

# YOUNG PUBLIC LIBRARY POLICIES **Draft**

**ADDRESS -** P.O. Box 150  
150 Community Center Rd.  
Young, AZ 85554

**PHONE -** 928/462-3588  
**FAX -** 928/462-3588

## **HOURS**

Tuesday thru Friday - 12:00 PM to 5:00 PM  
Saturday - 10:00 AM to 2:00 PM  
Closed Sunday & Monday

## **MISSION STATEMENT**

The mission of the Young Public Library is to serve all people of the Community. As the primary provider of information services, the Library supports the principle of intellectual freedom as a foundation of a free society.

Our pledge . . . To promote literacy, learning and enrichment of all.

To provide resources and services to encourage and satisfy the patrons' love of books, quest for information and need for recreation.

To introduce children and adults to the joys and rewards of reading.

To support education and life-long learning.

To provide open and equal access to cultural and informational material.

The Library is dedicated to providing the highest quality of service so enlightenment may flourish in our Community.

## **STATEMENT OF PURPOSE**

Young Public Library is a public institution open to all citizens as a place of quiet and repose dedicated to the promotion of study and contemplation. To better serve all library users, the Library Board of Trustees has established certain standards of acceptable behavior to ensure an environment conducive to library use. Library staff is charged with maintaining a clean and pleasant atmosphere, and a clean and safe building.

## **STATEMENT OF NONDISCRIMINATION**

Young Public Library is committed to supporting the right of all to work, study and use the library in an environment which is free from all forms of harassment including bullying, sexual harassment, racial harassment and other forms of discriminatory harassment. Such behavior can create an intimidating, hostile atmosphere and is unacceptable. It can damage an individual's welfare and can also undermine the mission of the library.

Any person who engages in disorderly conduct which disturbs the peace of any person, or who engages in disruptive behavior to the detriment of the library environment may be banned from the library and prosecuted under the provisions of A.R.S. 13-2904 and A.R.S. 13-2905.

## **MEMBERSHIP REQUIREMENTS:**

All residents of Young and the surrounding area, which includes Haigler Creek and Reynolds Creek, may apply for a library card. Children under the age of 18 years may apply for a card, but must be accompanied by a parent or legal guardian. Parents and/or guardians are responsible for anything checked out by their children.

To obtain a library card, a resident must provide at least two of the following:

1. Must be 18 years or older, or a signature of parent or guardian.
2. Valid Photo ID, plus proof of current Gila County mailing address,  
(May be utility bill, rent receipt, check/deposit slip from bank.)
3. Valid Arizona Driver's License.
4. Name of a local reference - this may Not be someone living in your household.
5. If a Post Office Box or HCR Box is used as a mailing address,  
A physical location of residence is also necessary.

There is no fee for a library card. One will be issued free of charge. If, however, the card is lost, a replacement fee of \$1.00 will be charged.

Patrons may check out up to 33 items: 3 hard cover books, 5 paperback books, 3 videos, 3 DVDs, 4 Books-on-Tape, 4 audio cassettes, 4 CDs, 4 Book/Cassette Kits, 3 magazines. Patrons may not check out all of the books on a particular subject.

A deposit of \$10.00 (to be refunded) is charged all transient patrons such a temporary Forest Service employees, summer non-resident visitors, etc.

## STANDARDS OF PATRON BEHAVIOR

Behavior becomes unacceptable when it impinges on the rights of others. Unacceptable behavior includes any form of harassment which could result in physical, or emotional, or mental injury to oneself or others, or when it could result in damage to the facilities, equipment or materials. Patrons behaving in an unacceptable manner will be asked once to modify their behavior or, upon failure to do so, to leave the library facility. Police will be called if there is not compliance or if staff feels in any way unable to handle the situation or feels threatened.

Failure to follow the directions of library staff when directed, to abide by these rules or other specific instructions, will result in expulsion from the library.

Examples of unacceptable behavior include:

- Abandonment/leaving of young children unattended
- abuse/vandalism of library facilities, equipment or material
- behavior or language that is offensive to others
- Bringing pets into the library with the exception of "working" dogs
- Chewing tobacco
- Drinking
- Eating
- Excessive noise/noise which disturbs others
- Harassment/physical, sexual, or verbal abuse, in any form, of other library users or library staff
  - Intoxication
  - Illegal activities within the library or on library grounds
  - Loitering
  - Obscene language or activity
  - Roller blading, skating or skateboarding
  - Smoking
  - Spitting
  - Soliciting
  - Unruly/offensive behavior
  - Use of cell phones (phones should be set to silent mode).

## **COMPLAINTS**

Young Public Library is committed to supporting the right of all to work, study and use the library in an environment which is free from all forms of harassment including bullying, sexual harassment, racial harassment and other forms of discriminatory harassment. Such behavior can create an intimidating, hostile atmosphere and is unacceptable. It can damage an individual's welfare and can also undermine the mission of the library.

Any person who engages in disorderly conduct which disturbs the peace of any person, or who engages in disruptive behavior to the detriment of the library environment may be banned from the library and prosecuted under the provisions of A.R.S. 13-2904 and A.R.S. 13-2905.

Any employee or patron who believes that he or she has been subject to any harassment in the library is expected to report in writing said grievance to the library manager. A complaint form will be available upon request.

The library manager is obligated to address the issue promptly, and will conduct an investigation into the complaint and submit a report to the Library Board. A determination of necessary action will be decided and a written incident report will be kept on file. Any necessary action will be handled directly upon decision by the Library Board.

If resolution cannot be reached, the Library Board will ask for assistance from outside agencies.

## **LOAN & RENEWAL PROCEDURE:**

All books and other materials, with the exception of best sellers/new books and videos, are checked out for a 3 week period. Best sellers/new books are checked out for one week. Videos are checked out for three days. The Polaroid camera may be checked out for one week; however the patron is responsible for acquiring film cartridges. All books and other materials may be renewed one time by phone or in the library, provided they are not overdue, or that the item is not on a waiting list. If the items are overdue, renewals will not be permitted until they are returned to the library. Reference-Only books DO NOT CIRCULATE. Arizona Highways magazines may not be checked out. Other magazines one month or older may be checked out. Patrons are welcome to photo-copy needed information from non-circulating materials. Copies must be made by a staff person.

## **RESERVE BOOKS:**

Books in our collections may be reserved by request at the front desk. The patron will be notified as soon as the book is available. In the event that more than one patron wants the same book (i.e. best sellers), patrons will be called in the order they requested the book. The book will be held three days, and then the next person on the list will be called.

## **AUDIO/VIDEO/DVD/CD**

A \$1.00 rewind fee will be charged for any video that is not rewound when returned. A 50¢ fee will be charged for each audio tape that is not rewound when returned.

## **SPECIAL SERVICES:**

Copy machine  
Internet access  
Audio Cassettes - Music  
FAX  
Polaroid Camera

Computer for Juveniles (must be accompanied by parent at all times)  
Music CDs  
Books-on-Tape  
Summer Reading Program

## **MEETING ROOM:**

Application for use of the room must be made by contacting the Library Manager.

## **OVERDUE FEES & FINES:**

Fines are ten cents per day per item on all materials, except videos, DVDs, CDs and audio cassettes which are \$1.00 per day. No materials may be checked out until all overdue materials are returned and all fees and fines paid. Should any item reach the maximum fine, i.e. cost of the item, returning the item DOES NOT cancel fines accrued. No materials will be checked out to patrons who owe fines at any library in Gila County. All items checked out on a patron's card are that patron's responsibility, until that item is placed back on the shelves and the patron's record is cleared.

## **AFTER HOURS BOOK DROP:**

Items returned in the Books Drop will not be considered overdue until 12:00 p.m. the following work day.

## **LOST OR DAMAGED BOOKS/ITEMS:**

Charges will be assessed for current replacement costs plus processing.

### **INTERLIBRARY LOAN:**

Patrons may request a book from another library through Interlibrary Loan. The lending period is determined by the loaning library. Requests may be made to library staff. Patrons will be contacted by phone when the requested item arrives and will be held for three days. A processing fee of \$3.00 will be charged for all books that are not picked up in three days, and the book will be returned to the lending library. An overdue fine on Interlibrary Loan books is \$1.00 for each day the book is overdue. Patrons are responsible for any damage to Interlibrary Loan books, and fees will be assessed by the lending library.

### **REFERENCE QUESTIONS:**

All phone reference questions will be addressed as time allows. Staff is limited in the amount of time that can be devoted to answering such questions. If a patron comes into the Library staff will attempt to assist the patron.

### **DONATED BOOKS & MATERIALS:**

Books, magazines, and any other materials donated to the Library may be accepted depending on physical condition and value to the Library collection.

### **WEEDING:**

Weeding is an ongoing process. Items will be removed from the shelves as the books become tattered, or if the information contained becomes outdated and obsolete. Magazines will be held for twelve months, excluding Arizona Highways, which are bound by year and kept indefinitely. Weeding makes room for new materials and books, and the utmost care is taken in weeding materials.

### **MATERIAL SELECTION:**

The Library takes great care in the selection of materials for the use and enjoyment of its patrons. The following criteria are used in the selection process:

1. Popularity and demand of current fiction and non-fiction.
2. Does it fill a gap in the collection, or replace outdated material?
3. Does it support the business and recreational needs of the community?
4. Does it further growth in job-related skills and understanding?
5. Does it broaden the scope of the reader on world and current affairs?
6. Does it provide a broader basis of opinions and conclusions on a subject?

The responsibility for the selection of books is delegated to the Library Manager. Within the limits of the annual budget, the Library Board purchases books and materials felt to be beneficial to the patrons and to the community. Books and materials are purchased that present differing views on all issues of interest to patrons and community members. The addition of a book or other materials to a collection in no way represents the opinions or endorsement of such ideas by the Library Board or the Library staff. It is the intent of the Library Board to provide a wide variety of books and materials for patron use. Patrons are free to choose books and materials according to their own personal interests. The responsibility for materials read by children under the age of eighteen years is the sole responsibility of the parent or guardian who signed for the child's library card.

Patrons cannot exercise censorship, restricting other individual's access to materials that they find objectionable.

The Library supports intellectual freedom and endorses the following intellectual freedom statements: "Freedom to Read" (ALA), and "Library Bill of Rights" (ALA), "Freedom to View", and Interpretation of the Library Bill of Rights, Free Access to Libraries for Minors and Access to Electronic Information Services and Resources. The Library Internet Policy may be revised from time to time.

Citizens who might feel that any of the books in the collection are objectionable will be required to fill out a "Request for Reconsideration of Library Materials" form, to be submitted to the Library Manager, who will make a final decision on the matter.

### **INTERNET & PUBLIC USE SERVICES:**

In accordance with the mission of the Young Public Library, public access to the Internet is provided for library-related learning, research and information. The Library has no control over information accessed through the Internet, some of which may be inaccurate, incomplete, dated, or offensive to some individuals. Users are responsible for critically evaluating the information they access. Patrons and visitors access the Internet at their own risk.

The Library does not provide electronic mail accounts or access to interactive services. Not allowed are: Chat rooms, Instant Messaging, MSN or Yahoo Messenger, Dating Services, Games or access to any site that is not conducive to a library setting. MySpace, Tagged.com, or Web Proxy sites, such as V-Tunnel are not allowed.

The Library provides Internet access equally to all library users 18 years and older. Identification is mandatory. Minors under the age of 18 may use the Internet only under the direct supervision of a parent or guardian. Direct supervision means the parent or guardian must sit with the child at all times.

Access to obscene, pornographic, or sexually explicit materials to post, view, read or print is strictly forbidden. All users who access these types of materials will be asked to leave the

library, and will be permanently barred from ever using the Internet in the Library again. Library staff is fully aware of and concerned for a safe educational Internet experience for children despite the unregulated nature of the Internet. A.R.S Title 34, Chapter 5, Computer Access Harmful to Minors - A.R.S. 34-501 and A.R.S. 34-502, regulates public libraries. A.R.S. 13-3507 - Public display of explicit sexual materials; classification; definitions is attached. Other pertinent Arizona Revised Statutes: 13-3501, 13-3502, 13-3506 and 13-3501 are available at the front desk.

The Internet and Public Use computer equipment and software must be used as installed.

Users may not:

Add, delete or change anything on library computers.

Use the network to make unauthorized entry into other computational, informational or communication services or resources.

Distribute unsolicited advertising.

Represent themselves as another person, real or imagined.

Transmit or display threatening, obscene, harassing, libelous or slanderous materials;

Invade the privacy of others.

Use the Internet or Public Use computers for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or is proper operation. Users are responsible for any consequences. of copyright infringement.

Use the Internet for activity that violates Arizona law. This includes engaging in activities that are harmful to minors when children are present, as defined in A.R.S. 13-3501, A.R.S. 13-3506 and A.R.S. 13-3507.

Committing telecommunications fraud as defined in A.R.S. 13-3707.

It is unacceptable to misuse Library computers. Unacceptable behavior will result in the individual being asked to leave the Library and his/her computer privileges permanently revoked or in the case of criminal offense, the police being contacted.

The Library is committed to reducing the risk of contamination by computer viruses. Patrons may not, under any circumstances, use their own personal software on Library computers. Downloading to our computer hard drives is prohibited. If users wish to *download material to a diskette*, they may purchase and use diskettes sold by the Library at \$1.00 each. Be aware that disk capacity is 1.44 MB. Papers, photos, etc. which require larger storage space cannot be saved to disk. The Library is not responsible for damage to any user's home computer or any loss of data, damage that may occur from patron downloads off the Internet on the Library computers. The Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

Through signature all users must agree to the Internet Access Policy prior to using the Library computers. Signature must be legible.

Use of the Internet on Library computers will be on a first come, first serve basis, and for the period of one hour. All users must sign in at the front desk. Once signed in, the user is responsible for any sites accessed and any infractions that take place during the sign-in period.

Users will make the computer available within 5 minutes of being informed by Library staff that their hour is up and there is a person waiting. All computers will be shut down 15 minutes before the Library closing for the day.

Users are responsible for printing costs of 10 cents per page, in black and white, including mistakes. Please ask staff for assistance with color printing and for the cost thereof.

At times users may not be able to go to places on the Internet. Some of the reason are:  
there are too many Internet visitors and the host computer has closed or limited access,  
the host computer has changed its address or has closed down,  
the Library's Internet connection may be periodically and temporarily  
inoperable due to technical difficulties.

#### **PATRON RESPONSIBILITY:**

It is the responsibility of the patron to treat library books and materials in their possession with the greatest respect and care. Should a book, video, audio, CD, DVD, cassette, or other material get damaged or lost, depending on the extent of the damage, it is the responsibility of the patron to pay for all damages or replacement costs. Lost books and materials are charged at the current replacement cost plus a \$3.00 processing fee.

It is the responsibility of patrons and visitors with children to clean up after such children. If this is not done, children can lose the privilege of playing in the Children's area.

Children may not be left unattended in the Library at any time.

#### **LIBRARY CLOSURE:**

In inoperable conditions such as power outages, extreme weather conditions, snowstorms, etc. the decisions to close the Library shall be that of the Library Manager.

#### **VOLUNTEERS:**

The Library Board and staff welcome volunteers that are ready, willing and able to help in the Library. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitude to all library staff and patrons.

## **EMPLOYEES:**

After the first full year of employment, regularly scheduled employees will acquire five vacation days per year. Thereafter two vacation days will be added for every year of employment up to twenty days. Unused vacation days cannot be carried over to the next year and will not be paid for at the end of the year, without the approval of the Board. Employees will receive the following paid holidays each year: Christmas Day, New Year's Day, Thanksgiving Day beginning at 12:00 noon on the preceding Wednesday and continuing until the following Tuesday, Fourth of July, Labor Day and Memorial Day. In the event the holiday falls on a Monday, the Library will be closed the preceding Saturday.

Wages will not be paid when an employee is away on jury duty.

Any regularly scheduled employee, when authorized by the Library Board to attend Gila County Library District meetings, conferences, seminars, work sessions, etc. shall be reimbursed for mileage and per diem expenses at the current rate paid by Gila County.

**These revised Young Public Library Policies will be strictly enforced.**

**Revised 06/01/08**