to the public upon request of the Librarian.

Comment [ME31]: Redundancy again.

Article X

Library Board General Powers

The Library Board shall be an advisory board and shall have no executive or administrative powers or authority.

Article X

Adoption of this Resolution

Passed by the council and approved by the Mayor on this 14th day of June, 2004.

Mayor

ATTEST:

City Recorder