

# Carson City Library

# POLICY

Carson City Library  
900 N. Roop Street  
Carson City, NV 89701

Phone: 775-887-2244

Fax: 775-887-2273

[www.carsoncitylibrary.org](http://www.carsoncitylibrary.org)

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**Carson  
City  
Library**

Your Knowledge & Discovery Place

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## **Preamble**

The Carson City Library is a public, tax supported institution dedicated and committed to the principles 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 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, artwork, and other materials, in all formats, will be selected and addressed as openly and completely as budget, public interest, and need allows.

## **General Library Objectives**

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

1. To assemble, in all formats, preserve and administer in organized collections books, information resources and related cultural, educational and recreational materials for the communication of ideas, an enlightened citizenship and enriched personal lives.
2. To provide robust 21<sup>st</sup> century technology tools and high speed internet access with technology training, technological support, and other resources to:
  - a. Assist formal education with quality, out-of-school-time programs that build critical thinking skills and effective habits of mind;
  - b. Aid job support and career advancement, and
  - c. Advance the use of E-services for employment, government resources, digital literacy, business development, health, and education.
3. To maintain a reasonable balance between the needs and desires of individual users and community groups, institutions and organizations.
4. 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.
5. To avoid overspecialization of permanent materials and undue encroachment on public library resources for special private purposes.
6. To stimulate group and organization visits to the library.
7. To serve the community as a center of reliable information.
8. To encourage individual initiative in locating desired information.
9. To establish circulation conditions that provide maximum use of library materials and to encourage and assist borrowing from other sources of special material.

10. To cooperate actively with other libraries and organizations to stimulate library use, by providing instruction, displays, workshops, and programs.
11. To provide maximum cooperation with the Friends of the Carson City Library 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 view 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 space 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**

1. 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.
2. The Board of Trustees Bylaws state purpose, officers, terms, etc. of the board.
3. 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.
4. Library policies will be reviewed annually by the Board of Trustees and 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. Appoint, evaluate the performance of and, if necessary, dismiss 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**

1. The position of the Library Director is an unclassified position, as are the positions of other Carson City department heads.

2. All other library positions are established as classified or unclassified, according to the Carson City Personnel Ordinance.
3. Appointment to the position of library director shall be made by the Library Board of 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 Carson City Human Resources Department. The Board of Trustees shall interview qualified applicants prior to appointing a qualified Library Director.

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.

## **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.

## **Use of the Library**

Library facilities and services are available to:

1. Residents of Carson City, persons employed in Carson City, persons attending educational institutions in Carson City or persons volunteering in Carson City.
2. Persons with valid library cards from any public or university library in the state.
3. Qualified temporary residents and visitors may obtain library privileges.
4. Any member of the public as established under NRS 379.002.

## **Copyright General Statement**

Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction and use of copyright material. 17 USC Section 107 established the principle of "fair use", that the reproduction of copyrighted works for certain limited, educational purposes does not constitute copyright infringement.

There are four factors when considering if an item falls into "fair use":

1. The purpose and character of the use including whether such use is of commercial nature or is nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of copyrighted work.
5. Any violation of 17 USC (copyright law) by a library patron is the responsibility of that individual. The library does not hold responsibility for a violation.

## **Use of the Library's Name and Address**

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

## **Services of the Library**

Library services will be designed to meet the needs of the community, are 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.
    - (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.
  - 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, and 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*

### **Youth and Family Storytime Programs**

- Parents will remain in the storytime area with their children during the program and will be asked to participate in the activities.
- Storytime is planned and organized for a variety of age ranges and group types.
- Due to space and staff constraints, organized groups, preschools, and daycare centers will not attend the regularly scheduled programs, unless advance arrangements have been made.
- Upon request, however, the Creative Learning Manager may make the library's facilities and Storyteller available for a specially arranged storytime, book exchange or other library-oriented activities.

### **BRIC [Business Resource Innovation Center] @Two**

As a business branch of the Carson City Library, the BRIC is focused on support of existing and new business and regional economic development through collections, programming, technology, meet spaces, business counseling, and strategic partnerships. The BRIC city partnerships links business, education, and government focused programs, education and one-on-one coaching to:

- Support growth and development of emerging companies to compete in the global marketplace to generate business and revitalize the local economy.
- Provide targeted services, professional development, strategic advice, access to financing, marketing and public relations support, and mentoring.

## **@Two Collaboration Room**

The @Two Collaboration room is available for public use and can be reserved for gatherings, such as small meetings, tutoring sessions, or study groups. The room includes a television monitor that may be connected to a laptop for presentations, as well as a whiteboard and easel. Please note that the room is not soundproof, and speech will travel outside the space. The procedures for use of the room are as follows:

- The room will be open for use by Library patrons.
- The room can be reserved for groups of up to a maximum of 6 people. At least one member of the group must have a Carson City Library Card (and provide

## **Obtaining a Library Card**

For adults 18 and over to obtain a library card, applicant must present a valid picture ID along with a completed application. If you have an out-of-state ID, it must be valid and accompanied by proof of current address in Nevada. (Examples include mail, rental receipt, car registration, and utility bill.)

For a minor 17 and under to obtain a library card, applicant must present a completed application.

*See Appendix A for Carson City Library Card Application*

## **Obtaining a Premiere Library Card**

A Premiere Library Card is necessary for Adults wishing to use the @Two Premiere Computers, check-out digital equipment, and to qualify to use and be certified on Capital Maker Room activities. A Premiere Library Card is necessary for Teens (14-17) to use the Digitorium advanced equipment, @Two Premiere Computers, to check-out digital equipment and to qualify to use and be certified on Capital Maker Room activities.

Qualifications for the premiere card include: minimum age 14 and 90 days as a regular library cardholder with no issues. Adults must provide a valid ID with current address. This card requires patrons to sign the Carson City Library Premiere Card Agreement concerning the rules of the spaces and acknowledgment of equipment cost and patron responsibility for lost, stolen, or damaged items. Teens are required to

have signed parental or educator permission on the Carson City Library Premiere Card Agreement on file. Applicants must live, work, volunteer or go to school in Carson City. Additionally, the Premiere Library Card displays a patron photo within their account.

Premiere Library cards will be issued at the same desk as regular cards. To request reconsideration of the minimum qualifications for a Premiere Library card, applicants may address the library director in writing.

*See Appendix A for Carson City Library Card Application*

### **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 C 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 space 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.

## Technology at the Carson City Library

The Carson City Library has a strong backbone of digital literacy programs and resources offering tools and learning opportunities to help students of every age become, not just consumers of digital content, but makers and adept users as well.

An inventory of computers and other digital devices in the library system include laptops, desktops, high end computers, tablets, cameras, video cameras, and e-readers. Spaces for technology use and programs are designated throughout the library.

Time limits and use on all public computing devices are as follows but are subject to change by Library management:

In the designated technology areas, the time sessions are as follows:

Space	Internet Only Card	Regular Card	Premiere Card	Sessions
Adult Portal (2 <sup>nd</sup> Floor)	X (18 and up)	X (18 and up)	X (18 and up)	2 – 1 hr
Adult Mac (2 <sup>nd</sup> Floor)		X (18 and up)	X (18 and up)	2 – 1 hr
Scanner Station (2 <sup>nd</sup> Floor)		X (18 and up)	X (18 and up)	2 – 1 hr
Microfilm Station (2 <sup>nd</sup> Floor)		X (2 and up)	X (14 and up)	2 – 1 hr
Conversion Station (2 <sup>nd</sup> Floor)		X (14 and up)	X (14 and up)	2 – 2 hr
Premiere Computers (2 <sup>nd</sup> Floor)			X (14 and up)	2 – 2 hr
Children's Technology (1 <sup>st</sup> Floor)	X (2-17)	X (2-17)	X (14-17)	2 – 1 hr

Children's Homework (1 <sup>st</sup> Floor)	X (2-17)	X (2-17)	X (14-17)	2 – 1 hr
Digitorium (1 <sup>st</sup> Floor)		X (14-17)	X (14-17)	Varies
Express Computers (2 <sup>nd</sup> Floor)	X (18 and up)	X (18 and up)	X (18 and up)	2 - 30 minute*

\* Using express computer sessions removes ability to use other sessions.

As long as there are no reservations, the time will increase in ten-minute increments until someone makes a reservation in that area.

Laptop computers and Chromebooks that are available at the Information Desk may be checked out for a one-hour session, with an additional one-hour session if available, by patrons 18 years or older with a library card for 90 days and in good standing.

The second floor of the main library, as well as the library's 800 square foot auditorium, has been converted into technology commons spaces. Policies governing dedicated technology spaces, technology equipment use, internet access, and technology programs are outlined within:

### **Dedicated Technology Spaces within the Library**

1. @Two Training Hub on the second floor contains seating for 9 and a fully integrated audio/visual teaching system within a partitioned room to promote maximum engagement. Classes will be taught by Carson City Librarians and qualified mentors/interns and is designed for patrons 14 and up with all levels of technology skill. Computers feature Microsoft Office, Adobe Photoshop Elements, Adobe Premiere Elements, and Internet capabilities and Solidworks.
2. Express Computers on the first floor provide express access to computers and the internet near the available coin machine and printing.
3. @Two Premiere Computers on the second floor contains high-end desktop computers (PC and Mac) featuring Adobe Master Collection and AutoDesk, capable of producing amateur to professional quality digital content. Users will have the opportunity to craft digital content and outputs through digital videos, music, photography, websites, graphic design, animation, computer aided drafting, podcasts, presentations, and other forms of digital production. A Premiere Library card is required.
4. Public computing on the second floor contains PCs and a Mac open to the public during regular library hours. Note: of the general use computers one is a conversion station, one has a large scanner and one is a microform reader/printer.
5. @Two Children's Technology on the first floor is designed for children (2-13 years of age). The Children's Technology consists of three sections:
  - a. General use PCs with homework stations.

- b. A game space to promote game play and development as an educational tool.
  - c. Early literacy computer stations.
6. The Digitorium is a technology commons located in the library's auditorium space. Designed for school related programs and projects for high school students (14-17 years of age), secondary school teachers and their classes. Technology Includes:
- MacBook Pro Computers with Microsoft Office (some machines will include Adobe Master Collection, Adobe Premiere/Photoshop Elements, and other creative software.
  - High Speed Internet
  - Built In Projector and Screen
  - Video Camera
  - Sound Booth
  - Green Screen Area
  - Tables and Booths for groups for 2-6
  - A teen production lab with Mac computers featuring Microsoft Office, Agent Cubes (game design), and Internet access.
  - Teen homework stations with PC computers featuring Microsoft Office, Publisher, and Internet access.
  - A game space to promote game play and development as an educational tool. Video gaming is available to any teen (14-17 years of age) with a library card in good standing.
7. The Capital Maker Room is the Library's MakerSpace. This space requires a Premiere Library Card and provides access to a portable green screen, large format printer, laser cutter, 3D printer, 3D scanner, Carvey Mini CNC machine, sewing machines, embroidery machine, soldering, and oral history recording equipment.

## **Technology Equipment use within and outside of the Library**

### Borrowing Policies and Procedures\*:

1. For equipment checkout and use within designated technology areas, a Premiere Library Card is needed.
2. Premiere Library Card is required for Kindle checkout.

\*Each Premiere Library Cardholder is required to sign a waiver acknowledging their responsibility for any damage or misuse of equipment upon checkout. Minors must have parental or educator permission/signature forms on file to use the equipment that acknowledges the cost of equipment and responsibility for damaged or lost items.

### Rules and Regulations for the Use of Equipment, Software and Technology Space

1. Outside equipment must be approved by librarians before use in designated technology areas.

2. Patrons may not share library card login information with other users.
3. The @Two Premiere Computers and Digitorium priority use is for digital media projects.
4. All checkouts and check-in for digital equipment will be handled at the Information Desk.
5. An overdue fee of \$5.00 per day will be added to users' accounts for late items. If an item is overdue for two weeks, the cardholder will be charged for the lost item. Users who lose or damage equipment will be charged the replacement cost of the equipment.
6. The library will not accept replacement purchases for lost equipment.
7. Every effort will be taken to separate use and digital media programming activities between Adults (18 and up) and Teens (14-17 years of age).
8. Outside software is prohibited from being uploaded on any equipment in designated technology areas. Suggestions to purchase or add software and equipment may be offered at the @Two help desk and will be considered in within the @Two Digital Learning Center collection development policy.
9. Personal equipment may be compatible with equipment in the designate technology areas. Prior approval from the librarian is required before outside equipment is used on library computers.
10. Individual files must be saved to personal external storage devices.
11. When computer speakers are active, headphones must be used at all times.
12. Personal items may not be left unattended in the library. Staff will not watch items for patrons. The Carson City Library assumes no responsibility for lost or stolen personal items.

### **Intellectual Property General Statement**

The Carson City Library has developed and designated technology spaces to facilitate technology, information, and library proficiency for patrons and businesses within the community. All materials produced in this space are property of the library patron producer. They may give permission for the library to use this material for marketing of the library via the Carson City Library Producers Agreement.

*See Appendix D for Carson City Library Producers Agreement*

### **Carson City Library Internet Use**

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.

In an attempt to limit obscenity, viruses, and malicious downloads on networked computers, the Carson City Library utilizes filtering practices and filtering software on computers in the Children's and Young Adult areas and the Digitorium, on all computers on the second floor of the library, and the Express Stations on the first floor. 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.

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](http://www.safekids.com)), produced jointly by the National Center for Missing and Exploited Children and the Interactive Services Association.

Resources available on youth literacy computers include the Internet, Microsoft Office, and pre-loaded games. Use of youth literacy computers is on a first-come first-serve basis. No advance reservations will be taken.

The library's laptop computers or Chromebooks can be accessed without filtering via Wifi and are available for use inside the library by patrons 18 years of age and older. Laptops or Chromebooks may be checked out at the Information Desk.

## 3D Printing

Three dimensional objects in plastic using a design that is uploaded from a digital computer file. A Premiere Library Card is required to use a 3D printer.

3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:

1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
3. Obscene or otherwise inappropriate for the Library environment (for examples of unacceptable conduct, see page 20).
4. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
5. For additional questions, please refer to the Library Rules and Regulations section of this policy manual.

The Library reserves the right to refuse any 3D print request. Instructions to request an appeals hearing can be found on page 23 under Hearings; Request for a Hearing. Staff will calculate the cost. Payment is required before printing.

Items printed from Library 3D printers that are not picked up within 10 days will become property of the Library. Items must be picked up by the individual who printed them and they must show a valid photo ID.

## Rules and Regulations Overview

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 resources available to every person in a secure environment.

Internal rules affecting the day-to-day operations of the library shall be developed according to policies set by the Board of Trustees as stated in the Patron Policy. Implementation of these rules and regulations shall be the responsibility of the Library Director and the library staff.

1. 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 other situations, should they become necessary.

2. 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 Library Director.
3. All rules and regulations affecting library use of materials, facilities, etc., shall conform to the Nevada Revised Statutes, Carson City Municipal Code, Patron Policy, and additional policies adopted by the Board of Trustees.

## **Carson City Library Patron Conduct**

### Statement of Policy and 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 examples 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 and or 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.

### Requirements and Guidelines

Patrons of the Carson City Library have a right to:

- A library environment free of unruly activity.
- Confidential access to library materials.
- Library materials that are complete and not defaced.
- Surroundings free from tobacco products, electronic smoking devices, and litter.

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 a closed container) in or around library computers.

- Sleeping.
- Any activities that interfere with or disrupt computer networks, library services, or equipment.
- 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 a weapon into the library.
- Vandalizing library facilities, equipment, or materials.
- Removing library materials without checkout.
- Inappropriate use of facilities or equipment.
- Using restrooms inappropriately.
- Blocking aisles or any other passages in such a way as to prohibit free flow of pedestrians, strollers, or wheelchairs.
- Using furniture of building facilities in ways which may cause damage or excessive or unreasonable wear, e.g. lying down, putting feet on chairs/walls etc.
- 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 the library facilities or on library premises. Such items are permitted inside the library provided 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 in a manner that blocks ingress or egress. This regulation does not apply to wheelchairs, other medical devices, strollers, or other similar devices, provided that 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 the library property for living or accommodation purposes.
- Leaving personal items unattended in the library or on the library premises.

### **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.

Carson City Ordinance/Code as amended supersedes any of the above.

### **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)

### **Patron Suspensions**

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 section. 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 one-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 E 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” or 3D printing denial 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 F 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

#### Hearing Procedure – 3D Printing:

When you arrive for your hearing, you will be provided an opportunity to present evidence or reasons why this 3D printing denial should be withdrawn. The 3D printing denial will be withdrawn if the hearing officer determines by a preponderance of the evidence that you will not violate the 3D Printing section of this policy.

#### 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 F for the Hearing Determination Letter Form.*

### **Privacy of Records**

The privacy of patrons' records shall be protected by:

1. Treating registration and circulation records as confidential in nature, in accordance with NRS 239.013.
2. Not making patron records available to anyone except by proper legal process, order, or subpoena under the law.
3. Carson City Library procedures for Law Enforcement visits related to the USA Patriot Act.

(Adopted 1/14/2003)

### **Procedure for Law Enforcement visits related to the USA Patriot Act**

The Carson City Library will comply with the law as it related to the USA Patriot 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.

#### USA Patriot Act Guidelines

Designated persons responsible for handling law enforcement requests include the Library Director and the City District Attorney. In the absence of the Library Director the acting director(s) are responsible for handling law enforcement requests.

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, recordings or other property of the library which he used are confidential and not public books or records within the meanings 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."

#### 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. In 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 Library 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(s) is served with the court's orders.

Library counsel should be present before the search begins to assure that the search conforms to the terms in 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.

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

Upon completion, the Library Director or designee shall review the court order with the 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.

*The policy provisions contained herein bestow no rights upon any person, which can be exercised against Carson City, the Carson City Library Board, the Carson City Library, or any representative thereof.*

## APPENDICIES

INTENTIONALLY LEFT BLANK

## **Appendix A**

Library Card Application



# Carson City Library Card Application

Individual receiving a library card must be present.

Please check one of the following:

- Internet Only Card**  
Requirement: Completed library card application  
- no photo ID required
- Standard Library Card**  
Requirement:  
(Adults) Completed library card application and valid photo ID\*\*  
(Under 18) Completed library card application  
- no photo ID required
- Premiere Library Card**  
Requirement:  
(Adults) Completed library card application and valid photo ID.\*\* Must live, work, attend school, or volunteer in Carson City  
(Ages 14-17) Completed library card application and valid school/photo ID or school schedule  
(For all Premiere applicants) Current library card in good standing\* for 90 days is required unless waived by library management

Check all that apply:

- Live in Carson City?
- Work in Carson City?
- Go to school in Carson City?
- Volunteer in Carson City?

\* A library card in "good standing" is a record free of fees or overdue items.

\*\* If you do not have a valid photo ID, you will need another form of photo ID and proof of address, such as mail, lease agreement, car registration, or utility bill.

All other applicants fill out both sections.

Internet Only Card.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M I: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Zip Code Street Address/PO Box City State

Physical Address: If physical address is the same as mailing, check here:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Zip Code Street Address City State

Birth Date: M \_\_\_ D \_\_\_ Y \_\_\_

To receive text notifications, please list your cell phone number and carrier.

Phone:(\_\_\_\_\_)\_\_\_\_\_ Cell:(\_\_\_\_\_)\_\_\_\_\_ Carrier:\_\_\_\_\_

Work Phone:(\_\_\_\_\_)\_\_\_\_\_ E-Mail:\_\_\_\_\_

By obtaining this library card you accept responsibility for all items checked out.  
Please report lost or stolen cards and changes in contact information.  
(Premiere Library Card applicants must also fill out the reverse side.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Use: Barcode [Place barcode here] Date \_\_\_\_\_ Staff initials \_\_\_\_\_

## Premiere Library Card:

The following rules **MUST** be agreed upon **BEFORE** a Premiere Library Card is issued:

- \_\_\_\_ Initial 1. An overdue fee of \$5.00 per day will be added to user's account for late digital equipment. If the item is overdue for 2 weeks, the cardholder will be charged for the lost digital equipment.
- \_\_\_\_ Initial 2. Users who lose or damage equipment will be charged the full replacement cost.
- \_\_\_\_ Initial 3. Users' photo will be included in library database.
- \_\_\_\_ Initial 4. The library will not accept replacement purchases for lost equipment.
- \_\_\_\_ Initial 5. Children under 14 are welcome in the @Two Digital Learning Center when accompanied by a guardian; however, they will not be allowed to use equipment in the center unless they are participating in a librarian-led program.
- \_\_\_\_ Initial 6. Disruptive patrons will be asked to leave the @Two Digital Learning Center.
- \_\_\_\_ Initial 7. Failure to return equipment in a timely manner after 2 instances will result in suspension of Premiere privileges for 6 months.

**Adults:** Patrons must have a current library card in good standing\* for 90 days. In addition, a valid photo ID **MUST** be presented at time of application.

**Teens:** Patrons must have a current library card in good standing\* for 90 days. In addition, a valid school/photo ID or high school schedule **MUST** be presented and applicant must be 14-17 years of age

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Parent/teacher/caretaker signs the second line for teen applicants)

### Information Regarding Library Card Access and Responsibilities

#### Internet Only Card:

This card is only usable for signing into corresponding computer stations in the library. Applicant will be unable to check out items with this card.

#### Standard Library Card:

Applicant can sign into corresponding computer stations in the library and check out books, movies, and other non-Premiere items from the library.

#### Premiere Library Card:

In addition to standard library card privileges, Premiere library cards grant access to premiere computer stations and digital equipment. Teens gain access to digital equipment in the Digitorium.

#### Computer Station Access

**Internet Only Library Card (Adults)** - Adult Portal and Express Stations.

**Standard Library Card (Adults)** - Adult Portal and Express Station

**Internet Only and Standard Library Card (under 18)** - Youth and Teen Stations

**Premiere Library Card (Adults)** - Premiere Computers, Adult Portal, and Express Stations.

**Premiere Library Card (Ages 14-17)** - Premiere Computers, Teen Portal, and Digitorium

#### **NRS 379.160 Willful detention of or damage to property of public library; penalties; liability of parent or guardian.**

1. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, filmstrip or other property of any public library or reading room for more than 30 days after receipt of written notice demanding the return of any such article or property shall be punished by a fine of not more than \$500.

2. Any person who willfully cuts, tears, defaces, breaks or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus or other work of literature, art, mechanics or object of curiosity deposited in any public library or reading room shall be punished by a fine of not more than \$500.

3. **The parent or guardian of a minor who willfully and maliciously commits any acts within the scope of subsection 1 or 2 is liable for all damages so caused by the minor.** Rev. 6/2016

## 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? \_\_\_\_\_

If not, what parts did you read? \_\_\_\_\_

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: \_\_\_\_\_

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 Library 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 of Trustees 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 of Trustees 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.

Appendix C – Producers Agreement

## @Two Digital Learning Center Producers Agreement

As owner or creator ("OWNER") of this product ("PRODUCT"), I give the Carson City Library ("LIBRARY") my permission to create and use PRODUCT in any media, for any purpose (excluding defamation), which may include, display, advertising, promotion, and marketing of LIBRARY. I agree that PRODUCT may be combined with PRODUCT, text and graphics and cropped, altered or modified without permanently damaging or altering the meaning of PRODUCT.

The Carson City Library does not hold a copyright to PRODUCT and acknowledge and agree that I have not given ownership of PRODUCT to the Carson City Library. I acknowledge and agree that this release is not binding and I am able to request the Carson City Library to remove PRODUCT at any time.

I represent and warrant that I am at least 18 years of age. If I am under the age of 18, I will obtain the signature of my parent/guardian.

Carson City Library Barcode Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

I want the following credit line to appear with PRODUCT:

\_\_\_\_\_  
If no line is given there will be no credit line and OWNER remains anonymous.

I agree to loan the library PRODUCT until \_\_\_\_\_ date.

\_\_\_\_ I agree to the above @Two Digital Learning Center Producers Agreement

Description of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### STAFF USE ONLY

Barcode number \_\_\_\_\_

processor initials \_\_\_\_\_

data entry initials \_\_\_\_\_

**CARSON CITY LIBRARY NOTICE OF LIBRARY SUSPENSION/3D Print Denial  
PART A**

Name \_\_\_\_\_

Date of notice of Carson City Library suspension/denial: \_\_\_\_\_

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

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 or 3D print denial. 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 or emailed 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.

### Hearing Procedure – 3D Printing:

When you arrive for your hearing, you will be provided an opportunity to present evidence or reasons why this 3D printing denial should be withdrawn. The 3D printing denial will be withdrawn if the hearing officer determines by a preponderance of the evidence that it will not violate the 3D Printing section of this policy.

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 or 3D printing denial 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: (please check one)

<input type="checkbox"/>	3D print denial
<input type="checkbox"/>	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)

Appendix F – Hearing Determination  
Letter

**CARSON CITY LIBRARY FORM HEARING DETERMINATION  
LETTER**

On \_\_\_\_\_, a hearing was held whereby you appealed your library suspension/3D print denial.

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 or 3D print denial (is or is not) warranted. Your suspension will remain in effect until \_\_\_\_\_ OR the 3D print (will or will not) be printed. For the suspension your library privileges will be restored after the listed date. (Or if effective immediately, your suspension is withdrawn and your library privileges are restored.)

This decision is final.