

Minerva Public Library

Public Service Policies

These policies were approved by by the Minerva Public Library Board of Trustees on April 27, 2023. These policie supersedes previous public service policies. The Board may update, amend, or remove policies as it sees fit..

Mission Statement

The Minerva Public Library is a public institution providing access to, and assistance with, materials in a variety of formats to meet the educational, recreational, intellectual, social, and cultural interests and needs of its patrons. The library strives to enhance the quality of life in the community and serves as a center of life-long learning. The library seeks to build knowledge, understanding, wisdom, and appreciation.

Service Philosophy

In the use of the library and the selection of library materials, the Minerva Public Library subscribes fully to the principles adopted by the American Library Association in *Libraries: An American Value*, and in *The Library Bill of Rights* and its subsequent interpretations. Copies of these documents are in the appendices.

Service Values

Library patrons may expect:

- Courteous, efficient, and effective library service.
- Staff who are highly visible and strive to be the best.
- Access to up-to-date, well-maintained, and relevant library materials and collections.
- Accurate information and correct answers to all questions.
- Easy and reliable access to information beyond library walls.
- A spacious, comfortable, and safe library building.
- Library service hours that respond to their needs insofar as resources allow.

1. Operations Policies

1.1 Location and Hours of Operation

Minerva Public Library
677 Lynnwood Dr.
Minerva OH 44657
330-868-4101
330-868-4267 (fax)
www.minervalibrary.info

The Minerva Public Library is open to the public Monday, 10:00 am to 8:00 pm; Tuesday and Wednesday, 10:00 am to 5:00 pm; Thursday, 10:00 am to 8:00 pm; Friday, 9:00 am to 5:00 pm, and Saturday, during the school year 10:00 am to 5:00 pm. Between Memorial Day and Labor Day, Saturday hours are 10:00 am to 2:00 pm.

The library is closed on Sundays and on the following days:

New Year's Day, January 1
Presidents Day, third Monday in February

Memorial Day, last Monday in May
Independence Day, July 4
Labor Day, first Monday in September
Thanksgiving Day, 4th Thursday in November
Christmas Eve Day, December 24
Christmas Day, December 25
New Year's Eve Day, December 31

In addition, the library may close early on the day before Thanksgiving Day and the day of the Minerva Homecoming Parade. The library may also close for staff in-service training; such closings are scheduled in advance.

The Board of Trustees reserves the right to close at additional times when necessary. The Director, or their designee, is authorized to close the library in emergencies or exigent circumstances.

1.12 Service at Closing

Staff will make an effort to alert patrons before closing so that patrons may conduct any activities necessary to permit them to leave the building at the designated closing time. All patrons being assisted at public service desks at closing time will be served. Refusal to leave the building at closing will be treated as trespass and the proper authorities will be contacted.

1.2 Library Board of Trustees

1.21 Membership and Tenure

The Minerva Public Library Board of Trustees is made up of seven members. Trustees are appointed by the Minerva Local School District Board of Education for terms of seven years. Terms are staggered so that the terms of no more than two Board members expire in the same year.

1.22 Meeting Schedule

The Regular Meetings of the board are scheduled for the fourth Thursday of the month at 6:30 pm in the library; the November and December Regular Meetings are usually scheduled for the third Thursday of the month. Special Board Meetings may be called as needed.

1.23 Notice of Meetings

The Library Director will post in the library a notice of a Regular Board Meeting at least three business days prior to the date of the meeting; this notice will also be posted on the library's website. When possible, the Director will give notice of Special or Emergency Board Meetings in the same manner. Local newspapers will be provided with a notice of Board meetings.

1.24 Regular Meeting Agenda and Board Packet

The Agenda for the Regular Board meeting and the packet of documents provided to the Trustees for use at that meeting will be posted to the library's website in advance of the meeting.

1.25 Public Participation at Library Board Meetings

The most effective way for members of the public to express their views about the library and its services is by talking with library management. One of the job duties of library managers is to meet with the public, as well as to represent the library to the community. In addition, the Director is available to meet with citizens to discuss all aspects of library service.

Members of the community who wish to be heard by the Board on any matter may communicate through letter to the Board President or any other member of the Board. Correspondence should be addressed to the Library Board at the library address given above. The Board may also be reached by email using the Contact Us link on the Library website, www.minervalibrary.info.

Time is set aside on each Regular Meeting agenda for public participation from the audience. Any member of the public who wishes to speak to the board is asked to sign-in before the meeting is called to order so that he or she may be placed on the agenda. Those who have signed-in to address the Board will be recognized in the order in which they signed in. Public comments should be addressed to members of the Board.

The main purpose of Board meetings is to conduct the business of the library. The Board President may limit by time the comments of each public participant and will do so by announcing the time limit at the beginning of the meeting, and applying the time limit equally to all participants. The Board President may also limit the public comment to only those subjects appearing on the meeting agenda. The Board President will do so by announcing the subjects at the beginning of the meeting and applying this limitation to all participants.

1.3 Staff in Charge

The Board of Trustees has the final responsibility for establishing policies for the library. Responsibility for daily operations and general supervision of the library fall to the Director, with the Youth Services Manager acting as person in charge in the Director's absence.

1.4 Public Information and Media Relations

1.41 Library Spokesperson

In order to provide the most current and consistent information about the library, the Director is the official media spokesperson for the library. Questions from the public regarding the direction of the library should also be referred to the Director.

1.42 Video Recording or Photographing in the Library

In order to protect the rights of individual patrons and to reduce disruption to library services, photographing and video recording on library property is restricted as follows:

- Under no circumstances may the public, members of the media, or library staff take photographs or make video recordings without the express permission of any library patron who would be prominently included within the composition. An exception is made for library video surveillance for security purposes.

- Photography or video recording for commercial or creative purposes is not permitted without approval by the Director; such approval must be requested in writing and in advance.

1.43 Bulletin Board and Display Racks

Some bulletin boards and display racks in the library are set aside to allow community groups and individuals space to publicize their activities and exchange information of general interest to area residents.

Programs and events publicized through the library's community-information areas should be compatible with the library's purpose of providing educational, cultural, recreational, and information services to the community. The presence of a poster, brochure, flyer, or any other notice in the library does not necessarily indicate that the library either advocates or endorses the viewpoints expressed.

Materials to be posted must be approved by the Director or their designee. Permission shall be given based upon the limitations of display space, the timeliness of the material, and the relevance of the material to the civic, educational, informational, cultural, recreational, or vocational life of the community. The library will not display personal advertisements, or for-profit or commercial materials. Political materials may provide information on ballot issues only and will be non-partisan. Any materials placed on display without approval will be discarded.

1.5 Political Campaigns Policy

The Minerva Public Library Board of Trustees does not support, promote, or take a position in regards to local, state, or national political, economic, religious, or social issues, with the exception of library issues. The Board does not endorse individuals for elected or appointed offices or positions.

1.51 Petitioning

Soliciting signatures is not permitted inside the library. Petitioning and the collecting of signatures outside the library must not interfere with or obstruct access to the library building and must not create a hazard in the library parking lot.

1.6 Special Facilities

1.61 Study Rooms

The library has quiet study rooms available for patron use. Examples of acceptable use of these rooms include tutoring, studying, interviews, online course work, business support, and counseling. Use of a quiet study room may be requested on a walk-in basis at either Service Desk. Use of the quiet study rooms by library staff will always take precedence.

Patrons may be limited to one hour of Study Room use if all rooms are full and other patrons are waiting. Power and data ports are provided for personal electronic devices; patrons also have access to the library's wireless Internet service.

1.62 Meeting Rooms

The purpose of the Minerva Public Library's meeting rooms is to provide a space for library and library-related activities as well as to provide a convenient meeting and gathering space for community groups and local organizations.

Library meeting rooms are available without charge during regular library business hours to educational, cultural, civic, social, political, religious, or professional organizations, or to persons volunteering as tutors as part of a non-profit program. Such meetings shall be free and open to the public.

Meeting rooms may be reserved for a fee for commercial or social activities including business training or sales meetings, the promotion or sales of services or products, fund-raising, conducting classes for profit, or private social functions. Such activities must conform to the library's general policies and code of patron conduct. The reservation fee for such meetings is \$25 for up to the first three hours and then \$10 per hour for each additional hour. The fee should be paid at the time the reservation is made and may be refunded if the meeting is cancelled at least 72 hours prior to its scheduled starting time.

A meeting room may be reserved up to six months in advance of the meeting date, and generally no more than one meeting time per week may be reserved. In order to confirm a reservation, a representative of the group should complete and sign a *Meeting Room Request/Contact Form* and return it to the library's main desk. Groups using the meeting rooms more than once for the same purpose need only complete the form annually; a copy of the completed form will be kept on file at the library. Reservations are subject to review and approval by the Library Director or his or her designee. Patrons should be aware that all functions held in a public facility funded by taxpayer dollars must be open to the public, although there is little likelihood of anyone else coming into the room while the patron has it reserved.

The signer of the Meeting Room Request Form, who must be an adult, is responsible for the orderly conduct of the group, and, in the event of any damage to library property and/or equipment, that individual will be liable. Following their use of the room, groups must return the room to its original state. Groups using the meeting rooms shall vacate the room before the library closes for the day.

The use of the meeting room by a group does not imply endorsement by the Minerva Public Library of the policies or purposes of the group. Groups should not publicize their meeting room use in such a way as to imply Library sponsorship.

The Library Board of Trustees and the library staff do not assume any liability for groups or individuals attending any meeting or program in the library.

1.63 Display Cases

The library display cases are used primarily for the promotion of library materials, programs, and services, and preference shall always be given to library needs. When

they are not otherwise reserved, the cases are available for the display of materials from community organizations or personal collections.

Requests for display space will be made on the Display Case Reservation Form (see appendix), and approved by the Director. Groups or individuals may reserve the display case up to 6 months in advance, but may not reserve the display case for more than one four-week period at a time; requests for space are filled on a first-come, first-served basis. Displays will stay up at least one week and no more than four weeks.

Organizations wishing to display materials must be non-partisan, preferably with an open membership. Government, health, welfare, educational, and cultural agencies shall be given preference over special-interest groups. A personal or private collection must be both of interest and acceptable to the general public.

The following categories of exhibit material are specifically excluded: commercial exhibits; partisan political exhibits; and exhibits advocating a position on ballot issues, except library issues. The library reserves the right to approve the content and arrangement of all exhibits.

The presence of a particular display in the library does not necessarily indicate that the library either advocates or endorses the viewpoints of exhibits or exhibitors.

The library assumes no responsibility for the preservation, protection, or possible damage or theft, of any item exhibited or displayed. Items are placed on display in the library at the owner's risk. All exhibitors will sign a form that releases the library from any responsibility for exhibited materials.

1.7 Gift Acceptance

The library encourages in-kind donations and gifts of library materials and equipment. All gifts will be evaluated in terms of the library's stated purposes, and, in the case of materials, in light of the *Materials Evaluation and Selection Policy*. (see Section 7). The library reserves the right to refuse any donation. Materials and equipment given to the library shall become the property of the library to be used, or disposed of, as the Director or his or her designee deems appropriate.

The library is unable to furnish appraisals of donated items. An Acknowledgement of In-kind Donation Form is usually sent to any identified donor.

Memorials, endowments, commemorative gifts, and gifts for the enrichment of the library other than library materials shall be accepted on an individual basis and are subject to review and approval by the Board before acceptance.

Money donated to the library for gift books or memorials will be deposited in a legally established special revenue fund or the General Fund. Items purchased become the property of the library and may be disposed of accordingly. The Director will acknowledge by letter gifts of this type.

The Board acknowledges gifts at its regular monthly meetings.

1.8 Disposal of Surplus Materials and Equipment

The Director is authorized by the Board to sell or discard any outdated library materials or equipment, or may give discarded library materials or equipment to an organization or a governmental unit. The receiving organization or governmental unit's mission must be in line with the mission of the library. Preference is given to qualifying agencies serving residents of the library's service area.

2. Circulation Policies

General statement of patron responsibility

A library card is a valuable resource. A library patron is responsible for all materials checked out on his or her library card, and if such materials are returned late, damaged, or lost, the patron is responsible for paying fines or replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card.

A patron should present a library card or photo identification in order to check out materials.

2.1 Library Cards

Persons residing, owning property, working, or attending school in Ohio are eligible, with proper identification, to register for a library card.

Adults, patrons age 18 and over, should present valid photo identification with the current, correct, mailing address. If the photo identification does not have the current mailing address, the patron may present a utility bill, bank mailing, or other business mail as proof of address. Staff may also mail the card application to the address provided by the patron in order to verify the address.

A patron under age 18 may register for a library card, but must have the signature of his or her parent or guardian on the registration form; the signature will satisfy the requirement for identification.

2.11 Updating Patron Information

Patrons are encouraged to inform the library promptly of any change in contact information, such as changes in patron name, address, e-mail address, or phone number, in order that patrons may continue to receive prompt communication from the library. A library patron may ask to review the information in his or her record at any time subject to the library's policy above on Releasing Patron Information. Staff will assume information in the patron database is current and correct.

2.12 Lost, Stolen or Damaged Cards

A patron should report a lost or stolen library card to the library as soon as possible. The owner of a lost or stolen library card is responsible for all material checked

out on that card up to the time that he or she reported to the library that the card was lost or stolen. The patron may request a replacement for a lost or stolen card in person at the library. Damaged or worn cards will be replaced upon request.

2.13 Restrictions of Borrowing Privileges

- Patrons who owe \$10.00 or more in fines or fees may not borrow additional items.
- Patrons who owe money for lost and billed items may not borrow additional items.
- Patrons with four or more claimed returned items may not borrow additional items.

2.2 Borrowing Periods

- All physical materials except DVDs, video games, framed art prints, and adult magazines, are checked out for two weeks (14 days).
- DVDs, video games, and adult magazines are checked out for one week (7 days).
- Framed art prints are checked out for eight weeks (56 days).
- Downloadable and streaming content is checked out for varying periods depending upon the vendor providing the content.

2.21 Borrowing limits

- Adult compact discs and DVDs are limited to 10 each checked out on a library card at once.
- Book Beginning Kits, youth magazines, audiobooks, videogames, and youth compact discs, are limited to 5 each checked out on a library card at once.
- Framed art prints are limited to 2 checked out on a card at one time.
- SPARK early literacy backpacks are limited to 1 checked out on a card at one time.
- Downloadable and streaming titles have various limits that are set by the content provider.
- Microforms, reference materials, newspapers, and vertical file items may not be checked out.
- Patrons are limited to a total of 100 items checked out at one time.

While there usually is no limit on the number of books, that a patron may check out at once, staff reserve the right to limit the number of books a patron may check out on subjects that are temporarily in high demand. These limits will apply only to materials owned by Minerva Public library and not to those obtained by loan through the SEO consortium.

2.22 Renewals

- An item may be renewed after its initial check out if there are no requests on it.

- The library provides automatic renewal of items checked out from the library that are not on hold for another patron or have not reached the renewal limit. Items that can renew automatically will do so on the evening they are due.
- Most items owned by Minerva Public Library or borrowed through the SEO Consortium may be renewed up to 4 times after the initial check out.
- Framed art prints may be renewed twice.
- Items borrowed from libraries outside the SEO consortium libraries may be renewed no more than once.

2.3 Fines and Fees

2.31 Overdue Fines

Overdue fines are not charged on items checked out at the library.

2.32 Lost or Damaged Materials

There generally is no charge for normal wear and tear or minor damage that does not affect an item's usefulness. The Library Director or Youth Services Manager will make the final decision regarding replacement costs.

Fee schedule

- Minerva Public library item lost or damaged beyond use: current replacement cost, plus a \$1.00 service charge.
- SEO consortium item lost or damaged beyond use: current replacement cost, plus a \$1.00 service charge.
- Item borrowed from outside of SEO consortium, lost or damaged: replacement charges levied by lending library, plus a \$1.00 service charge.

2.33 Refunds

Refunds are given for lost materials that have been paid for, then found by the patron and returned undamaged within six months. A refund of more than \$5.00 is issued as a check by the Fiscal Officer and mailed to the patron.

2.34 Overdue and Bill Notices

When an item is 7 days overdue the patron is notified by phone call, email, or text. When an item is 21 days overdue, a second and final overdue notice is delivered to the patron by phone call, email, or text.

An item 40 days overdue is considered lost and a bill is mailed to the patron. The patron is informed that if the item is not returned within the next 14 days, the patron's account may be turned over to Unique Management Services (UMS) for collection and a \$10.00, non-refundable, service charge will be added to the account.

2.35 Collection Agency

In order to protect its investment of public money in library materials and services, the library contracts with Unique Management Services (UMS) to retrieve long-overdue materials or excessive, long-unpaid fines.

A patron account with billed item charges of \$25 or more that is 54 days past due will be sent to UMS and a \$12.00, non-refundable, service charge will be added to the account.

2.36 Return of Billed Items

When Patrons return items for which they have been billed the bill will be waived from their account as long as the returned items are in good condition.

2.4 Placing Holds or Requesting Materials from Other libraries

2.41 Placing Holds

Patrons may place holds on most materials found in the library catalog. The library belongs to the SEO library consortium and thereby shares a catalog and materials with more than 95 libraries across the state of Ohio. There is no charge for borrowing materials from other SEO member libraries, and patrons may initiate their own requests through the library catalog or ask staff to help request materials from consortium member libraries. A patron may have up to 50 outstanding holds on his or her record at one time.

2.42 Inter-library loan

Materials may also be borrowed from libraries outside of SEO, and staff will assist patrons making these requests. For these requests, the library asks that the patron share the cost of shipping by paying the postage for the library to return borrowed materials to the lending library. The return postage is charged to the patron's account upon the library's receipt of the item, and that charge must be paid before the patron may check out the item.

3. Public Access to Library Records

It is the policy of the Minerva Public Library that openness leads to a better informed citizenry, which in turn leads to better government and better public policy.

3.1 Public Records

In accordance with the Ohio Revised Code and applicable judicial decisions, a record is defined as any item that: (i) contains information stored on a fixed medium (such as paper, electronic – including but not limited to e-mail – and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Records will be available for inspection and copying at all reasonable times during regular business hours.

3.12 Record requests

Each request for public records is managed using the following guidelines:

- A request for public records is made to the Library Director who is the Records Custodian for the library
- Requests may be made:
 - By telephone—330-868-4101
 - On site at the Minerva Public Library.
 - By email to minervadirector@gmail.com
 - By mail to the Library Director, Minerva Public Library, 677 Lynnwood Dr., Minerva OH 44657.
 - By fax to the Library Director, Minerva Public Library, 330-868-4267.

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the library to identify, retrieve, and review the records. If it is not clear what records are being sought, the Records Custodian will contact the requester for clarification, and may assist the requestor in revising the request by informing the requestor of the manner in which the library keeps its records.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is the library's general policy that this information is not to be requested, except to the extent necessary to permit the library to comply with requests to send documents to the requester.

Public records are to be available for inspection during regular business hours. Public records should be made available for inspection promptly. On-site review of public records is made in the presence of the Library Director or his or her designee during the business hours of 9:00 am to 5:00 pm, Monday through Friday (except holidays or other days when the library is closed). Copies of public records should be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Each request should be evaluated for an estimated length of time required to gather the records. Any denial of public records requested must include an explanation, including legal authority. If the request is in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

3.13 Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

- The charge for paper copies is 3 cents per page for black and white copies.
- There is no charge for documents e-mailed.

The Minerva Public Library requires the person making the request to pay in advance the cost of postage if the copy is transmitted by United States mail or the cost of delivery if the copy is transmitted other than by United States mail, and to pay in advance the costs incurred for other supplies used in the mailing, delivery, copying or transmission.

3.2 Confidentiality of Library Records

3.21 Confidentiality of Patron Records

The Board of Trustees recognizes that library records and patron information are confidential. According to Ohio Revised Code 149.432 library records are defined as a record in any form that is maintained by the library and that contains any of the following types of information:

- Information an individual is required to provide in order to be eligible to use library services or borrow materials.
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject.
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.

Information that does not identify an individual, and that is retained for studying or evaluating the use of the library is not considered confidential and is not subject to this policy.

Under Ohio law, a patron's library records or information shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual other than the individual who is the subject of the record or information, except as pursuant to the following:

- For the records or patron information pertaining to minor children when requested by parents, guardians, or custodians.
- In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances.
- Upon the request or with the consent of the individual who is the subject of the record or information.
- For library administrative purposes as defined by Ohio Revised Code 149.432

3.22 Sources of Patron Information

Sources of Patron information may include, but are not limited to:

- **Circulation Records:** Library material is circulated via the Sirsi/Dynix Symphony system. The circulation software tracks materials currently checked out, automatically erasing a patron's borrowing record once the material is returned.
- **Computer Use Records:** The browsing history and cache of each public Internet computer is erased when the computer is shut down and re-started.
- **Resource Sharing Records:** The library accesses materials from other libraries through the SEO consortium and, via SEO, through OCLC Resource Sharing services. The library does not keep paper records after the materials are returned to the lending library and the transaction is complete. Identifying patron information is purged from electronic records when the transaction is completed. SEO keeps no electronic records of OCLC loans after the items are returned.
- **Reference Interviews:** A reference interview occurs when a patron needing information works with a library staff member who questions or interviews the

patron in order to better find the specific information needed. Usually during an in-person interview staff create no paper record that includes patron information-

- **Telephone Reference Interviews:** If a patron's name and phone number is taken over the phone, and patron information is recorded, the paper record is destroyed as soon as the requested information is delivered.
- **E-Mail Reference Transactions:** In order to better work on a question, staff may print information requests received by e-mail. The e-mail message from the patron is deleted, and the printed request, if any, is destroyed when the question is answered. The e-mail answer cache is deleted when the transaction is satisfactorily completed.

3.23 Patron Privacy: Fundamental Principles

To better preserve patron privacy, library policies and procedures follow these recommendations:

- Avoid creating unnecessary records.
- Avoid retaining records that are not needed for the efficient operation of the library.
- Avoid library practices and procedures that place patron information in public view.
- All requests for information from library records or documents that fall under the Public Records Policy shall be made to the Library Director or his or her designee.
- The Library Director is responsible for handling requests from law enforcement officers.
- The Library Director is the official contact for the library with the Office of the County Prosecutor, the library's legal counsel.
- In the absence of the Library Director, the Fiscal Officer, and the Library Board President are the official designees who may release information or contact legal counsel.

3.24 Releasing Patron Information

- Library staff will provide access to patron account information at a service desk to a patron who has the library card in hand for that account.
- Library staff will release library information or library records pertaining to a minor child to that child's parent, guardian, or custodian upon presentation of the child's library card, or patron number, or sufficient information to both identify the child's library record and to provide library staff with a reasonable assurance that the person requesting the information is indeed the child's parent, guardian, or custodian.
- Library staff will provide access to patron account information over the telephone to a caller who can provide both the library account number and the patron's birth date associated with that account.
- When a lost card is reported over the telephone, the patron account associated with that card will be blocked.
- Because identification is difficult to verify over the telephone, library staff will provide only limited access to patron account information to the caller who does not have the patron's library account number but can provide the patron's name, address, and birth date.

3.25 Library Staff Access to Patron Information

All library public service staff have direct access to patron information through general staff log-ins to the library's circulation system. Library staff may access that patron information only for the purpose of conducting library business. Such information may only be released under the circumstances described above, or at the instruction of the Library Director. Accessing or releasing patron information in any other circumstances will result in disciplinary action against the staff member up to and including dismissal.

Library staff at other libraries in the SEO library consortium have access to patron information of Minerva Public Library patrons in a manner similar to that of Minerva Public Library staff.

4. Special Services and Equipment

4.1 Reference and Information Services

4.11 Service Standards

Every question is important to the patron who asks it. Library staff will use authoritative and appropriate sources to respond to all patron questions. In some cases, staff may refer a patron to other agencies that can more completely answer a question. The number of patrons waiting for help may restrict the time available to help any one patron; however, staff will strive to provide effective and timely service to all patrons. During busy periods, preference may be given to the patron in the library over the patron on the phone.

4.12 Service Limitations

- **Legal and Tax Information:** Staff provide legal definitions and specific citations from the codes, but do not interpret passages. Staff do not recommend specific attorneys, but may suggest the patron contact an attorney or the local bar association for further assistance. Staff assist patrons in locating specific tax forms and publications. Staff do not interpret tax regulations or provide tax advice.
- **Medical Information:** Staff will assist patrons in finding information about diseases, medical conditions, tests, and treatments in print and electronic resources. Staff do not interpret the information found in these medical resources. Staff do not make diagnoses, give advice, or recommend specific health care professionals.
- **Research Requests:** If the information needed to answer a question is very lengthy or must be compiled from several sources, staff help the patron to locate appropriate materials, show him or her how to use them, and check periodically to make sure the patron is progressing well. When a research request is phoned in, staff encourage the patron to come to the library in person if the appropriate materials are accessible in the library. Staff may recommend electronic resources and borrowing from other libraries, and may make referrals to other

libraries and organizations when those collections would better meet the patron's needs.

4.2 Other Services

4.21 Faxing

Fax service is available to the public during the library's regular business hours. The library charges a fee for fax service to help defray the cost of a dedicated fax line.

Fees—Sending

- A flat fee of \$1.00 is charged for the first page.
- A flat fee of \$.50 (50 cents) is charged for each additional page.

Fees—Receiving

- A flat fee of \$.50 (50 cents) is charged for each page received.
- Patrons expecting an incoming fax should notify the library in advance.
- Patrons will not be charged for unsolicited (junk) fax messages.
- Any fees charged by the sender will be passed on to the recipient.
- Unclaimed faxes will be destroyed after five (5) working days.

4.211 Document Scanner

The library provides document scanning to email or a flashdrive at no charge.

4.22 Wireless Internet Access

The library provides wireless Internet access throughout the building free of charge. The wireless network is unsecured and patrons should use appropriate caution when transmitting personal information over unsecured networks. Electrical outlets are available near several seating areas and patrons are welcome to plug in their laptops or other devices; however, power cords and other cables may not obstruct traffic, seating, or tables.

Patrons should take care to secure their laptops and other devices. The library is not responsible for the safety or security of personal belongings.

4.23 Exam Proctoring

Proctoring is available for students in accredited degree- or certificate-granting programs. The student should discuss with the Director or his or her designee the conditions for proctoring and the arrangements for taking an exam. The library may not be able to meet the proctoring requirements for all institutions.

4.24 Voter Registration

The library provides both Voter Registration and Absentee Ballot Request forms, and will transmit Registration forms to the Ohio Secretary of State's Office or the Carroll, Columbiana, or Stark County Board of Elections.

4.25 Golden Buckeye Cards

Ohio residents who are at least 60 years old or disabled can register for a Golden Buckeye card at the library. Staff members must verify proof of age or disability in accordance with the instructions on the registration form. Completed forms are faxed to the State of Ohio at no charge to the patron; no copies of completed forms are retained at the library.

4.26 Income Tax Forms

The library provides a basic selection of Federal tax forms free of charge during tax season.

4.27 Drive-up Window

The drive-up window offers fast and convenient service to patrons picking up and returning materials. **Drive-up window service is available during regular library open hours.**

4.3 Outreach Services and Interagency Relationships

4.31 Teacher Collections

Patrons who teach in the Minerva local School District may be given a patron status that will allow them to have up to 500 items checked out at one time. The Youth Services Department manages the teacher collections.

4.32 School Visits and Off-Site Programs

Library staff are happy to work with local educators to enrich children's learning. The library offers programs to schools and educators within the library's service area both in the library and through staff visits. Visits by school classes to the library or visits to schools by library staff will be scheduled as time and staffing permit. Visits are subject to change based upon scheduling and staffing needs at the library.

4.4 Special Equipment

4.41 Microform Reader-printer

The library has a microform reader-printer that will accommodate both microfilm and microfiche. Library microforms do not circulate. Patrons may bring in their own microforms to read and copy on this machine. Printing is \$.10 (10 cents) for each page. There is a time limit of one hour per session that may be extended if no one is waiting to use the machine.

4.42 Photocopiers

The library has a photocopier available for public use. Copies are \$0.10 (10 cents) for each black and white page and \$0.25 (25 cents) for each color page.

4.43 Projector

The library owns an LED projector that is available for use in the library meeting rooms. Patrons may use their own laptop or a library laptop with the projector. A portable projector screen is also available. An overhead projector is also available for in-house use. Patrons may reserve a projector when reserving a meeting room.

4.44 Low-vision Viewer

The library owns a Magnisight low-vision close circuit television for use in the library.

4.45 Laptops

The library has laptops equipped with camera and microphone available for patron use in-house.

5. Internet Access Policy

The Minerva Public library provides open access to the Internet as an integral part of its mission. By providing Internet service in the building, the library enhances its existing collection in size and depth, and can “level the playing field” by providing every patron with access to this valuable resource.

5.1 Intellectual Freedom and Acceptable Use

The same standards of intellectual freedom, privacy, and confidentiality endorsed by the library apply to all the resources and services it provides. The library has a policy of open access to all parts of its collections, including access to the Internet. The library does not restrict use based on age or place of residence, and generally does not prioritize use based on information need.

The library seeks to protect the First Amendment rights of its patrons and their individual right to privacy. However, Internet users must be sensitive to the fact that workstations are in public areas and, therefore, images on the screen are subject to view by a wide audience. The workstations owned and operated by the Minerva Public library will be used for educational, informational, entertainment, and recreational purposes only; they may not be used for illegal purposes or for displaying graphics that may be reasonably construed as obscene.

Misuse of the computers or Internet connection may result in the loss of library computer privileges.

5.2 Use of the Internet by Children

As is the case with the use of all other library materials and resources, parents, guardians and caregivers are responsible for their minor children’s use of the Internet. It is the parent or guardian who sets family standards and values, and the library cannot usurp that right nor assume that responsibility. The Internet offers an opportunity for parents or guardians to hold discussions with their children about their family’s standards. Parents or guardians are strongly encouraged to work with their children to develop acceptable rules of Internet use and to assist their children in using the internet.

5.3 Use of the Workstations

All patrons must register at the Adult or Youth Services Service Desks to use an Internet workstation. No Internet workstations may be reserved or scheduled in advance. All workstations are available on a first-come, first-served basis.

A patron's Internet session is limited to a set number of minutes if other patrons are waiting. If no one is waiting, the patron may stay on past the time limit until the computer is needed by another patron. Patrons are welcome to return and use the Internet throughout the day.

The library generally limits the number of patrons using a single workstation to two. We realize that a parent or guardian may want to work with a child at one workstation and the library wishes to encourage that interaction.

5.5 Saving or Reproducing Information

5.51 Copyright

Materials obtained or copied from the Internet may be subject to laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use." Patrons are responsible for compliance with all international, national, and state laws governing copyrighted materials.

5.52 Printing

The library provides networked printing from its public computers. The cost is \$0.10 (10 cents) a page black and white printing and \$0.25 (25 cents) a page for printing. Wireless printing is also available for the same charge if patrons wish to print from their own phones, tablets, or laptops.

5.53 Downloading

Patrons may download information to their own flashdrives, or other storage devices. While library staff will attempt to provide assistance if needed, the great variety of devices, and differences in their configurations and uses, means that staff may not always be able to help the patron complete a task.

5.6 Instruction

Providing instruction in how to use and evaluate informational resources is part of the library's role. Staff will devote a reasonable amount of time to assisting individual library patrons with the Internet when needed.

6. Patron Conduct and Library Security

6.1 General Conduct

The library reserves the right to cause to be evicted from the library or library grounds and to refuse further admission to those individuals who may violate the rights of the

library users or library staff, or who create disorder in the library in any of the following situations:

- When the actions of a person present an imminent danger to the life or safety of others in the library.
- When a person willfully and purposefully disturbs the staff or other library users, or whose behavior is in any way disruptive to the legitimate use of the library facilities by others.
- When a person's behavior is inappropriate to the use of the library's building, equipment, and materials for the purposes for which it is legally constituted.
- When a person has offensive body odor or poor hygiene or other excessive odors to such a degree that it creates a nuisance to others or disrupts library service.

6.11 Inappropriate Behavior

Inappropriate behavior may include, but is not limited to: loitering, sleeping, gambling, voyeurism (peeping Toms), theft, vandalism, molestation, using obscene or profane language, solicitation, consumption of alcohol or public intoxication, or the use of tobacco products, e-cigarettes, or vaping devices. Persons who willfully violate these rules may be asked to leave the library, or, when appropriate, will be subject to arrest.

6.12 Refusal to Leave the Library

Library staff may ask a patron who violates the policies regarding patron conduct to leave the library. Any patron refusing to leave the library at the request of library staff or after the hours of business set by the library Board of Trustees for closing is considered in violation of Ohio Revised Code 2911.21 regarding trespass. Staff may ask police officers to assist them if the situation warrants.

6.13 Dress and Attire

Patrons are required to wear shoes and a shirt at all times.

6.2 Eviction and Suspension of Library Privileges

In the event that a patron who has violated the library's patron conduct policies is evicted from the library and refused further admission to the library for a set time, or permanently, the library recognizes the patron's right to contest the eviction and present his or her side of the story. The patron may request to speak to the Director or his or her designee in order to hear the reasons for eviction and to present any counter-arguments. If possible, such a discussion may take place prior to the patron's eviction or denial of service. However, the library reserves the right to take immediate action if necessary to answer an ongoing threat to the operation of the library, or a continuing danger to the health or safety of patrons or staff; in these circumstances, the patron may schedule a discussion at a later date.

The Director, or his or her designee, may, when possible, send written confirmation stating the period during which the patron may not enter library property. This letter may also include the reasons for the patron's barring and any conditions under which the patron will be re-admitted to the library. Notices regarding the barring of a minor patron from the library will be sent to the minor patron's parent or legal guardian.

6.3 Other Regulated Conduct

6.31 Personal Transportation Items

For public safety, movement within the library by skateboard, scooters, roller blades, shoes with wheels, roller skates, or other similar devices is not permitted. The only wheeled vehicles that can be used in the library are baby buggies, strollers, and similar devices, or wheelchairs and other assistive devices for the disabled. Bicycles are to be parked outside of the library proper in the bike rack.

6.32 Personal Communication and Entertainment Devices

Items such as, but not limited to, cellphones, personal computers, tablets, portable listening devices, and hand-held game consoles should be kept at a volume that does not disturb other patrons or staff in the library. In general, headphones or similar equipment should be used by patrons who wish to listen to broadcast or recorded materials inside the library. Cellphone users are asked to converse quietly and briefly on them while inside the library, and to hold longer, louder conversations in the library's entryway or outside.

6.34 Animals in the library

Patrons may not bring animals, except for service or helper animals, into the Minerva Public library. A service or helper animal must stay with its owner while in the library. Service or helper animals that are disruptive may be removed from the building at the staff's discretion.

6.35 Soliciting, Petitioning and Surveying

Neither soliciting nor pan-handling is permitted on library property. Petitions or surveys may not be displayed, nor signatures or information collected, in the library. The only exceptions will be surveys performed by the library or its designees.

6.36 Food and Beverages in the Library

Patrons may bring with them and consume packaged snacks, and beverages from containers with lids or cops, in the library.

6.4 Possession of Weapons

Weapons are prohibited in the library. A weapon is defined as a handgun, rifle, knife and/or any other object whose purpose or use is to inflict physical harm to another individual.

6.5 Personnel Property Disclaimer

Patrons should be attentive to their property while in the library or on library grounds. The library is not responsible for a patron's lost, damaged, or stolen property.

6.6 Unattended Minors

The library welcomes and encourages patrons of all ages to visit the library and take advantage of the programs, services and resources that it offers. Responsibility for the safety and behavior of minors always rests with the parent, guardian, or assigned adult

caregiver, and not with library staff. Staff cannot act *in loco parentis*. The library has set guidelines for staff to follow when dealing with unattended minors.

6.61 Age limitations

- Minors through age 7 should have a parent or caregiver within eyesight unless the child is participating in a library program.
- Minors age 8 and up may use the library unattended for an amount of time appropriate to their age and maturity.
- It is understood that on occasion students age 7 or less may need to wait at the library after school by themselves or in the company of older siblings.

6.62 Disruptive Behavior by Minors

It is important for staff to take note of disruptions caused by children who are apparently unaccompanied. Children displaying inappropriate or destructive behavior will be informed of the rules. If inappropriate behavior continues, the child may be asked to leave the library. If a child is unaccompanied by an adult or appropriate-aged caregiver, and, in the judgement of the staff, is too young to travel the streets alone, the staff may attempt to contact a parent, guardian, or assigned caregiver. Police officers may be asked to intervene if the situation warrants.

Parents or guardians will be held responsible for damage to items or equipment caused by their minor child.

6.63 Unattended Minors at Closing Time

No stranded child shall be ejected from the library at closing time. The library staff will attempt to contact a parent or guardian or assigned caregiver up to 15 minutes after closing. After that time, staff will call the police and ask them to assume responsibility for the unattended child.

6.7 Video Surveillance and Recording

The purpose of video surveillance is to deter crime and to aid in protecting the safety of individuals and the property of the library. Video surveillance of areas for security purposes is conducted in a manner consistent with other existing library policies, and is limited to uses that do not violate the reasonable expectation of privacy. Areas under surveillance may include those of public use, staff work areas, parking lots, and grounds. Targeted video surveillance is prohibited if such observation is based on the characteristics and classifications that would be considered discriminatory under law (e.g., race, gender, sexual orientation, national origin, disability, etc.).

The existence of this policy does not imply or guarantee that any or all cameras will be recording images, or will be monitored in real time, 24 hours a day, seven days a week.

7. Materials Evaluation and Selection

7.1 Purpose of this Policy

The Minerva Public Library works to meet its patrons' interests in information, education, and cultural development while also supporting the patrons' equally

important interest in library materials for recreation and enjoyment. The library materials selection process builds a collection of a variety of materials to further the library's program of information, education, and recreation. Developing a library's collection is an ongoing activity; a library's collection will evolve as the needs and interests of the community evolve and as changing technology provides additional or alternative types of resources. Because no library budget is large enough to permit the purchase of all materials that might prove useful, nor is any library building large enough to store all such materials, this policy guides the staff in most effectively using the Minerva Public Library's financial resources to meet the present and anticipated needs of the community it serves. A policy cannot replace the judgment of trained and experienced staff, but stating goals and indicating boundaries will assist staff in selecting library resources, evaluating the collection, and maintaining the collection's currency, relevancy, and usefulness.

7.2 Responsibility to the Community

The Minerva Public Library plays an active and positive role in the community. The Board of Trustees, administration, and staff of Library are committed to the principle that free and open access to information is necessary for informed citizens who think and make choices for themselves. And, that ready access to a wide variety of facts, opinions, and ideas from which to choose makes possible an informed and enlightened populace.

The Library fulfills its mission when it makes available materials for the enlightenment, education, cultural development, recreation, and enjoyment of all members of the public, including all age levels and many levels of interest and ability. Moreover, the collection should include materials that represent topics of current interest as well as those of enduring value.

Decisions about what materials are suitable for particular children should be made by people who know them best—their parents or guardians. Library staff is willing to work with the parent or guardian to choose materials that may be best suited for a child's needs within the framework or guidelines established by the parent or guardian. Selection of materials for the library collection is not limited by the possibility that a child may obtain materials that a parent or guardian might consider inappropriate for that child.

All libraries are likely to contain some materials that some patrons may find objectionable. In addition, collections may not contain all materials that some patrons feel are important. In both cases, the Library has established procedures to hear the voices of the community. (see Section 7.5 and 7.6 below)..

The Minerva Public Library Board of Trustees supports the American Library Association's *Library Bill of Rights* and the interpretations of that document relating to materials evaluation and selection including: *The Freedom to Read Statement*; *The Freedom to View Statement*; and the *Statement on Diversity Collections*, and the *statement on Access to Digital Resources and Services*. Copies of these documents are in the appendices.

7.3 Responsibility for Selection

Ultimate responsibility for the selection of library materials, as with all library activities rests with the Library Director, operating within a framework of policies approved by the Library's Board of Trustees. While the Director may also delegate selection duties to Library staff who are qualified for the task by education, training, and interest, the Director retains final authority to approve or reject any items selected by staff.

7.4 Principles of Collection Development

The Library considers the diversity of community needs, interests, and demands for titles and formats in the materials selection process. A work that inspires one reader may sometimes offend another. However, by providing free and open access to diverse information and viewpoints, the public library serves as a cornerstone of the principles of democratic society. Inclusion of a diversity of materials in the Library's collection acknowledges the importance of a diversity of views and interests. Staff work to provide materials that represent a variety of viewpoints on controversial issues; this goal does not require numerical balance in the number of items representing different viewpoints. Inclusion in the collection does not represent an endorsement by the Library nor imply agreement with any particular viewpoint, or suggest approval or certification of the content of any particular item.

The Library may label materials to aid the public in finding them in the collection. The Library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval, or judgement as to the suitability of content for a particular audience. The Library does not remove or obscure ratings attached to a material by a publisher, industry group, or distributor.

7.41 General Selection Standards

Because its ability to purchase and store materials is limited by both the size of its budget and the size of its building, the Library has established guidelines for purchase and retention. These guidelines may be applied to all formats and include, but are not limited to:

- Current interest
- Timeliness
- Educational significance
- Positive reviews
- Recommendations by professionals
- Patron requests
- Accuracy
- Duplication of other resources
- Contribution to the breadth of representative viewpoints
- Value of resource commensurate with cost and/or need
- Reputation of author/publisher/producer

Library staff have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of materials through resource sharing. Staff will strive to provide access to all materials legally obtainable, and policies should not exclude materials even if such materials offend a staff member or some members of the community. An item is evaluated as a whole, not on the basis of a particular section or

sections. Thus, an item will not be included in, or excluded from, the collection because of:

- The race, religion, nationality, sexual orientation or identification, or views of the author;
- Depictions or descriptions of violence or sexual activity;
- Controversial content;
- Endorsement or disapproval by any individual or community group

The Library strives to provide material that promotes continuing, independent learning. The Library makes an effort to provide materials that will help support the curricula for area schools and other teaching situations. However, the Library does not usually acquire textbooks, professional or academic journals, or syllabus-specific materials. Nor does the Library purchase multiple copies of titles in sufficient quantity to meet the assignment demands of local institutions, schools and colleges, or non-library reading groups.

7.42 Resource Sharing with Other Libraries

The Library is a member of the SEO library consortium made up of over 95 libraries across the state with a combined collection of over 8,000,000 items. These materials are directly available for patrons of all consortium member libraries to request through the shared library catalog. Patrons are encouraged to take full advantage of this access and to use this network to request materials for delivery to the Library for local check out. Such direct access may be considered an adequate substitute for local ownership when deciding whether to purchase a title for the Library's collection. However, convenient resource sharing is not a substitute for sound local collection development, and the ready availability of a title through the consortium does not preclude purchase of the same title for the local collection. The Library also recognizes a responsibility to assist in meeting consortium-wide demand for popular titles even when there may be less demand locally.

7.43 Reference Information Sources

While the Library maintains a basic print reference collection, it is understood that many reference questions are now answered with online resources. The Library also provides access to the Ohio Web Library (OWL) and its contracted reference databases, most of which are available for patron use off-site as well as in the library building. The Library provides access to the full range of Internet sites permissible under Ohio law.

7.44 Downloadable and Streaming Content

Technology provides the means for the Library to deliver content directly to patrons wherever they may have internet access. The Library participates in the Ohio Digital Library, a collection supported and maintained by a consortium of public libraries to share with all the patrons of ODL member libraries. Library staff purchase titles to add to this online collection, as do the staff of the other ODL member libraries. The Library also purchases direct pay-per-use access for local library patrons to downloadable and streaming services, e.g. Hoopla and Kanopy. The content provided by such services is not selected by library staff, but rather is provided as packages of titles.

7.45 Collection Maintenance

In order to maintain a collection that is current, relevant, and useful to the community's needs and interests, Library staff periodically re-examine materials, including gift items, in an ongoing effort to evaluate the overall collection and specific items within it. Staff consider the condition, use, and timeliness of materials when deciding what items to withdraw from the collection. The Library may offer withdrawn materials to the Library Friends or other groups or organizations whose purpose is consistent with, or furthers, the Library's mission. These groups, or the Library, may resell these materials, or use them for other purposes consistent with the Library's mission. See Section 1.7 of the *Public Service Policies Manual*.

7.46 Gift Materials Guidelines

Minerva Public Library accepts or rejects donated materials at its discretion as described in Section 1.6 of the *Public Service Policies Manual*. The Library discourages gifts with restrictions. Donated books and other materials are added to the collection according to the same general criteria applied to other library materials. Donated materials not added to the collection may be disposed of in the same manner as withdrawn library materials. .

7.47 Memorial Gifts

A gift of money for the purchase of materials, including memorial gifts, is a thoughtful way to honor someone's memory or to honor and acknowledge a special occasion such as a birthday, anniversary, or graduation.

The donor may suggest the subject areas or authors to be considered for purchase. Every effort will be made by selectors to choose materials which will both benefit the collection and please the donors. A gift or memorial plate will be placed in the material if requested.

All library materials are subject to theft, damage, wear, and lack of use, and the library cannot guarantee that "in memoriam" or other gift materials will remain a part of the collection forever. These items will be withdrawn on the same basis as other items in the collection.

7.5 Request for Purchase

The Library serves a diverse public. On occasion, a patron may think that the Library should add a particular title to the collection. Patrons may request the addition of a title by contacting Library staff in person, and most requests are handled in this manner. However, if a patron wishes, the request may be handled more formally by using the "Request for Addition of a Title" form (see appendix). Forms are available at the Library service desks. The completed form will be referred to the staff member responsible for selecting in that area of the Library's collection. Staff will determine whether to purchase a requested title using the same general selection standards described above in section 7.41.

7.6 Request for Reconsideration

The Library serves a diverse public. On occasion, a patron may believe that a specific title or source should not be in the collection. In this instance, the patron should first

discuss the material with the Library staff. If, following the discussion, the patron still wishes the Library to reconsider the title, he or she must fill out a "Request for Reconsideration of a Title" form (see appendix). Forms are available at the Library service desks. Because items are evaluated as a whole, a title will not be reconsidered unless the patron making the request has read/viewed/heard the entire item. A reconsideration form submitted without the name of the person making the objection will not be considered. Also, if the material has been previously reconsidered, it will not be reconsidered again unless the more recent request is based on substantially different reasons than an earlier request.

The request will be referred to a collection-development committee for review. The patron will be informed in writing of (1) the receipt of the request and (2) the decision. If the patron is not satisfied with the decision, he or she may appeal in writing to the Library Board of Trustees. The letter should be addressed to President, Board of Trustees, Minerva Public Library, 677 Lynnwood Dr., Minerva, OH 44657. The Board will make a decision and inform the patron in writing, usually following the next regularly scheduled Board meeting

The title under consideration will remain in the collection throughout the process to support the freedom of other patrons to read, view, or listen.

Appendix A: Statements on Intellectual Freedom

A1. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation,

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VI'. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as

Interpretations of the Library Bill of Rights

(<http://www.ala.org/advocacy/intfreedom/librarybill> (interpretations)).

A2. The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in

schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference. Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author* No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.*

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book

Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>) The

Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

A3. Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression, Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video

Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

A4. Diverse Collections: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: "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." A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library's selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures.

Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content,

and representation of diverse sexual orientations, expressions, and gender identities,

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

¹"Services to People with Disabilities: An Interpretation of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeoplewithdisabilities>)," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

²*ALA Code of Ethics*, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008. Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

A5. Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights

The fundamental mission of libraries is to provide access to information, regardless of content or format, to everyone. Digital resources and services, or resources and services made primarily available online or on digital devices, are integral to libraries' mission in the twenty-first century. Libraries are important points of access to many digital resources and services, including, but not limited to, computers, the Internet, and digital resources and tools. In order to provide access to digital resources and services while upholding the *Library Bill of Rights*, libraries must consider intellectual freedom principles and issues of equity to ensure that access to information is enhanced, not restricted, by digital technology.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information. Any review of these issues should consider users' First Amendment rights, rights to privacy, and the core values of librarianship as expressed in the *Library Bill of Rights* and the *Code of Ethics of the American Library Association*. Many people lack access or the capability to use or create digital resources effectively. There is a need for places where people can access, use, or create information without impediment. It is the responsibility of libraries to provide access to digital resources and services and to mitigate all barriers, whether they are economic, educational, or political. The provision of access does not imply sponsorship or endorsement by the library. Libraries should resist all attempts by individuals, governments, and private entities to censor or limit access to digital resources or services. In making decisions about how to offer access to digital resources, services, tools, physical equipment, and networks, each library should consider intellectual freedom principles and issues of equity in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library policies, procedures, or regulations relating to digital resources and services should be scrutinized for potential violations of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association.¹

Users' access to digital resources and services should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.² Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right.

Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.³ The library should uphold these rights by policy, procedure, and practice in accordance with Article VII of the *Library Bill of Rights*. The library should regularly maintain its systems and networks in order to protect users' rights to privacy and confidentiality. As libraries increasingly provide access to digital resources through third-party vendors, libraries have a responsibility to hold vendors accountable for protecting patrons' privacy.

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access. These barriers, often referred to as the digital divide, may include a lack of infrastructure for Internet connectivity, lack of tools (hardware or software), and lack of skills, knowledge, or means necessary to access digital resources.⁴ Libraries should be cognizant of the digital divide and work to minimize it as they provide access to digital resources for their communities. Digital resources, services, training, and networks provided directly or indirectly by the library should be readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.⁵ Libraries should develop policies concerning access to digital resources. These policies should be consistent with ALA's policies and guidelines. When new digital resources are provided to library users, libraries have an obligation to provide equitable training opportunities to library users and workers in using those new resources. Training should also address privacy and security issues that accompany the use of digital resources and services.

Information Resources and Access

Libraries, acting within their mission and objectives, should support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection-development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Some information accessed digitally may not meet a library's selection or collection-development policy. It is, therefore, left to each user to determine what is appropriate. Libraries and library workers should not deny or limit access to digital resources because of their allegedly controversial content or because of a library worker's personal beliefs or fear of confrontation. Furthermore, libraries and library workers should not deny access to digital resources solely on the grounds that they are perceived to lack value. Parents and legal guardians

who are concerned about their children's use of digital resources should provide guidance to their own children.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights*.⁶ If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech.

Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely and confidential manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely and confidential manner. In order to ensure user privacy and confidentiality, records of these requests should not contain personally identifiable information. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.⁷

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform.

¹"Guidelines for Library Policies

(<http://www.ala.org/advocacy/intfreedom/guidelinesforaccesspolicies>)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 under previous name "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

² *Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick*, 244 F.3d 954 (7th Cir. 2001); cert. denied, 534 U.S. 994 (2001).

³ "Privacy: An Interpretation of the *Library Bill of Rights*

(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>)," adopted June 19, 2002, by the ALA Council; amended on July 1, 2014; June 24, 2019.

⁴ Martin Hilbert, "The End Justifies the Definition: The Manifold Outlooks on the Digital Divide and Their Practical Usefulness for Policy-Making," *Telecommunications Policy* 35, no. 8 (2011): 715-736. <https://doi.org/10.1016/j.telpol.2011.06.012> (<https://doi.org/10.1016/j.telpol.2011.06.012>)

⁵ "Economic Barriers to Information Access: An Interpretation of the *Library Bill of Rights*

(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

⁶ "Internet Filtering: An Interpretation of the (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/internet-filtering>)*Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/internet-filtering>)," adopted June 30, 2015, by the ALA Council.

⁷ "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." *United States, et al v. American Library Association*, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 under previous name "Access to Digital Information, Services, and Networks"; and June 25, 2019.

References to cited policies have been updated on November 6, 2018.

See Also

- "Questions and Answers on Access to Digital Information, Services and Networks (<http://www.ala.org/advocacy/intfreedom/digitalaccessfaq>)," adopted June 5, 1997 by the ALA Intellectual Freedom Committee; revised November 17, 2000; January 16, 2010.
- 'Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage (<http://www.ala.org/advocacy/intfreedom/guidelinesdevelopment>)," adopted January 24, 1993 by the Intellectual Freedom Committee; revised November 17, 2000; January 19, 2005; March 29, 2014; and March 24, 2019.
- "Guidelines for Library Policies (<http://www.ala.org/advocacy/intfreedom/guidelinesforaccesspolicies>)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 under previous name "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

A6. Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

**Adopted February 3, 1999, by the
Council of the American Library Association**

Appendix B. Forms

B1 Request for Addition of Library Materials

Minerva Public library Request for Addition of Library Materials

The Minerva Public Library respects the opinions of its patrons concerning the items in its collection. Your request to add materials will be referred to the appropriate persons, and you will be contacted within 10 days in most cases. If you need more room to write, please attach an additional sheet or use the reverse side of this form.

Please Print

The material I would like to see added is: _____

(Please give as much information as possible: author/title/publisher/year/artist/etc.)

I would like this added because (please be specific): _____

I have read this book/seen this movie/listened to the CD

I saw this item reviewed in _____ Date: _____

Additional comments: _____

=====
Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Signature _____

Library Use Only

Date: _____ Received By: _____

**Minerva Public library ♦ 677 Lynnwood Dr. ♦ Minerva OH 44657-1250
330-868-4101 ♦ www.minervalibrary.info**

B2 Request for Reconsideration of Library Materials

Minerva Public library

Request for Reconsideration of Library Materials

The Minerva Public Library respects the opinions of its patrons concerning the items in its collection. Your request will be referred to the appropriate committee, which will review it and respond in writing, usually within 14 days. Because a title is judged as a whole, you must have read/reviewed/listened to the entire work/source.

Please Print

The material in question is: _____

(Please give as much information as possible: author/title/publisher/year/artist.)

I have read this book/seen this movie/listened to the CD.

I would like this material reconsidered because: (Please be specific. Include page numbers/passages/scenes/sections. Use the back of this form if more space is needed): _____

The action I request is: _____

Additional comments: _____

=====

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Signature _____

Library Use Only

Date: _____ Received By: _____

**Minerva Public library ♦ 677 Lynnwood Dr. ♦ Minerva OH 44657-1250
330-868-4101 ♦ www.minervalibrary.info**

B3 Meeting Room Request/Contact Form

**Minerva Public Library
Meeting Room Request/Contact Form**

Name of organization/group _____

Note: Groups planning to use a meeting room regularly throughout the year need only complete this form once, annually. A copy of the form will kept on file at the library. Groups should inform the library of changes in contact information or meeting purpose.

Name of contact _____

Address _____

Phone number: _____ Fax number: _____

E-mail address: _____

A separate form should be completed for each use requiring a reservation fee.

Reservation Fee? Yes No

Rate: \$25 up to three hours; \$10 for each additional hour.

Collected \$ _____ Receipt Number _____ Staff Initials _____

Date of Event _____ Time of Event _____

Which Room Reserved? _____

Note: The fee may be refunded if the meeting is cancelled at least 72 hours in advance.

I agreed to abide by the provisions of the Meeting Room Policy and Meeting Room Guidelines. I understand that I am responsible for the conduct of the group or organization and am responsible for any damage to library property.

Signature

Date

Director's Acknowledgment

Date

**Minerva Public library ♦ 677 Lynnwood Dr. ♦ Minerva OH 44657-1250
330-868-4101 ♦ www.minerva.lib.oh.us**

B4 Display Case Reservation Form

Minerva Public Library Display Case Request Form

Name: _____

Address: _____

Phone Number: _____ E-mail: _____

Please describe what you'd like to display:

Displays may be scheduled up to six months in advance and requests for space are filled on a first come first serve basis. Displays will stay at least one week and no more than four weeks. Groups or individuals may reserve the display case up to 6 months in advance, but may not reserve the display case for more than one four week period at a time.

I'd like to reserve the case for this period: _____

I have read the Display Case Policy and understand the library's requirements for displays. I understand that the library assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited or displayed, and that all items placed in the library are placed there at the owner's risk.

Signature of Exhibitor _____ **Date:** _____

A parent or guardian must sign for exhibitors under 18 years of age.

The request form will be reviewed by library staff and the exhibitor contacted following approval of the exhibit and dates requested.

Library Use Only

Date: _____ Received By: _____

Exhibitor contacted: _____

Exhibited installed: _____

Exhibit removed: _____

**Minerva Public library ♦ 677 Lynnwood Dr. ♦ Minerva OH 44657-1250
330-868-4101 ♦ www.minerva.lib.oh.us**