



City of Rio Communities Library Board Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Wednesday, February 23, 2022 6:00 PM
Agenda

Please silence all electronic devices.

ATTENTION: In an abundance of caution, due to a COVID issue the Library Board meeting Wednesday February 9, 2022 may be virtual and/or limited to in-person attendance by the Board, Administrative Staff, City Attorney and credentialed members of the press. you can participate in the Library Board from the comfort and safety of your own home by entering the following link: @
<https://www.facebook.com/riocommunities>

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

1.

Action Items

2. Discussion, Consideration, and Decision – Adoption of the City's Open Meetings Act Resolution
3. Discussion, Consideration, and Decision - IX. Circulation Policy
4. Discussion, Consideration, and Decision - XI. Programming Policy
5. Discussion, Consideration, and Decision - XII. Public Relations Policy
6. Discussion - a) XIII. Equipment Use Policy, b) XIV. Internet Use Policy

Public Comment: The Board will take public comments in written form via email through 4:00 PM on Wednesday February 23, 2022 to admin@riocommunities.net. These comments will be distributed to all Board Members for review. ***If you wish to speak during the public comment session in person:*** Please contact the clerk for a virtual link. The Board will allow each member of the public three (3) minutes to address the Board. Both the public and Library Board will follow rules of decorum. Give your name and where you live. The public will direct comments to the Board. Comment(s) will not be disruptive or derogatory.

Board Discussion/Future Agenda Items

7. General Discussion Topic... a) XV. Meeting Room Policy b) XVI. Displays and Exhibits Policy

Adjourn

We will be streaming live on Facebook Live @ <https://www.facebook.com/riocommunities>

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT CITY HALL, 360 RIO COMMUNITIES BLVD, RIO COMMUNITIES, NM 87002. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AND OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE MUNICIPAL CLERK AT 505-861-6803 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.



City of Rio Communities Library Board Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Wednesday, February 09, 2022 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Chair Bobby Caldwell called to order the meeting at 6:12 pm.

Pledge of Allegiance

- Board Member Debra Benavidez led the Pledge of Allegiance

Roll Call

- PRESENT: Chair Bobby Caldwell (virtual), Vice Chair Merita Wilson, Member Deborah Benavidez (virtual) and Member Rita White (virtual).
 ABSENT: Secretary Lisa Tabet-Chavez and Member Lisa LaManna.
 Present: City Manager Dr. Martin Moore and Municipal Clerk Lisa Adair.

Approval of Agenda

- Motion made by Member Debra Benavidez to approve the agenda. Seconded by Member Rita White. Voting Yea: Chair Caldwell, Vice Chair Wilson, Member Benavidez, Member White. With a 4-0 vote the agenda for the Library Board meeting was approved as presented.

Approval of Minutes for January 12, 2022

- Motion made by Member Rita White to approve minutes from January 12, 2022. Seconded by Member Deborah Benavidez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Member Benavidez, Member White. With a 4-0 vote the minutes for 1/12/2022 were approved as written.

X. Reference Service Policy

- Motion made by Vice Chair Wilson to approve the reference service policy as written. Seconded by Member Benavidez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Member Benavidez, Member White. With a 4-0 vote the reference service policy was approved as written.

IX. Circulation Policy

- Chair Caldwell stated that this policy was quit tense but hopefully everyone was able to read it and started a discussion about the policy.
- Vice Chair Wilson said after issuing the library cards checking out books, movies, etc. is immediate.
- Municipal Clerk Adair stated when applying for the cards online it would be immediate so the librarian would issue the cards as soon as the application would come in.
- Vice Chair Wilson stated we did mention how much they can check out the initial first time.
- Municipal Clerk Adair went on about how much they can check out for the first 30 days as stating in the policy, this started a discussion.
- Chair Caldwell stated the wording is going to have to change and shortening the policy as well.
- Vice Chair Wilson stated this is New Mexico law and this is the Act in place, this continued the discussion.
- Municipal Clerk Adair said do not limit the policy to only one paragraph.

- Chair Caldwell then asked what if you make the paragraph and just add subtitles, this continued the discussion.
- Vice Chair Wilson said I think we should just follow the New Mexico Privacy Act because we might have to get a lawyer to make the policy.
- Chair Caldwell began reading the New Mexico Privacy Act.
- Municipal Clerk Adair explained we should keep the whole statute and just revise it and the discussion continues.

XI. Programming Policy

- Chair Caldwell stated this is pretty standard, cut and dry for the programming policy.
- Vice Chair Wilson said what I see here is the definition of what a planned program looks like. She went on to read the policy.
- Chair Caldwell said he agrees but will have to be up to the library director, this started a discussion.
- Vice Chair Wilson stated from her experience from working at the Belen Public Library, the programming comes from the library staff and program participants.

b) XII. Public Relations Policy

- Manager Dr. Moore stated the City has retained for economic development purpose who is Sunny505's Joann Griffin, she may have ideas in public relations, if you are talking about advertising.
- Chair Caldwell said it's talking about the leaders, governing officials, and maybe us trying to reach the public so maybe Sunny505 can help.
- Manager Dr. Moore stated the policy is pretty straight forward.
- Municipal Clerk Adair stated the policy and mentioned that is what Sunny505 does.

Public Comment

- no public comments.

Board Discussion/Future Agenda Items

Discussion Topic... XIII. Equipment Use Policy, XIV. Internet Use Policy

- This is homework for the board.
- Chair Caldwell said on the next agenda item "open meetings act adoption."
- Manager Dr. Moore recommended on the next agenda proposed opening date for the library.
- Chair Caldwell asked for any comments or questions for the board.
- Vice Chair Wilson asked if we are almost close to opening.
- Manager Dr. Moore stated yes very close.
- Municipal Clerk Adair explained the calendar Council adopted and how they have a completion date in May.
- Vice Chair Wilson then stated that we could get information to the schools about our library opening and our summer programs.
- Municipal Clerk Adair stated there are 5 more policies we need to discuss, this started a discussion.

Adjourn

- Member Rita White motioned to adjourn. Seconded the motion Vice Chair Merita Wilson. The Library Board meeting was adjourned at 6:51 pm.

Respectfully submitted,

Lisa Tabet-Chavez, Library Board Secretary
(Taken by Lisa Adair Municipal Clerk and Transcribed by
Cheyenne Sullivan, Assistant Clerk)

Date: _____

Approved:

Bobby Caldwell, Chairman

Merita Wilson, Vice Chairman

Deborah Benavidez

Lisa La Manna

Rita White

CITY OF RIO COMMUNITIES, NEW MEXICO

OPEN MEETINGS ACT RESOLUTION 2022 - 03

A RESOLUTION CONCERNING GOVERNING BODY MEETINGS AND THE PUBLIC NOTICE REQUIRED

WHEREAS, the Governing Body of the City of Rio Communities met in regular session at the City Council Chambers, 360 Rio Communities Blvd., Rio Communities, NM on January 24, 2022 at 6:00 p.m. as required by law; and

WHEREAS, Section 10-15-1 (B) NMSA 1978 provides that "All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency or authority of any county, municipality, district or any political subdivision held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of such body, are declared to be public meetings open to the public at all times, except as otherwise provided in the Constitution of New Mexico or the provision of the Open Meetings Act"; and

WHEREAS, Section 10-15-3 (A), NMSA 1978 provides that "No resolution, rule, regulation, ordinance or action of any board, commission, committee or other policymaking body shall be valid unless taken or made at a meeting held in accordance with the requirements of Section 10-15-1 NMSA 1978"; and

WHEREAS, Section 10-15-4, NMSA 1978 provides that "Any person violating any of the provisions of Section 10-15-1 or 10-15-2 NMSA 1978 is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than five hundred dollars (\$500) for each offense"; and

WHEREAS, Section 10-15-19 (D) requires that "Any meetings at which the discussion or adoption of any proposed resolution, rule, regulation, or formal action occurs, and at which a majority or quorum of the body is in attendance and any closed meetings, shall be held only after reasonable notice to the public. The affected body shall determine at least annually in a public meeting what notice for a public meeting shall be reasonable when applied to that body."

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Rio Communities, New Mexico that:

1. Notice shall be given at least six (6) days in advance of any regular meeting of a quorum of the members of the governing body or any board, commission, committee, agency, authority, or other policy-making body held for the purpose of discussion public business or taking any formal action within the authority of

such body.

2. The regularly scheduled meetings of the governing body will be held at 6:00 P.M. on the second and fourth Monday each month in the City Council Chambers located at 360 Rio Communities Blvd, Rio Communities, New Mexico. In the event that the regular meeting date falls on a legal holiday, the governing body shall designate an alternate meeting date and/or time to be published as provided in this Resolution. In the event that a regular meeting of the governing body is changed to a different location, advance notice of the meeting location shall be published as provided in this Resolution.

A member of the governing body may participate in a meeting of the governing body by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the governing body who speaks during the meeting.

3. Notice shall be given at least three (3) days in advance of any special meeting of a quorum of the members of the governing body, board, commission, committee, agency, authority, or other policy-making body held for the purpose of discussing public business or taking any formal action within the authority of such body.
4. The notice requirements of Section 1, 2 and 3 of this Resolution are complied with if notice of the date, time, place, and subject matter of any regular or special meeting are published. Additionally, the notice shall contain information on how the public may obtain a copy of the meeting agenda, said agenda to be available at least six (6) days in advance of any regular meeting and a final agenda, if needed, at least seventy-two (72) hours prior to the meeting. "Publish" means printing in a newspaper which maintains an office in the municipality and is of general circulation within the municipality. If such newspaper is a non-daily paper which will not be circulated to the public in time to meet publication requirements, or, if no such newspaper exists, "publish" shall mean posting in at least six (6) public places within the municipality, website and one of the public places where posting shall be made is the office of the municipal clerk, who shall maintain posting for public inspection
5. *Within the time limits specified. That at least six (6) of the eight (8) public places listed below a notice shall be posted:*

Rio Communities City Hall
New Mexico Water Department
United Business Bank

Oasis Cafe
Chamesa

Moose Lodge
Oasis Laundry Wash & Fold

Tierra Grande HOA

The Clerk may, in addition to posting, publish one or more times in a newspaper of general circulation within the municipality, even though it does not maintain an office within the municipality. In addition, written notice of such meetings shall be mailed or faxed to federally licensed broadcast stations and newspapers of general circulation in the municipality, which have provided a written request for such notice.

6. Notwithstanding any other provisions of sections 1 through 4 of this Resolution, governing body may establish such additional notice requirements as may be deemed proper and advisable to comply with the provisions of the Open Meetings Act.
7. The governing body of the City of Rio Communities may close a meeting to the public only pursuant to exclusions contained in Section 10-15-1, Subsection H, NMSA 1978. If a meeting is closed during an open meeting, such disclosure shall be approved by a majority vote taken during the open meeting. The authority for the closed meeting and subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting. If a closed meeting is called when the governing body of the City or Rio Communities is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and the general public. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure. Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the governing body of the City of Rio Communities in an open meeting.
8. Notwithstanding any other provision of sections 1 through 7 of this Resolution, the governing body of the City of Rio Communities may call emergency meetings of the governing body, any board, commission, committee or other policymaking body of the municipality. Emergency meetings will be called only under unforeseen circumstances, which demand immediate action to protect the health, safety, and property of the citizens or to protect the municipality from substantial financial loss. The City of Rio Communities will avoid emergency meetings whenever possible. Emergency meetings may be called upon twenty-four (24) hours' notice unless threats of personal injury or property damage require less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

**PASSED, APPROVED AND ADOPTED THIS 24th DAY OF JANUARY 2022 BY THE GOVERNING
BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

City of Rio Communities Governing Body

Joshua Ramsell,
Mayor

Margaret (Peggy) Gutjahr,
Councilor Mayor Pro-tem

Arthur (Art) Apodaca,
Councilor

Lawrence R. Gordon,
Councilor

Jimmie Winters,
Councilor

ATTEST:

Elizabeth F. Adair,
Municipal Clerk

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. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent nonpersonal piece of mail may be acceptable.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement.

All patrons, adult, and juvenile are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

C. Loan periods

1. 3 weeks for books.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title.
5. Current issues of periodicals do not circulate.

6. Non-current periodicals may be checked out for one week and may not be renewed.
7. Two weeks for cassettes, audiobooks, and compact discs.
8. One week for DVD's.
9. Audio Visual materials are nonrenewable.

The director 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.

The 1st 30 days after receiving a new library card, patrons can borrow up to 3 items including 2 DVD's There is a limit of 10 items 30 days of having card including 2 DVD's a patron can borrow at one time, with one exception immediate access to all resources for a known school assignment.

D. Reserves

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

E. Fines and charges

There are no fines for overdue materials. A first notice is sent after the material is due. If the material is not returned within 7 days, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. 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 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. A notice of these charges will be sent to the borrower; a sample of the notice follows:

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:

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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 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

G. Confidentiality

New Mexico Library Privacy Act

§ 18-9-1 Short title.

This act [18-9-1 to 18-9-6 NMSA 1978] may be cited as the "Library Privacy Act".

History: Laws 1989, ch. 151, § 1.

§ 18-9-2 Purpose.

The purpose of the Library Privacy Act [18-9-1 to 18-9-6 NMSA 1978] is to preserve the intellectual freedom guaranteed by Sections 4 and 17 of Article 2 of the constitution of New Mexico by providing privacy for users of the public libraries of the state with respect to the Library materials that they wish to use. History: Laws 1989, ch. 151, § 2.

§ 18-9-3 Definitions.

As used in the Library Privacy Act [18-9-1 to 18-9-6 NMSA 1978]:

A. "Library" includes any Library receiving public funds, any Library that is a state agency and any Library established by the state, an instrumentality of the state, a local government, district or authority, whether or not that Library is regularly open to the public; and

B. "patron record" means any document, record or other method of storing information retained by a Library that identifies, or when combined with other available information identifies, a person as a patron of the Library or that indicates use or request of materials from the Library. "Patron record" includes patron registration information and circulation information that identifies specific patrons. History: Laws 1989, ch. 151, § 3.

§ 18-9-4 Release of patron records prohibited.

Patron records shall not be disclosed or released to any person not a member of the Library staff in the performance of his duties, except upon written consent of the person identified in the record, or except upon court order issued to the Library. The Library shall have the right to be represented by counsel at any hearing on disclosure or release of its patron records.

History: Laws 1989, ch. 151, § 4.

§ 18-9-5 Exceptions.

The prohibition on the release or disclosure of patron records in Section 4 [18-9-4 NMSA 1978] of the

Library Privacy Act shall not apply to overdue notices or to the release or disclosure by school libraries to the legal guardian of the patron records of unemancipated minors or legally incapacitated persons. History: Laws 1989, ch. 151, § 5.

§ 18-9-6 Violations; civil liability.

Any person who violates Section 4 [18-9-4 NMSA 1978] of the Library Privacy Act shall be subject to civil liability to the person identified in the released records for damages and costs of the action as determined by the court. History: Laws 1989, ch. 151, § 6.

The Rio Communities Public Library adhere strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

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All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

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Signature _____

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent nonpersonal piece of mail may be acceptable.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement.

All patrons, adult, and juvenile are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

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1. 3 weeks for books.
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[The board and director need to determine whether patrons who damage and pay for materials owned by the librarywill 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.]

G. Confidentiality

New Mexico Library Privacy Act

Sections

18-9-1. Short title.

18-9-2. Purpose.

18-9-3. Definitions.

18-9-4. Release of patron records prohibited. 18-9-5. Exceptions.

18-9-6. Violations; civil liability.

§ 18-9-1 Short title.

This act [18-9-1 to 18-9-6 NMSA 1978] may be cited as the "Library Privacy Act".

History: Laws 1989, ch. 151, § 1.

The Rio Communities Public Library adhere strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

XI. Programming Policy

Item 4.

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 program for children, speakers for young adults, and book or author discussion groups for adults.

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

XII. Public Relations Policy

Item 5.

- A. Public relations goals of the Rio Communities 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.
- B. The Board recognizes that public relations involve every person who has connection 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.
- C. The director 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.
- D. The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

XIII. Equipment Use Policy

Item 6.

A microcomputer is available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of the microcomputer; 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 15 minutes.

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.

A printer is available. Printer paper will cost \$.10 per 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 \$.20 per page.

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 Rio Communities 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 Library Board 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, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. 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 Rio Communities 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 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 email 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 thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service.
- 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.

XV. Meeting Room Policy

The room is available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The room may be reserved no more than ninety days in advance.

It is understood that library programming will have first priority in room use.

There will be no charge for use of the meeting room.

No admission may be charged by the group.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

XVI. Displays and Exhibits Policy

As an educational and cultural institution, the _____ Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

_____ *Public Library Display and Exhibit Release*

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

Exhibition to be held in the _____

During _____

Description of materials loaned _____

Signature _____ Date _____

Address _____ Telephone _____