



Library Board Meeting Agenda  
October 3, 2022  
5:30 PM

---

**Chairperson:** Kristi Prozialeck  
**Vice Chairperson:** Katherine Hansen  
**Board Members:** Angela Christensen, Desri Hansen and Lori Pelkey  
**Meeting Location:** Harrisburg Municipal Center Located at 354 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 Lori Ross, at 541-995-6655*
7. *Masks are not required at this time. The City does ask that anyone running a fever, having an active cough or other respiratory issues, not to attend this meeting.*
8. *If you wish to provide testimony, and don't want to attend the meeting; please contact the City Recorder. You can provide written testimony, or audio testimony if you wish to be called during the meeting.*

**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 THE JULY 11, 2022 LIBRARY BOARD MEETING**

**NEW BUSINESS**

- 2. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

No Exhibits

**ACTION: FOR DISCUSSION ONLY**

- 3. THE MATTER OF DISCUSSING UPDATES TO THE HARRISBURG PUBLIC LIBRARY POLICY HANDBOOK**

**STAFF REPORT:**

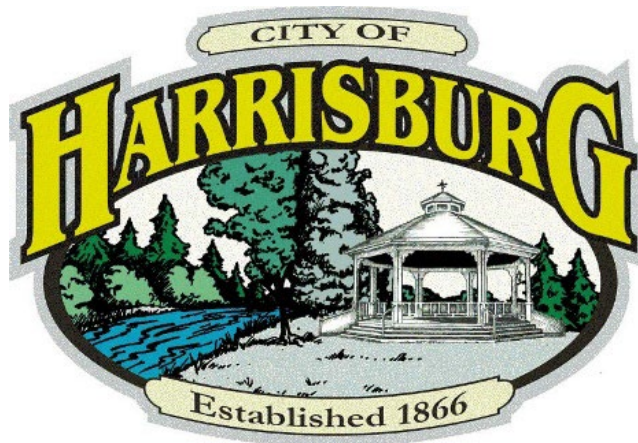
Exhibit A – The Harrisburg Public Library Policies and

Procedures

**ACTION: MOTION TO ACCEPT THE CHANGES TO THE UPDATED HARRISBURG PUBLIC LIBRARY POLICIES AND PROCEDURES HANDBOOK AND RECOMMEND IT BE GIVEN TO THE HARRISBURG CITY COUNCIL FOR APPROVAL**

**OTHERS:**

- Mural Update
- Summer Grant Programs
- Volunteer Hour Logs
- Holidays



## Library Board Meeting Minutes July 11, 2022

**Chairperson:** Kristi Prozialeck, Presiding  
**Vice Chairperson:** Katherine Hansen, Present  
**Board Members Present:** Angela Christensen, Desri Hansen (arrived at 5:35pm) and Lori Pelkey  
**Library Staff Present:** Cheryl Spangler and Amanda Pelkey  
**City Staff Present:** Library Supervisor Cathy Nelson and City Recorder Lori Ross  
**Meeting Location:** Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL** by Chairperson Kristi Prozialeck at the hour of 5:33pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE:** None present.

### APPROVAL OF MINUTES

- Christensen motioned to approve the minutes for the May 23, 2022 Library Board meeting and was seconded by K. Hansen. The Library Board unanimously approved the minutes for May 23, 2022.

### THE MATTER OF DISCUSSING LIBRARY PROGRAMS STAFF REPORT:

- Prozialeck stated that Crafting Club is still going well.
- D. Hansen stated that Story Time is going very well, and they have taken two trips to City Hall. This week's theme is bug hunting.
- A. Pelkey commented that Lego Club is still slow and feels they need to advertise more. K. Hansen asked about the Wednesday program and A. Pelkey replied that it was also slow. A. Pelkey stated she would make a post on the Harrisburg Uncensored Facebook page about the program.
- K. Hansen stated that Book Club has been slow, but they are having some good conversations about the books. They have had about seven in attendance at different times. This month's book is Run Rose Run followed by The Rosie Project.
- Spangler commented that Dungeons & Dragons is going well and that the club participated in the 4<sup>th</sup> of July float.
- Spangler suggested a cooking club held at the same time as Crafting Club, that would be based on different foods from different countries. The foods would be

July 11, 2022

prepared then presented to the Crafting Club. Nelson asked what age group and Spangler replied it would be focused towards teens.

### **THE MATTER OF DISCUSSING USE OF GRANTS FOR SUMMER LIBRARY PROGRAMS**

Prozialeck reviewed the grants received and the dollar amounts available for both the SOC Grant and the Summer Grant and asked for ideas.

- Spangler asked about the age group for the Summer Grant and Ross replied it was for grades K to 12<sup>th</sup> grade.
- A. Pelkey stated she would like to have a Board Game Night Program and possibly a dance for teens that would include a DJ.
- Prozialeck commented that she liked the idea of a dance and thinks we should have a theme like 80's or Sadie Hawkins. Spangler commented that she might know someone who could be the DJ.
- Prozialeck also suggested a costume contest and to award prizes, maybe this fall.
- A. Pelkey informed the Board that the library has purchased a karaoke machine and she needs assistance with creating a Google account. Prozialeck responded that she would assist A. Pelkey with it.
- It was discussed to have the Game Night and Karaoke Night programs at the same time, maybe once a month or every other month. A. Pelkey asked about using the TV inside the Municipal Center. Nelson responded that the library would need to purchase their own, and funds available for that. She would look into getting a TV, portable stand, and a Nintendo Switch as per A. Pelkey's request.
- For the Summer Grant, D. Hansen asked about an aquarium field trip. Spangler asked who would be eligible for the field trip. A. Pelkey responded that in the application, it was stated that all children would be eligible for benefits from the Grant. Prozialeck wants to make sure that all kids are informed of the field trip and we don't miss informing any. Ross suggested mentioning it in the Utility Bill and Christensen suggested handing out flyers at the school.
- A. Pelkey also suggested a field trip to Wildlife Safari. Ross suggested finding transportation first as that will be a major expense and then we can focus on chaperone's. A. Pelkey responded that she would look into transportation tomorrow.
- A. Pelkey would like to use some of the Funds for tutoring as she thinks it would be great for our community.
- L. Pelkey suggested going down to one field trip as that will be a huge expense. D Hansen commented that one field trip would give us more funds for other programs. It was decided to start with one field trip and to see how it goes.
- Spangler asked about the background checks for the chaperone's. Ross and Nelson commented that we most likely will require one, but we would review that with the City Administrator and our insurance policy. The Board suggested having one chaperon for every five children.
- L. Pelkey asked about the Ready to Read Grant Funds. Ross responded that Grant pays for the gift cards and materials for our Summer Reading.
- D Hansen stated that she would like to get some crafting kits from Hobby Lobby for the Story Time Program as they are easy kits, with everything included and only cost about \$5 for about 13 packets.
- Prozialeck commented that she would like to have a community event next year that included a bouncy house, inviting LCSO, VFW and recruiters and asked if we held it at the school if we would need to get a permit? Ross and Nelson to look into it. L Pelkey suggested also having junior dancers from Junction City attend. Christensen suggested having the event next August.

July 11, 2022

- It was determined that we have enough ideas and to work on getting the group rate for the field trip to Wildlife Safari.

**OTHERS:**

- **Library Float:** Prozialeck stated the library took 2<sup>nd</sup> place for a non-profit in the 4<sup>th</sup> of July Parade. Next year they would like to get a sign-up sheet for participants, purchase more candy and have more flyers available. She commented the Board would also like to have a float in the Christmas Parade this year as well.
- **Mural Update:** Spangler stated she does not know when the mural will be finished. She commented that he is interested in painting a mural inside the library. No cost has been discussed at this time.
- **Sharing Libraries:** L. Pelkey stated this is a passport program that allows Harrisburg patrons to check out materials from other libraries. Spangler and A. Pelkey commented that they will look into whether or not the consortium has any issues or concerns with the program.
- **Quarterly Flyer:** Ross suggested again a quarterly news flyer for the library that would be inserted into the Utility Bill sent out by the City. D. Hansen thought it was a good idea. Ross stated she would email the Board the sample flyer that A. Pelkey has created and asked for any feedback by Thursday to meet the deadline.
- **Covid Testing:** Spangler informed the Board that the library has received Covid test, and she would like to start offering them at the library. She would like to set up a table out front on certain days where the patron will pick up the test, test inside their vehicle, then drop off in the provided box. She stated there would be no physical contact with the tester and that the test will be picked up by FedEx. Christensen thought it was a great idea.
- **Christmas Baking:** A. Pelkey mentioned that she would like to have a Christmas Baking Program where they could bake goodies and deliver them to local seniors citizens in our area. Prozialeck suggested that they also sing Christmas carols when delivering the goodies.
- **Facebook:** Nelson informed the Board and staff that she will begin working on the Facebook page and hopes to have it completed by the next meeting.
- **LGBTQ:** Prozialeck stated that she would like to have a LGBTQ program for the community as she feels there is a significant need for it in the Harrisburg area and she would like it to be a safe place where they could get together. She commented that books would be provided to the participants. A. Pelkey suggested calling it an Anti-Bullying Club and everyone could be included. Prozialeck commented that this program is open to anyone. K Hansen felt that the bullying club would be a separate thing. Ross and Nelson commented that they would need to speak with City Administrator, Michele Eldridge about the program. Nelson asked that more information be provided before going forward. Prozialeck commented that she would be emailing the information.
- **Next Meeting:** Because of the Librarians working on Thursday evenings, Ross asked the Board if we could meet on a different day of the week. It was decided by the Board to hold the next meeting on a Wednesday or a Monday in September. Ross stated she would email the Board with the next meeting date.

**ADJOURN:** With no further discussion, the Library Board meeting was adjourned at hour of 7:05pm.

# Agenda Bill

## Harrisburg Library Board

### Harrisburg, Oregon

#### THE MATTER OF DISCUSSING LIBRARY PROGRAMS

#### STAFF REPORT:

No Exhibits

#### ACTION: FOR DISCUSSION ONLY

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda - October 3, 2022

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$?	Yes	Library Fund

#### STAFF RECOMMENDATION:

**Staff recommend a discussion about present Library Programs and possible new programs in the future.**

#### BACKGROUND INFORMATION:

Staff recommends a discussion on how the above programs are doing in attendance and if there are any suggestions that could improve attendance and/or the program.

Here is a list of all programs currently available:

- **Crafting Club:** This program is held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday and the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month from 5pm to 7pm at Municipal Center. The program is instructed by Board Member, Kristi Prozialeck, and all ages are welcome to attend.
- **Story Time:** Story time is held every Friday, from 10am to 11am in the Municipal Center. The program is instructed by Board Member, Dez Hansen and Board Member, Lori Pelkey. Librarians Cheryl Spangler and Amanda Pelkey assist alternating Fridays. This program includes interaction between parent and child, story time, crafts, and a lot of fun!
- **Lego Club:** Lego Club is every Wednesday, from 2-3pm and every Saturday from 11am to noon, in the Library, and is instructed by Librarian Amanda Pelkey. This program is designed to assist young children learn fine motor skills, develop problem solving techniques while having some fun on the way! .
- **Adult Book Club:** This program is held on the 4<sup>th</sup> Thursday of each month from 6:30pm to 8pm. This program is led by Board Member, Katherine Hansen, and is held in the Municipal Center. It's a great way to meet new friends, read a great book and be able to share your opinion. A new book will be discussed each month.
- **Dungeons & Dragons (D & D):** This program is held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month from 4pm to 6pm at the Municipal Center. Program volunteers are Quinton Sheridan and Sef Robin.

Librarians Cheryl Spangler and Amanda Pelkey will update the board about this summer's programs.

#### REVIEW AND APPROVAL:

09/20/2022

Cathy Nelson  
Library Supervisor

Agenda Bill  
**Harrisburg Library Board**  
 Harrisburg, Oregon

**THE MATTER OF DISCUSSING UPDATES TO THE HARRISBURG PUBLIC  
 LIBRARY POLICY HANDBOOK**

**STAFF REPORT:**

Exhibit A – The Harrisburg Public Library Policies and  
 Procedures

**ACTION: FOR DISCUSSION ONLY**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda - October 3, 2022

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$0	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommend a discussion about the updated Harrisburg Public Library Policies and Procedures and recommending that they be given to the City of Harrisburg City Council for approval.**

**BACKGROUND INFORMATION:**

Staff has updated the Harrisburg Public Library Policies and Procedures to reflect the new fine free library system and the newly adopted Harrisburg City Buildings Use Code of Conduct. Once the Library Board has discussed and agrees with the updates, the policy will need to be recommended for the Harrisburg City Council for approval.

**REVIEW AND APPROVAL:**

09/20/2022

Cathy Nelson  
 Library Supervisor

# THE HARRISBURG PUBLIC LIBRARY

Policies and Procedures



Contents

I. Mission and Goal Statements ..... 3

II. Who May Use the Library ..... 3

III. Patron Responsibilities and Conduct..... 3

    Young children: ..... 4

IV. Services of the Library ..... 4

V. Responsibilities and Authorities of the Library Board ..... 5

VI. Volunteers and Friends..... 5

VII. Personnel Policy ..... 5

VIII. Materials Selection/Collection Development Policy..... 6

    A. Objectives ..... 6

    B. Responsibility for Selection ..... 6

    C. Criteria for Selection ..... 6

    D. Interlibrary Loan..... 7

    E. Gifts and Donations..... 7

    F. Weeding..... 7

    G. Potential Problems or Challenges..... 8

    H. Challenged Materials ..... 8

IX. Circulation Policy ..... 8

    A. Registration..... 8

    B. Lost or forgotten cards ..... 8

    C. Loan periods ..... 8

    D. Reserves..... 9

    E. Fines and charges..... 9

    F. Damaged and Lost materials..... 9

    G. Confidentiality .....10

X. Reference Service Policy .....10

XI. Programming Policy.....10

XII. Public Relations & Complaints Policy.....11

XIII. Equipment Use Policy.....11

XIV. Internet Use Policy .....12

    Expectations:.....12

    Warnings: .....12

    Guidelines: .....13

XVII. Public Notice Bulletin Board Policy.....13

XVIII. Disasters/Emergency Incident Policy.....13

XIX. Revision of Library Policies .....14

Appendixes:.....15

    Appendix A:.....16

        Harrisburg City Buildings Use Code of Conduct.....16

    Appendix B:.....18

        Library Bill of Rights:.....18

    Appendix C:.....19

        The Freedom to Read Statement.....19

    Appendix D:.....22

        Damaged Materials Letter.....22

    Appendix E:.....23

        Internet Use Policy.....23

    Appendix F:.....25

        Form: Statement of Concern About Library Resources.....25

## 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

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 timecards.
  - 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 are 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.

## 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

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

## B. Lost or forgotten cards

1. If a patron loses their library card, they should notify the library as soon as possible and request a replacement.
2. 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. DVD materials are nonrenewable.

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.

Library Patrons are limited to 40 books at a 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 3 items at a time.

## 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

Harrisburg Library has a fine free policy. There are not fines for overdue materials. If a loaned item is not returned on time, it can be renewed twice if there are no holds. After two renewals, the item is now considered late at the end of the second renewal period. A notification will be sent out, informing the patron the item is out of renewals and needs to be returned as soon as possible. On the thirtieth day, after the due date, it will be marked as **lost**, and the patron will be billed the pre-recorded cost of the book. If a book is lost or damaged, the patron has the option to replace the book instead of paying the fine. If the patron finds the book and returns it within 30 days after it's marked **lost** and it's in good condition, the replacement fee will be cleared. If a patron's account reaches a balance of \$20 in fines for lost or damaged books that haven't been replaced, their borrowing privileges will be frozen until the balance comes below the \$20 limit. Patrons can still check out library material if they have a balance less than \$20.

## 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 (25%) 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

## 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.

1. 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.
2. 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.
3. 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.
4. 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 homework.
- ❖ 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 people 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 Municipal 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; and
- Actively uses the government services that are available. In the Library, that includes reading, studying, using reference materials, looking for books, or actively using the Library Computer. In City Hall, that includes making payments, setting up utility accounts, working on a permit, voting, or filling out applications, as well as waiting to meet/meeting with a City staff member.

**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 in public spaces without prior written approval of the City Administrator or designee.
- Not actively using the facility for the intended government services and purposes offered by the City.
- 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:

# *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: