

PATRON POLICIES AND PROCEDURES

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PREAMBLE

The Carson City Library is a public, tax supported institution dedicated and committed to the principals based upon the First Amendment to the U.S. Constitution, Right of Free Expression.

Recognizing the existence of diverse groups within the population with differing standards, beliefs and practices, the board of trustees shall resist any attempts at censoring any materials or programs because of any controversial content.

The right of all people to study and learn from books, periodicals and electronic media shall be jealously guarded and protected by the board and staff. The acquisition of books, periodicals, electronic media, artwork and other materials will be selected and addressed as openly and completely as budget, public interest and need allow.

GENERAL LIBRARY OBJECTIVES

The general library objectives of the Carson City Library shall be:

- a. To assemble, preserve and administer in organized collections, books and related cultural, educational and recreational materials for the communication of ideas, an enlightened citizenship and enriched personal lives.
- b. To maintain a reasonable balance between the needs and desires of individual users and community groups, institutions and organizations.
- c. To serve the general public by giving the same service to all persons regardless of age, gender, sexual orientation, physical/mental limitations, race, origin, religion or socioeconomic or political status.
- d. To protect as far as possible the privacy of any patron who uses the library. Inquiries into the purposes for which a patron requests material will be made only to clarify the kind of information needed.
- e. To avoid overspecialization of permanent materials and undue encroachment on public library resources for special private purposes.
- f. To stimulate group and organization visits to the library.
- g. To serve the community as a center of reliable information.
- h. To encourage individual initiative in locating desired information.
- i. To establish circulation conditions that provide maximum use of library materials and to encourage and assist borrowing from other sources of special material.
- j. To cooperate actively with other libraries and organizations to stimulate library use, by providing instruction, displays, workshops and programs.
- k. To provide maximum cooperation with the Friends of the Library and the Carson City Library Foundation for the welfare of the library.

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.

- 1. 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.**
- 2. Libraries should provide materials and information presenting all points of views on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.**
- 3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.**
- 4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.**
- 5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.**
- 6. Libraries which make exhibit spaces and auditoriums available to the public they service should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.**

**Adopted June 18, 1948
Amended February 2, 1961, June 27, 1967, and January 23 1980,
inclusion of "age" reaffirmed January 23, 1996,
By the ALA Council**

GOVERNMENT

- a. Pursuant to the provisions of the Nevada Revised Statute 379, the Board of Trustees of the Carson City Library shall consist of five members appointed by the board of supervisors.**
- b. The Board of Trustees Bylaws (Please see attached) state purpose, officers, terms, etc. of the board.**
- c. Any policies of the library may be amended or updated periodically by a simple majority vote of the board of trustees at a regular meeting of the board, provided the proposed amendment is stated in the agenda of the meeting.**
- d. Library policies will be reviewed annually by the board of trustees and the library director.**

BYLAWS OF THE CARSON CITY LIBRARY BOARD OF TRUSTEES

Article I – Name & Authorization

This organization shall be called “The Board of Trustees of the Carson City Library,” existing by virtue of the provision of Chapter 379 of the Nevada Revised Statutes and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II – Purpose

The purpose of the Board of Trustees of the Carson City Library is to represent the library both to the people and to the governing officials, and to provide the people and the governing officials a well-run library.

Article III – Officers

Board officers shall be as follows: Chairman and Vice Chairman, who shall be elected from the trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years.

Should either office be vacated, the members shall elect a new officer at the next meeting.

The board chairman shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the chairman, the vice chairman shall perform all duties authorized for the chairman. The members in attendance will appoint a vice chairman as needed.

The Library Director shall act as executive secretary to the board. The secretary shall keep a true and accurate account of all proceedings of the board meetings; issue notices of all proceeding of the board meeting; issue notices of all regular meetings and, on the authorization of the chairman, of all special meetings; and have custody of the minutes and the other records of the board.

Article IV – Terms, Vacancies, Etc.

Section I – Term of Office – The term of office of trustees shall be four years. No trustee shall serve more than two full consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. (NRS 379.0200)

Each vacancy occurring on the Library Board of Trustees will be filled through the following procedure:

- 1) Carson City Personnel Department will be advised of each vacancy occurring on the Carson City Library Board of Trustees; will advertise for qualified applicants; and will forward applications of all qualified persons to the Carson City Board of Supervisors.**
- 2) Carson City Board of Supervisors will conduct formal interviews of all qualified applicants; will select, by vote, one applicant for each vacancy and will forward to the Carson City Library Board of Trustees.**

Section 2. Disqualifications, Vacancies – When any trustee fails to attend three consecutive regular meetings of the board, or at least half of the regular scheduled meetings in any given fiscal year, it shall be the duty of the chairman to notify the appointing officials. (NRS 379.020, Section 5)

Article V – Meetings

All meetings of the Carson City Library Board of Trustees shall comply with the provisions of the Nevada Open Meeting Law.

Section 1. Annual Meeting – An annual meeting shall be the first meeting of the fiscal year for election and appointment of officers.

Section 2. Special Meetings – Special meetings may be called by the chairman or upon the written request of three members for the transaction of business stated in the call for the meeting.

Section 3. Quorum – A quorum for transaction of business shall consist of a simple majority of board members.

Section 4. Order of Business – The order of business at regular meetings shall comply with the provisions of the Nevada Open Meeting Law.

Section 5. Parliamentary Authority – Parliamentary Procedure at a Glance – O’Garfield Jones, Penguin Books, 1971, shall govern the parliamentary procedure of the meetings.

Article VI – Library Director

The Library Director shall be appointed by the board and is the board’s executive officer and shall have charge of administration of the library. The Library Director shall be responsible for employing and directing the staff, for appointing a recorder to attend board meetings and act as recording secretary, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library’s service to the public, and for operating the library under the financial conditions set forth in the annual budget. The Library Director or a designee shall attend all board meetings.

Article VII – Duties of the Board of Trustees

- 1. Set, appoint and evaluate the professional performance of the Library Director. (NRS 379.025)**
- 2. Determine the policy of the library to allow development of the highest possible degree of operating efficiency in the library.**
- 3. Submit the annual budget and work to secure adequate funds to finance the requested library services.**
- 4. Through the Library Director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they met the requirements of the total library program.**
- 5. Study and support legislation which will bring about the greatest good to the library.**
- 6. Cooperate with other public officials and boards to promote the services of the library and participate in maintaining vital public relations.**
- 7. Other duties as set forth under NRS 379.025.**

Article VIII – Amendments

These bylaws may be amended by a simple majority of the members of the board, provided the amendment was stated in the agenda for the meeting.

PERSONNEL

- a. The position of the library director is an unclassified position, as are the positions of other Carson City department heads.**
- b. All other library positions are established as classified or unclassified, according to the Carson City Personnel Ordinance.**
- c. Appointment to the position of library director shall be made by the board of library trustees per NRS 379.025. The board of trustees shall seek qualified persons to fill the position of library director through the Carson City Human Resources Department. Qualifications for the position shall be established by the board of trustees and promulgated through the City Human Resources Department. The board of trustees shall interview qualified applicants prior to appointing a qualified library director.**
- d. The library director shall hire persons to fill all other library positions. Library employees will be engaged through the Carson City Human Resources Department and shall be subject to rules, regulations, policies, procedures, classification scheme and standards established by the city personnel ordinance.**

USE OF LIBRARY

Library facilities and services are available to:

- 1. Residents of Carson City, persons employed in Carson City, or persons attending an educational institution in Carson City.**
- 2. Persons with valid library cards from any public or university library in the state.**
- 3. Temporary residents who may obtain library privileges by making a cash deposit as established by the library director.**
- 4. Any member of the public as established under NRS 379.002.**

PRIVACY OF RECORDS

The privacy of patrons' records shall be protected by:

- a. **Treating registration and circulation records as confidential in nature, in accordance with NRS 239.013 (Please see copy attached)**
- b. **Not making patron records available to anyone except by proper legal process, order or subpoena under the law.**
- c. **Carson City Library Procedures for Law Enforcement Visits Related to the USA Patriots Act (Please see attached) (Adopted 1/14/03)**

PROCEDURES FOR LAW ENFORCEMENT VISITS RELATED TO THE USA PATRIOTS ACT

The Carson City Library will comply with the law as it relates to the USA Patriots Act, including confidentiality laws of federal and state governments and any lawful and appropriate court order or search warrant. As the Library Board administrators, and staff, we recognize our responsibility to protect the privacy of our patrons while responding to legitimate national security concerns. Each order of search warrant will be dealt with on a case-by-case basis in conjunction with our legal counsel to ensure compliance with security concerns and laws as well as our confidentiality obligations. It is important to state that we do not police what library users read or access in the library. Libraries must support and ensure the freedom to read, to view, to speak and to participate as guaranteed by the First Amendment.

GENERAL GUIDELINES

Designated persons responsible for handling law enforcement requests:

library director and city district attorney

In the absence of the library director:

acting director(s)

All staff shall be familiar with procedures for handling law enforcement requests. They should understand that it is lawful to refer the agent or officer to an administrator in charge and that they do not need to respond immediately to any request.

Library staff and the library's legal counsel shall be familiar with the library's confidentiality policy and the state confidentiality statute in Chapter 230 of NRS, Which reads as follows: "Any records of a public library or other library which shall contain the identity of a user and the books, documents, films, recording or other property of the library which he used are confidential and not public books or records within the meaning of NRS 239.010. Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime."

The library shall have plans in place to address service interruptions and any necessary backups for equipment and software.

STAFF PROCEDURES

Staff shall immediately ask for identification.

Staff shall refer the agent to the library director or other designated officer of the institution, even with a court order. On weekends or evenings, use the authority list to contact the library director or acting director(s).

LIBRARY ADMINISTRATION PROCEDURES

Library administration shall contact the library's legal counsel and fax a copy of the agent's identification and court order/search warrant to them.

The Director or designated officer shall meet with the agent, with library counsel or another colleague in attendance.

If a search warrant is presented, unlike a subpoena, it is executable immediately after the library director or designated acting director is served with the court's order. Library counsel should be present before the search begins to assure that the search conforms to the terms of the search warrant.

Only the records identified in the warrant are to be produced. No other users' records should be viewed or scanned.

Library administration shall retain a copy of the agent's identification and the court order/search warrant for the files.

Upon completion, the library director or designee shall review the court order with library counsel to ensure that the library complies with any remaining requirements.

Library administration shall review library policies and staff response and make any necessary procedural revisions after each encounter.

All media communication shall be through library administration and the community relations coordinator.

RULES AND REGULATIONS

- a. Internal rules affecting the day-to-day operation of the library shall be developed according to policies set by the Board of Trustees as stated in the Patron Policy Manual.**
- b. Implementation of these rules and regulations shall be the responsibility of the library director and the library staff.**
- c. Signs shall be posted, whenever practical, stating restrictions or constraints on use of facilities (e.g. No Smoking), dress (e.g. No Wet Bathing Suits), or others, should they become necessary.**
- d. Written rules and regulations shall be made available to the public upon request. Duplication costs must be borne by the requestor, as established by the Director.**
- e. All rules and regulations affecting library use of materials, facilities, etc., shall conform to the Nevada Revised Statutes, Carson City Municipal Code, Patron Policy Manual and policies adopted by the Board of Trustees.**

USE OF THE LIBRARY'S NAME AND ADDRESS

Neither the name nor the address of the Carson City Library may be used as the official address or headquarters of any group or organization except the Friends of the Library and the Carson City Library Foundation.

CARSON CITY LIBRARY PATRON CONDUCT POLICY

Statement of Policy & Text

No one may engage in conduct that interferes with anyone else's ability or right to use and benefit from the library facilities. (See guidelines below for types of unacceptable conduct.)

Patrons who engage in such conduct may receive a warning from the library staff and/or an opportunity to cease the violation or leave the library.

Illegal activity, any willful or repeated violations of conduct or other posted library regulations (e.g. computer use rules), may result in removal from the facility and/or suspension of library privileges. Where authorized by federal, state or local law, conduct violations may also result in arrest. Enforcement will be by library staff or the Carson City Sheriff's Department.

Need for the Policy

The library serves all patrons in an equal manner and is open to everyone. The library's goal is to make information and literature available to every person in a secure, relaxing and pleasing environment that supports education, reading, research and learning.

To enable the library to fulfill its mandate to allow all patrons to enjoy the library facility and participate in library programs in peace and safety, regulations must be set to govern library conduct. These regulations also cover penalties for infractions and when appropriate, removal from and denial of access to the library.

Requirements & Guidelines

Patrons of the Carson City Library have a right to:

- A library environment free of disruptive activity.**
- Confidential access to library materials.**
- Library materials that are complete and not defaced.**
- Surroundings free from tobacco smoke and carelessly discarded waste materials.**
- Quiet areas for individuals to study and to engage in research.**

Patron conduct is unacceptable if it:

- Impedes other persons from a timely use of facilities or materials.
- Excludes others from using the library for its intended purpose.
- Results in injury to oneself or others.
- Results in damage to library materials, building or equipment.

Examples of unacceptable conduct include, but are not limited to the following:

- Behaviors that disturb the normal functioning of the library.
- Engaging in illegal activities.
- Being in possession of or under the influence of alcohol or drugs while in the library.
- Consuming food or beverages (except water) in the library.
- Creating loud noises that are disruptive to other patrons are not allowed.
- Sleeping.
- Wearing gang-related apparel or using gang-related gestures. The library is a gang-free facility.
- Any activities that are intended to interfere with or disrupt computer networks, library services or equipment.

Creating a disruptive or unsafe environment:

- Illegal behaviors such as acting in a lewd or lascivious manner; voyeurism; peeping.
- Harassing, threatening or intimidating staff or other patrons, including physical, sexual, racial or verbal abuse.
- Bringing weapons into the library.
- Vandalizing library facilities, equipment or materials.
- Removing library materials without checkout.
- Behaviors prohibited by other library policies.
- Inappropriate use of facilities or equipment.
- Using restrooms inappropriately, such as for bathing, laundering or loitering.
- Blocking aisles or any other passages in such a way as to prohibit free flow of pedestrians, strollers or wheelchairs.
- Using furniture or building facilities in ways which may cause damage or excessive or unreasonable wear, e.g. lying down, putting feet on the chairs/walls, etc.
- Using electronic devices or any other noisemakers that interfere with other library users, except when authorized by library staff.
- Leaving children 9 and younger unattended anywhere in the library, including the children's areas.
- Bringing any animals except service animals or animals authorized by library staff, onto library property.

- **Running, riding skateboards, scooters, roller shoes, roller skates, roller blades or similar devices inside library facilities or on library premises. Such items are permitted inside library facilities provided that they are carried, not ridden and stowed away from the public right of way.**
- **Bringing bicycles, unicycles, tricycles or other similar conveyances into library facilities or leaving such conveyances at the entry or exit areas in a manner that blocks ingress or egress. This regulation does not apply to wheelchairs, other medical devices, or strollers, or other similar devices, provided they are utilized and stored in a manner that does not restrict public access.**
- **Camping in library facilities or on library grounds, “Camping” refers to the use of library property for living or accommodation purposes.**
- **Leaving personal items unattended in the library or on the library premises.**

Approved by the Board of Trustees of the Carson City Library 10/22/2009

CARSON CITY LIBRARY INTERNET POLICIES

Internet access is provided by the library to ensure universal access to this vast and vital source of information and communication. The Carson City Library has no control over the information accessed through the Internet and cannot be held responsible for its content.

Carson City Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

Although many potentially valuable sources of information are located throughout the Internet, some resources and destinations contain material that some patrons may find offensive or inaccurate. The Carson City Library can neither verify the accuracy nor control the content of sources found on the Internet. As information consumers, patrons must use their own discretion in evaluating the validity and desirability of information found. The Carson City Library does not permit the viewing, downloading or printing of child pornography per NRS 200.730.

Materials obtained or copied on library computers may be subject to copyright laws which govern the making of reproductions of copyrighted works. Users must comply with U.S. Copyright laws and other applicable laws. The responsibility for any consequences of copyright infringement lies with the user; the Carson City Library expressly disclaims any liability or responsibility resulting from such use.

The Carson City Library will provide filtering software on computers in the children and young adult areas in an attempt to limit access to age-appropriate Internet sites by minor children to the extent that is feasible given technical requirements and support.

However, the Carson City Library cannot guarantee that filtering technology will successfully block all inappropriate sites. Such controls cannot be absolutely foolproof. Parents and guardians must ultimately accept responsibility for determining appropriate use of the Internet by their minor children. Any restriction of the minor child's access to the Internet remains the sole responsibility of the parent, guardian, or caregiver.

GUIDELINES FOR THE USE OF THE INTERNET ON CHILDREN'S AND YOUNG ADULT COMPUTERS

In order to provide flexible Internet access to young people, the Carson City Library restricts access to children's and young adult computers to minor children (under 18) and their accompanying parents or guardians.

Minor children (17 and under) may use filtered workstations without parental permission.

Parents are encouraged to guide their minor child's use of the Internet and to read Child Safety on the Information Highway (Please see the website: www.safekids.com), produced jointly by the National Center for Missing and Exploited Children and the Interactive Services Association.

Resources available on youth computers include the Internet, Microsoft Office and pre-loaded games. Use of youth computers is on a first-come basis. No advance reservations will be taken. Youth patrons are limited to two (2) one-hour (1 hour) sessions of computer use per day.

POLICY ON UNATTENDED CHILDREN IN THE LIBRARY

In order to ensure a safe environment for all library patrons, children 9 years old or younger must be under appropriate supervision of a care giver at least 13 years of age at all times. Neither the city nor the staff of the library has custodial responsibility for unattended children. The city and the library assume no liability for unattended children.

If a child is left for more than one hour in the library staff has the option of trying to reach the child's parents or calling the police. If the staff cannot locate the parents the police will be notified.

If a child 13 years of age or younger is left at the library at closing, the library staff have the option of trying to locate the child's parents or calling the police. If the parents cannot be located, the police will be notified.

When a child is left at the library and the police are notified, the police will take the child into protective custody until the parents are notified.

WEAPONS ON LIBRARY PREMISES

Except for weapons carried by active or honorably retired Nevada peace officers, firearms and other dangerous weapons or bombs are not allowed on the library premises unless written permission has been given by the library director.

The library director will arrange for a sign at each public entrance indicating that no firearms or other weapons are allowed in the building. (NRS 202.3673)

CARSON CITY LIBRARY SUSPENSION POLICY

Statement of Policy & Text

In order to preserve the peace and provide public access to the Carson City Library, the library may suspend access to the library for persons who fail to follow the library's established behavior guidelines, which are detailed in the Patron Conduct Policy. The library reserves the right at all times to immediately discharge a patron who is dangerous or in any way threatening library staff or other patrons.

Need for the Policy

The Suspension Policy describes actions that will be taken when patrons engage in conduct that is grounds for removal from, and denial of access to, the Carson City Library, the guidelines for suspension and the suspended patron's right to a hearing.

Requirements & Guidelines

In order to be fair and equitable in the application of library behavior rules and to provide a documented record of the enforcement of these rules, authorized library staff members shall apply the following guidelines. Authorized library staff members are: Ranking staff members (defined as supervisors or staff members designated by a supervisor to act in that capacity), and Carson City Sheriff's Department.

1-Day Suspension:

Some behavior may be disruptive enough to ask a patron to leave for the day. A written report is NOT required for "remainder of the day" suspensions. In order to suspend a patron for a day:

Authorized library staff will explain to the patron that they are engaging in disruptive behavior. Library staff will tell the patron what the disruptive behavior is and the importance of abiding by the rules. The patron will be advised that further violations of the rules will not be tolerated and may result in their being asked to leave for the day.

If the disruptive behavior continues after authorized library staff has admonished the patron, the patron may be asked to leave for the day. If the patron feels that the treatment is unfair, a supervisor or the library director may be called to hear the objection. The supervisor's or ranking staff member's decision will be final.

Longer Than 1-Day Suspensions:

Some disruptive behaviors may require that the patron be suspended for longer periods of time. Suspensions of longer than one day will be made at the discretion of the library director.

Longer than 1-day suspensions will be based on the severity of the behavior or will be issued if a patron continues to be disruptive after receiving at least one 1-day suspension.

Depending on the severity of the disruptive behavior, a patron may be suspended for a minimum of one week and a maximum of 52 weeks (one year).

If a decision is made to suspend a patron for more than the remainder of the day, the library director will complete Part A of the “Notice of Library Suspension” document. A copy of the completed document will be made available to the patron. In the case of a minor (under the age of 18), the library will attempt to notify the parent or guardian and provide the parent or guardian with a copy of the completed document.

Any patron who is suspended for longer than one day is entitled to a hearing. To receive a hearing, the patron must follow the directions on the “Notice of Library Suspension” and submit Part B of the “Notice of Library Suspension.” In addition, the patron must return the forms to the Carson City Library within five (5) business days. The hearing officer will hold a suspension hearing at the library. A parent or guardian must accompany a minor (under the age of 18) to the hearing. The hearing officer’s decision is final.

See Appendix A for Notice of Library Suspension Form Part A.

Hearings

Requesting a Hearing:

If the library patron would like a hearing, they must complete and return Part B of the “Notice of Library Suspension” form within five (5) business days of the date of the notice of suspension was issued. The library must actually receive this within (5) business days; postmarks will not apply.

See Appendix B for Notice of Library Suspension From Part B.

Hearing Date:

After the patron has returned Part B of the form, the library will send the patron a notice that will provide them with the hearing date, time and location. This notice will be mailed to the patron within (5) business days of the time the library

receives the request for a hearing. If the patron does not have an address, they must return to the suspending library in five (5) business days to pick up the notice of hearing date, time and place.

Hearing Procedure:

At the hearing, the patron will be provided the opportunity to present evidence or reason why the suspension should be withdrawn. Suspensions will be withdrawn if the hearing officer determines by a preponderance of the evidence that the patron did not engage in the behavior listed on the “Notice of Library Suspension” form under “Reason for Suspension,” and that this suspension is unwarranted. A parent or guardian must accompany a minor (under the age of 18) to the hearing.

Hearing Determination:

At the conclusion of the hearing, the hearing officer will verbally tell the patron whether the suspension will be modified or withdrawn. The hearing officer will tell the patron the factual reasons for his or her decision. Within five (5) business days of the date of the hearing, the hearing officer will mail the patron a “Suspension Hearing Determination Letter” that will reiterate what the patron was told at the hearing. If the patron does not have a mailing address, they may return to the Carson City Library after five (5) business days to pick up a copy of the hearing determination. The hearing determination will include findings of fact in support of the decision.

The hearing officer’s decision is final.

See Appendix C for the Hearing Determination Letter Form.

SERVICES OF THE LIBRARY

Library services will be designed to meet the needs of the community, will be provided within budgetary limitations and will be guided by the Library Bill of Rights adopted by the American Library Association and the Nevada Library Association.

- a. The library will provide the public with information and materials:
 - 1. to increase understanding and appreciation of literature, the arts and sciences and other areas of knowledge.**
 - 2. To increase competence and to help form sound judgments.**
 - 3. To find useful occupations and vocational guidance.****
- b. The library staff will provide guidance and assistance for people seeking information.**
- c. The library staff will initiate programs and exhibits in accordance with The interpretation of the Library Bill of Rights, "Library Initiated Programs as a Resource," Nevada Library Association's Intellectual Freedom Handbook, 1984, P.4 (See attached). (1) Library initiated programming and exhibits dealing with holiday themes, whether religious or political in origin (i.e. Christmas, Independence Day, etc.), will stress only the broad cultural and secular aspects of the celebration. (2) Library initiated programs for children ages 12 months through 5 years will be provided in accordance with a specific policy approved by the library board of trustees, 1/22/02 (See attached).**
- d. The library will attempt to secure information beyond its own resources through all known reliable sources and information systems.**
- e. The library will endeavor to maintain a balance in service to all persons regardless of age, gender, sexual orientation, physical/mental limitations, race, origin, religion, socioeconomic status or political status.**

LIBRARY INITIATED PROGRAMS AS A RESOURCE

An Interpretation of the Library Bill of Rights

Library initiated programming is a library resource that provides information and recreation to library users. Library initiated programming utilizes library staff, books, library and community resources, resource people, displays and media presentations. The library often incorporates cooperative programming with other agencies, organizations and educational institutions, as well as other resources, to communicate with library users. Library initiated program should provide “for the interest”, information and enlightenment of all the people of the community the library serves”, as stated in article 1 of the Library Bill of Rights.

The American Library Association believes that library sponsored programs, as well as library resources, “should not be proscribed or removed (or cancelled) because of partisan or doctrinal disapproval” (article 2 of the Library Bill of Rights).

A person’s right to attend a library initiated program “should not be denied or abridged because of origin, age, background or views” (article 5 of the Library Bill of Rights).

A written policy on library initiated programming, approved by the library’s policy making body, should reflect the library’s philosophy regarding free access to information and ideas. Similarly, concerns expressed regarding the library initiated programs should be handled as they are for library resources.

Selection of library program topics, speakers, courses, classes and resource materials should be made by library staff on the basis of the interests and needs of library users and the community. Library programming should not exclude topics, books, speakers, media and other resources because they might be controversial.

Adopted January 27, 1982, by the ALA Council

TODDLER LAP-SIT AND PRESCHOOL STORYTIME PROGRAM

- a. **Toddler Lap-Sit**
Attendance is limited to children who are 18-36 months of age, unless special permission has been given by the library director or the youth services librarian.

Parents will remain in the storytime area with their children during the program and will be asked to participate in the activities with their children.

- b. **Preschool Storytime**
The minimum age for attendance is 3 years old; the maximum age is 5 years old, unless special permission has been given by the library director or the youth services librarian.

Parents will leave the storytime area when the program begins and will be asked to remain in the youth area while the program is in session.

- c. **Organized Groups, Preschools and Day Care Centers**

Due to space and staff constraints, organized groups, preschools and daycare centers will not attend the regularly scheduled programs.

Upon request, the youth services librarian may make the library's facilities and storyteller available for a specially arranged storytime, book exchange or other library-oriented activities

SELECTION OF LIBRARY MATERIALS

Since no library can possibly acquire all print and non-print materials, every library must employ selectivity in acquisitions. The library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community demographics and evidence of areas of interest.

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection. Further, other community resources and area library resources are kept in mind when selecting materials. Final responsibility for materials selection rests with the Director, who operates within the framework of policies determined by the Board of Trustees.

These objectives will be accomplished as follows:

- a. By avoiding unnecessary duplication of materials.
- b. By endeavoring to select materials of the highest standards in quality, content, expression and format.
- c. By selecting materials according to their timeliness and informational value.
- d. By refusing to practice censorship of material.
- e. By organizing material according to a selected classification scheme for easy access.
- f. By selecting materials the majority of which will be available for use outside the library.
- g. By selecting specific materials such as reference materials, rare items, etc., which will not be available for use outside the library.
- h. By systematically deleting from the collection materials which are no longer useful, according to accepted professional practice and as stated in this policy.

GIFTS

Gifts of materials, real property, bequests, stocks, money, etc., to the library will be encouraged and accepted subject to the following conditions:

- a. Gifts of money, real property, bequests, stocks, etc. will be deposited and used subject to NRS 379.026 Gift Funds of Libraries.**
- b. Materials will be added to the collection only if they meet the same standards required for purchased materials.**
- c. Materials added to the collection will be integrated into the regular library collection.**
- d. Materials which do not meet the criteria required for purchased material and/or material no longer useful to the library will be disposed of in the same manner as other material.**
- e. Gifts may be acknowledged by letter of receipt for tax purposes if requested by donor. No monetary value of these gifts will be stipulated by the library.**
- f. Gifts of personal property, art objects, portraits, antiques and other objects will be accepted only if deemed useful and appropriate to the library according to good library practice.**

RECONSIDERATION OF LIBRARY MATERIALS

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Carson City Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsements by the library of the viewpoint of the author.

Patrons who request the reconsideration of library materials will be asked to put their requests in writing by completing and signing the form appended to this policy.

See Appendix D for the Reconsideration of Library Materials Form.

DISPLAYS AND ART EXHIBITS

Exhibits or displays are encouraged and accepted as long as they meet the following criteria:

- a. All art exhibits and/or display materials must meet the general objectives of the library.**
- b. The library director or designee shall make the final decision regarding content and arrangement of exhibits.**
- c. Library staff may act as agent for an exhibitor regarding purchase of items from the exhibit, if the exhibitor wishes. The exhibitor must pay the library 25% of all sale proceeds and these proceeds shall go into the Carson City General Fund (not the Library Gift Fund), because staff and display place are funded by Carson City.**
- d. Exhibitors must carry their own insurance. Neither the library nor the city shall be responsible for replacement of lost, stolen or damaged articles. Every exhibitor must sign a waiver (drawn up by the district attorney) before the exhibit is installed at the library.**

USE OF AUDITORIUM

The auditorium and related areas of Carson City Library are available for use by legal profit or non-profit groups or organizations.

- a. Lawful activities may be conducted in the auditorium by these groups or organizations.
- b. Any activity in the auditorium which is not an official library function will be managed by the organization or group using the room.
- c. Schedule of auditorium usage will be posted in the library as is reasonable.
- d. Keys to the library, auditorium and related areas are to remain in the possession of the library director and/or staff at all times.
- e. The library will not be responsible for lost, stolen or damaged exhibits or other property. Exhibitors will be required to sign a waiver of responsibility prior to setting up exhibits.
- f. Granting of permission to use the library facilities does not constitute an endorsement by the library staff or trustees of the users or their beliefs.
- g. Denial of use may be appealed to the Board of Trustees.
- h. Use of the auditorium must be obtained by signing the library's Agreement of Use of Auditorium and a Waiver of Responsibility.
- i. Reasonable fees for use by both profit and non-profit groups are established by the board of trustees.
- J. Auditorium is available only during library open hours.
- K. Should use of auditorium disturb normal library operations in any way, library administration will terminate the meeting.
- L. Alcohol, tobacco and controlled substances are prohibited.

*See Appendix F for Agreement for Use of Auditorium.
See Appendix E for Auditorium Rental & Waiver Form.*

RECONSIDERATION OF USE OF AUDITORIUM

A singular obligation of the public library is to reflect differing points of view on controversial or debatable subjects. The Carson City Library does not promulgate particular beliefs or views.

Patrons who request the reconsideration of use of auditorium will be asked to put their requests in writing by completing and signing the form appended to this policy.

See Appendix G for Request for Reconsideration of Use of Auditorium.

PUBLIC RELATIONS

Every library trustee, library director and member of the library staff has the responsibility of effecting good public relations with the community by:

- a. Promoting understanding of the library and its materials and services.
- b. Participating in community activities.
- c. Explaining programs and emphasizing the relationship of the library to the community.
- d. Informing governmental officials, associates, the news media, and the community in general of library policies, programs, services, goals and objectives.
- e. Providing for appropriate programs, displays, publicity, services, etc., prepared and executed by the library.

COOPERATION

The Carson City Library will diligently cooperate with other entities by:

- a. **Seeking cooperation with other libraries, systems, agencies and institutions to strengthen the services and resources of the library and to provide and promote needed services to the community.**
- b. **Actively cooperating with schools, libraries, systems, agencies, organizations and institutions.**
- c. **Extending cooperative practices to institutions, agencies and individuals.**
- d. **Joining in cooperative ventures for purchase of materials to serve the best interests of the library and the community.**

LIST OF APPENDICES

- A. NOTICE OF LIBRARY SUPENSION PART A**
- B. NOTICE OF LIBRARY SUSPENSION PART B**
- C. FORM HEARING DETERMINATION LETTER**
- D. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM**
- E. AGREEMENT FOR USE OF AUDITORIUM**
- F. AUDITORIUM RENTAL& WAIVER FORM**
- G. REQUEST FOR RECONSIDERATION OF USE OF AUDITORIUM**

**CARSON CITY LIBRARY
NOTICE OF LIBRARY SUSPENSION PART A**

Name _____

Date of notice of Carson City Library suspension: _____

Your visitor privileges to the Carson City Library and its premises are suspended for a period of _____.

Your access to the Carson City Library will be restored on: _____

Reason for suspension. Please describe the incident.

You have the right to a hearing

You may request a hearing to challenge the suspension. Your suspension will be withdrawn if a hearing officer determines that you did not engage in the behaviors listed in this form and that this suspension is unwarranted.

To request a hearing, follow the directions on the next page and complete and submit Part B of this form within five (5) business days.

Procedures to Request a Hearing

Complete and return Part B, attached

If you would like a hearing, you must complete and return Part B of this form within five (5) business days of the date of the notice of suspension above. You must return this form to the library. The library must actually receive this within five (5) business days; postmarks will not apply.

Hearing Date

Once you have returned Part B of the form, the library will send you a notice that will provide you with a hearing date, time and location. This notice will be mailed to you within five (5) business days of the time the library receives your request for a hearing. If you do not have an address, you must return to the suspending library in five (5) business days to pick up our notice of hearing date, time and place.

Hearing Procedure

When you arrive for your hearing, you will be provided an opportunity to present evidence or reasons why this suspension should be withdrawn. Suspension will be withdrawn if the hearing officer determines by a preponderance of the evidence that you did not engage in the behaviors listed under "Reason for Suspension" and this suspension is unwarranted. A parent or guardian must accompany a minor (under the age of 18) to the hearing.

Hearing Determination

At the conclusion of the hearing, the hearing officer will verbally tell you whether the suspension will be withdrawn. The hearing officer will tell you the factual reasons for his or her decision. Within five (5) business days of the date of your hearing, the hearing officer will mail you a hearing determination that will reiterate what you were told at the hearing. If you do not have a mailing address, you may pick up a copy of the hearing determination at the library. The hearing determination will include findings of fact in support of the decision.

The hearing officer's decision is final

**CARSON CITY LIBRARY
NOTICE OF LIBRARY SUSPENSION PART B**

Yes, I want to appeal this suspension.

Name _____

Address _____

City/State/Zip Code _____

Telephone _____

Reason for appeal (optional):

Issued by Carson City Library

**(Return this form to the Carson City Library, 900 N. Roop Street, Carson City,
Nevada 89701)**

**CARSON CITY LIBRARY
FORM HEARING DETERMINATION LETTER**

On _____, a hearing was held whereby you appealed your library suspension. Present at the hearing were _____, on behalf of the library, and _____, on behalf of the appellant. Pursuant to this hearing, the hearing officer has made the following finding of facts: (Include a synopsis of the events that resulted in this suspension)

Accordingly, the hearing officer has determined that your suspension is (or is not) warranted. Your suspension will remain in effect until _____.

After that date, your library privileges will be restored. (Or if effective immediately, your suspension is withdrawn and your library privileges are restored.)

This decision is final

**CARSON CITY LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Title _____ Book ___ Periodical ___ Other ___

Author _____ Publisher _____

Request Initiated by _____

Address _____ City _____ State ___ Zip _____

Telephone _____ Email _____

Do you represent?

Self

Organization (Name) _____

To what in the work do you object? (Please be specific. Cite pages)

Did you read the entire work? _____ What parts _____

What do you feel might be the result of reading this work?

For what age group would you recommend this work? _____

What do you believe is the theme of this work?

Are you aware of judgments of this work by literary critics? _____

What would you like your library/school to do about this work?

Do not assign/lend it to my child

Return it to staff selection committee/department for reevaluation

Other (Please explain) _____

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature: _____ Date: _____

(Please see reverse for procedure)

Upon receipt of this formal, written request, the library director will ask for background information from the professional staff as to criteria used in ordering the material in question, its place in the collection and reasons for including the material in the collection.

The library director will study the information provided by the professional staff and respond in writing to you at the earliest possible date. The library director will keep the library board of trustees informed of all requests for reconsideration of library materials and disposition of those requests.

In the event that you are not satisfied with the decision of the library director, the director may request a meeting before the library board of trustees by making a written request to the chair of the board. Upon receipt of the request, the board may make the request for an agenda item; you will be notified of the time and place of the board meeting; and you will be asked to attend. The library board of trustees reserves the right to limit the length of presentation and number of speakers at the meeting. After hearing from you, the library board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of Carson City Library, will review the background information provided by library staff, will review your position and will review the decision of the library director. Based on the information presented, the library board of trustees may vote to uphold or override the decision of the library director.

**CARSON CITY LIBRARY
900 NORTH ROOP STREET
CARSON CITY NV 89701
775-887-2244
775-887-2273 FAX**

AGREEMENT FOR USE OF AUDITORIUM

Liability insurance is required, as well as a signed Agreement for Use of Auditorium form prior to the meeting. Prepayment is required and is non-refundable. The daily charge for non-profit organizations is \$25.00 and \$75.00 for profit organizations.

The auditorium and related areas of the Carson City Library are available for use by legal profit or non-profit groups/organizations. Granting permission to use library facilities does not constitute an endorsement by library personnel or Board of Library Trustees. Neither the name nor the address of the library may be used as the official address or headquarters of any group or organization except for the Friends of the Library and the Carson City Library Foundation.

Any activity in the auditorium which is not an official library function shall be managed by the organization or group using the room. All activities must be lawful and may not interfere with the library's regular service. Without special arrangements, all activities must conform to regular library hours and schedules.

Fund raising activities, admission charges, etc. must be approved in advance by Carson City Library management or by the board of library trustees.

The library will not be responsible for lost, stolen or damaged property. Exhibitors must sign a waiver of responsibility prior to setting up an exhibit.

Use privileges may be revoked for cause, such as abuse or neglect, etc. Denial of use may be appealed to the board of library trustees.

Groups must be prepared to set up their own chairs, tables, etc.

Phone calls to members of a group must be limited to extreme emergencies.

All meetings of non-profit groups must be free and announced as open to the public.

Signature of Legal Representative

Date

AUDITORIUM RENTAL & WAIVER FORM

Meeting Date(s) _____

Time _____

PROFIT _____ NON-PROFIT _____

Fee to Public Yes ___ No ___

Name of Group _____

Purpose of Meeting _____

Approximate Number of People Attending _____

Tables and chairs available in the auditorium. Please be prepared to set-up for your event.

I have read the Agreement for Use of Auditorium information. I understand that proof of Liability Insurance and payment will be submitted to library administration prior to using the facility. In case of damage, etc., all costs will be paid by said organization or representative.

Legal Representative (Please Print)

Signature/Date

Address (Please Print)

City/State/Zip Code

Telephone/Extension

FAX

E-Mail (Please Print)

OFFICE USE ONLY

Contacted By _____

Contact Information _____

Proof of Liability Insurance provided _____ Date _____

Fee Paid _____ Date _____

Misc _____

**CARSON CITY LIBRARY
REQUEST FOR RECONSIDERATION OF USE OF AUDITORIUM**

Date of Request _____ Requested by _____

Address _____ City _____ State/Zip _____

Telephone _____ Email _____

_____ Yourself

_____ An Organization (Name) _____

_____ Other Group (Name) _____

1. To what in the Auditorium Use Policy do you object? (Please be specific)

2. What do you feel might be the result of being denied use of the auditorium?

3. What would be a satisfactory resolution of this reconsideration?

Signature

Date

(See Next Page for Procedure)

Upon receipt of this formal, written request, the library director may ask for additional information.

The library director will study the information provided by you and respond in writing to you at the earliest possible date. The library director will keep the library board of trustees informed of all requests for reconsideration of use of auditorium and disposition of those requests.

In the event that you are not satisfied with the decision of the library director, the director may request a meeting before the library board of trustees by making a written request to the chair of the board. Upon receipt of the request, the board may make the request an agenda item; you will be notified of the time and place of the board meeting; and you will be asked to attend. The library board of trustees reserves the right to limit the length of presentation and number of speakers at the meeting. After hearing from you, the library board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of Carson City Library, will review all information provided, will review your position and will review the decision of the library director. Based on the information presented, the library board of trustees may vote to uphold or override the decision of the library director.