



# Bexley Public Library

## **BEXLEY PUBLIC LIBRARY PUBLIC SERVICE POLICIES**

**Last Revision:**

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**\*The most recent resolution number supersedes all previous resolution numbers**

## **PUBLIC SERVICE POLICY MANUAL**

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## **INTRODUCTION**

### **Purpose of Policies**

The Public Service Policies of Bexley Public Library explain and regulate the manner in which the library directly interacts with library patrons and the community it serves. These policies describe the variety, extent, and limit of services and materials offered by the library, and ensure that patrons and staff alike may understand what those opportunities and limits are. Policies are approved by the Board of Trustees of Bexley Public Library and are reviewed and revised as necessary.

### **Service Philosophy**

Bexley Public Library provides free, open, and equal access and service to all individuals and groups in the community. In the selection of library materials and the use of the library by the community, the Bexley 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.

# 1. LIBRARY INFORMATION AND OPERATIONS

<b>1.1</b>	<b>SERVICE AREA AND GOVERNANCE</b>
RESOLUTION NO:	22-11
SUPERCEDES:	30-86

Bexley Public Library (hereafter referred to as the library) is organized as a school district library. Its legally defined service area is the Bexley City School District. As a recipient of Public Library Fund monies from the State of Ohio, the library extends its services to the inhabitants of Franklin County and to other residents of the State of Ohio. The library is governed by a Board of Trustees (hereafter referred to as the Board) which consists of seven (7) members appointed by the Board of Education of the Bexley School District for terms of seven (7) years. The board's operating policies are described in its bylaws.

1.2	LOCATION AND HOURS OF SERVICE
RESOLUTION NO:	22-11
SUPERCEDES:	30-86

The library shall be known as “Bexley Public Library.”

It shall be located at:

2411 East Main Street  
Bexley, Ohio, 43209

Phone: 614-231-9709

Fax: 614-231-0794

E-mail: [bexleyDirector@bexleylibrary.org](mailto:bexleyDirector@bexleylibrary.org)

Website: <http://www.bexleylibrary.org>

The library is open to the public:

Monday-Thursday: 9:00am – 9:00pm

Friday-Saturday: 9:00am-6:00pm

Sunday: 1:00pm-5:00pm

<b>1.3</b>	<b>MISSION AND VISION</b>
RESOLUTION NO:	95-10
SUPERCEDES:	32-86

**Mission:** Bexley Public Library enlightens, engages, and inspires a community of lifelong learners.

**Vision:** Bexley Public Library is a vital part of the Bexley community. It is a center for learning and leisure, a gathering place, and a source of community pride. The library promotes equal access to a wide range of information in a multitude of formats. The library provides exceptional customer service, a warm and welcoming environment, and innovative programs and services tailored to meet the needs of the community.

<b>1.4</b>	<b>HOLIDAYS AND CLOSED DAYS</b>
RESOLUTION NO:	22-11
SUPERCEDES:	

It is the policy of the library to observe all major holidays by closing the library.

The library will be closed on the following holidays:

New Year's Day	First day of January
Memorial Day*	Last Monday of May
Independence Day	Fourth day of July
Labor Day*	First Monday of September
Thanksgiving Day*	Fourth Thursday of November
Christmas Eve Day	24th day of December
Christmas Day	25th day of December
New Year's Eve Day	31st day of December

**\*The library will also close on Easter Sunday; the Sunday of Memorial Day weekend; the Sunday of Labor Day Weekend; and at 6pm on Thanksgiving Eve.**



<b>1.5</b>	<b>EMERGENCY CLOSING OF THE LIBRARY</b>
RESOLUTION NO:	22-11
SUPERCEDES:	108-86

The Board reserves the right to close the library at additional times when appropriate. When possible, the public will be notified in advance of closings that fall outside the regular library schedule. The Library Director, or her designee, is authorized to close the library in emergencies or exigent circumstances and will notify the President of the Board when such action is taken.

<b>1.6</b>	<b>STAFF IN CHARGE</b>
RESOLUTION NO:	22-11
SUPERCEDES:	

The Board has the final responsibility for establishing policies for the library. Daily operations and general supervision of the library fall to the Library Director, with the Business Manager and Community Relations Coordinator acting as persons in charge in the Director's absence. In their absence, oversight is delegated to department managers, then librarians.

<b>1.7</b>	<b>PUBLIC RELATIONS, OFFICIAL STATEMENTS, AND NEWS MEDIA</b>
RESOLUTION NO:	22-11
SUPERCEDES:	78-86

In order to provide the most current and consistent information about the library, the Community Relations Coordinator is the official media spokesperson for the library. In the event of an emergency, she/he, in conjunction with the Director, will be responsible for all official statements to the public and to the media. Questions from the public regarding the general operations or direction of the library should be referred to the Director.

Members of the media who wish to conduct newsgathering in the library in any manner disruptive to the operation of the library or its use by other patrons (e.g., interview at other than normal conversational voice level, photograph, video record, or audio record patrons or staff), must make themselves known to either the Director, the Community Relations Coordinator, or to the staff member in charge of the building in the Director's absence. Staff members witnessing members of the media in this situation must inform them of the policy and ask that they request and gain permission from the Director before further conducting newsgathering in the library. This policy does not apply to a member of the media in his or her capacity as a patron using the library's resources.

<b>1.8</b>	<b>VIDEO MONITORING</b>
RESOLUTION NO:	26-14
SUPERCEDES:	

The Board of Trustees of Bexley Public Library is responsible for establishing rules to maintain safety and security for members of the public and library employees. As part of the responsibility, this policy is established to regulate the use of video-recording devices intended to observe and record areas on the premises of the library for security, safety, and law-enforcement purposes. This policy applies to all employees and contractors of the library. The existence of this policy is not intended to nor does it imply or guarantee that any or all cameras will be recording images 24 hours a day, seven days a week.

As a general rule, appropriate signage will be posted at entrances and in all locations with cameras indicating that the area is subject to video surveillance. Lack of signage does not indicate a reasonable expectation of privacy.

**Location**

Reasonable efforts are made to safeguard the privacy of patrons and employees. The security cameras are positioned to record only those areas specified by the Director or her designee, and will complement other measures to maintain a safe and secure environment, in compliance with applicable law and library policies. Camera locations shall not be changed or added without permission of the Director.

Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as inside restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

**Access to Digital Images**

Only the Director and designated administrative personnel are authorized to access the recorded archival data in pursuit of incidents of apparent criminal activity, litigation, or violation of the library Code of Conduct. Authorized individuals, with notice to the Director, may ask other staff to review recorded data to in order to gather or share information about security concerns related to a specific incident. Authorized staff may observe cameras in real-time in order to monitor for safety, security, and policy compliance.

## **Use/Disclosure of Video Records**

- Video records and still photographs may be used by authorized individuals to monitor the safety and security of library staff, visitors, property, and facilities.
- Video records may be shared with authorized library employees and, when appropriate, the Board of Trustees and other library staff, for the purposes of addressing security concerns related to a specific incident or to identify individuals suspended from library property.
- The library reserves the right to release video-surveillance recordings and images to law-enforcement personnel acting within the scope of their official duties who are investigating suspected criminal activity on library property or, in exigent circumstances, other matters involving public safety. An exigent circumstance is defined as an emergency situation requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect, or destruction of evidence. Video surveillance records and images may also be released in response to a subpoena, search warrant, or court order. No release of video recordings or images will occur without prior authorization by the Director or her designee consistent with this policy.
- Photographs and digital stills of individuals obtained through video recording will not be displayed in an area that can be viewed by patrons except in furtherance of investigation of suspected criminal activity on library property or to protect public safety.
- Video records shall not be used or disclosed other than as specifically authorized by this policy.
- Video records that contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), will be accorded the same level of confidentiality and protection provided to library users by Ohio state law (including, but not limited to ORC §149.432, "[Releasing Library Record or Patron Information](#)"), Bexley Public Library policies, and the American Library Association statements on confidentiality and privacy.

## **General Public Requesting Access to Security Camera Footage**

Because of confidentiality/privacy issues, this policy prohibits the general public from viewing security-camera footage that contains patron information. If the library receives a request from a member of the general public to inspect security-camera footage which contains patron information, the request will be declined and, where appropriate, the requestor will be advised to file a police complaint.

## **Retention of Digital Images**

Images from the library's surveillance system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for a minimum of 14 days, or until image

capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images.

### **Unauthorized Access and/or Disclosure**

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach must immediately inform the Director of the breach.

<b>1.9</b>	<b>FRIENDS OF BEXLEY PUBLIC LIBRARY</b>
RESOLUTION NO:	22-11
SUPERCEDES:	

The mission of the Friends of Bexley Public Library to support the mission of Bexley Public Library, engaging the community in cooperation with the Library.

The Friends of Bexley Public Library is an independent, private, non-profit 501(c)3 organization dedicated to the support and development of Bexley Public Library. The Community Relations Coordinator acts as the official library liaison to the Friends and may suggest ways the Friends can further support the library's mission.

# 2. COLLECTIONS AND ACCESS

<b>2.1</b>	<b>ACCESS TO LIBRARY MATERIALS AND SERVICES</b>
RESOLUTION NO:	124-10
SUPERCEDES:	101-84

Bexley Public Library affirms the individual rights of patrons to free and open access to library materials and services. The library supports the guidelines set forth in the American Library Association’s Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement as a foundation for this philosophy of access. A library card at Bexley Public Library provides the widest possible access to library materials and services for patrons.

As stated in the Library Bill of Rights (see Appendix B), a person’s right to use a library should not be denied or abridged because of origin, age, background or views. Parents and guardians of minors have the responsibility to guide their children, and only their children, in the access, circulation, and use of library materials. The library does not act *in loco parentis*, or in the place of parents.



<b>2.2</b>	<b>MATERIALS SELECTION POLICY</b>
RESOLUTION NO:	26-15
SUPERCEDES:	101-84, 124-10

## **INTRODUCTION**

The Bexley Public Library Board of Trustees, administration, and staff are committed to these tenets: 1) that free and open access to information is necessary for citizens who think and make choices for themselves; 2) that by providing access to a wide variety of facts, opinions, and ideas, the library helps to create a well-informed and enlightened populace. The Board of Trustees supports the American Library Association’s Library Bill of Rights and the interpretations of that document including: the Freedom to Read Statement, the Freedom to View Statement, and the Statement on Free Access to Libraries for Minors. These documents are attached as appendices.

It is the policy of library to select and acquire materials, in a variety of formats, which promote the mission and vision of the library. By acquiring, organizing and preserving those materials, the library seeks to provide access to a broad and balanced view of society—its culture, history, and diversity of beliefs. Library staff have a professional responsibility to be inclusive, not exclusive, in selecting materials for the library collection and in providing access to materials even if such materials offend a library staff member or some members of the community. While no policy can replace the judgment of trained and experienced staff, this policy serves to guide staff in most effectively using the library’s financial resources to meet the present and anticipated needs of the community.

The responsibility for monitoring a child’s reading, listening and viewing rests with the child’s parent or legal guardian. Selection of materials for the library is not restricted by the possibility that children may obtain materials that their parents or guardians consider inappropriate.

### **A. SELECTION**

Selection of materials is delegated to qualified librarians; the ultimate responsibility for the development of the library’s collection lies with the Library Director under the authority of the Library Board of Trustees. The inclusion of any material in the Bexley Public Library collection does not signify the endorsement or approval of said material by the library staff, administration, or the Board of Trustees, either collectively or individually. Because its ability to purchase and store materials is limited by the size of both the budget and the building, the library has established criteria for the addition and retention of library materials. These criteria may be applied to all formats and include, but are not limited to:

- a. Relevance to the library's vision, mission, goals, and to the community served
- b. Educational significance
- c. Recommendations by professionals
- d. Availability of material to purchase from suppliers
- e. Availability of material in the collections of libraries with reciprocal borrowing agreements
- f. Timeliness and importance for contemporary society
- g. Competence, popularity and reputation of the author, illustrator, creator, producer, performer, and/or publisher
- h. Suitability of subject and method of presentation for intended audience
- i. Relationship to existing collection and other media in the same subject field
- j. Accuracy
- k. Representative expression of controversial or minority points of view
- l. Suitability of physical form to library use
- m. Textbooks or academic journals are purchased only when the information also serves the general public
- n. Provides added value over other formats
- o. Cost and availability of funds

An item will not be added to or barred from the collection solely because of:

- a. An author's race, religion, nationality, sexual orientation, or political or social views
- b. A work's depictions or descriptions of violence or sexual activity
- c. A work's controversial content
- d. An author or work's endorsement or disapproval by any individual or community group
- e. To accomplish this, selecting librarians rely on a number of professional tools for selection including library and publisher journals, reviews, etc. as guides for inclusion of materials into the collection. Collection scope statements are prepared to provide additional detail and guidance.

## **B. GIFTS – See Gifts and Donations Policy 3.5**

Gifts of books or other materials are accepted by the library, with the understanding that the library reserves the right to handle or dispose of them in the best interest of the institution. Materials to be added to the collection must meet the library's selection criteria.

## **C. COLLECTION MAINTENANCE**

In order to maintain a collection that is current, in good condition, well used, and which relates to the needs and interests of the community, materials are withdrawn on a systematic and

continuing basis. Damaged, unattractive, outdated, and unused materials are subject to discard.

#### **D. CONTROVERSIAL MATERIALS**

The library, as one of its unique reasons for existence, provides the means to study the several sides of an issue by obtaining materials containing opposing views on controversial topics, including those of an unorthodox and/or unpopular nature. This standard does not necessarily imply numerical balance. Materials of the required quality, servicing the purposes of the library and relating to an existing need or interest, will not be removed from the collection nor will materials lacking these qualities be added because of pressure from groups or individuals. The library does not mark, label, or identify materials to show approval or disapproval of contents. Any labeling or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned. Library collections will be organized and maintained according to an accepted system of organization (Dewey Decimal, alphabetical, genre, etc.). The library will not remove or shield materials in the collection due to controversial content or images.

#### **E. REQUEST FOR RECONSIDERATION**

Individuals may request reconsideration of a decision to select library material by submitting a written Request for Reconsideration of Library Materials form, available at all public service desks.

When a request for review is received, the administration will respond in writing and provide an explanation (reviews, publisher's/author's credentials, etc.) of the criteria used in selecting the item in question. Any appeal of this response will be referred to the library Board. The complainant will be informed in writing of the library's Board of Trustees decision as soon as possible after the next Board meeting is held. The final responsibility for materials removal resides with the Board of Trustees. The title under consideration will remain in the collection throughout the process to support the freedom of other patrons to read, view, or listen.

<b>2.3</b>	<b>CARDHOLDER REGISTRATION AND ACCOUNT ACCESS</b>
RESOLUTION NO:	26-15
SUPERCEDES:	101-84, 29-04, 39-10

Library cards are issued and remain valid under conditions set forth in this policy. Cardholders will be responsible for library materials from the time items are checked out until they time they are checked in. Cardholders will be financially responsible for any fines and fees charged to their cards as a result of use of library materials. Cardholders who exceed a fine threshold or have long overdue library materials will have their borrowing privileges suspended until the items are returned and/or such charges are paid down below the amount established administratively.

#### **A. LIBRARY CARD REGISTRATION**

1. Anyone who resides in Ohio who agrees by written or electronic signature to be responsible for materials loaned to him or her may register for a library card upon presentation of acceptable proof of identity (photo ID) and current residential address.
  - Acceptable documents for photo ID include:
    - A driver’s license or state ID
    - Work or school ID
    - Passport or credit card with photo
    - Greencard/ Matricula Consular
  - Acceptable documents for address verification include:
    - A driver’s license or state ID
    - Utility bill from current month
    - Current year vehicle registration
Printed personal check or printed mail postmarked within the last 14 days (not handwritten)
  
2. Parents or legal guardians of minors, those 17 years of age and younger, must sign a document stating that they agree to be financially responsible for the materials borrowed by their children. Cards are issued to minors following the verification of the parent or guardian’s photo ID and address. The parent or guardian’s address must be entered as the primary address in the borrower record. The full name of the signing adult (signator) is added to the borrower’s record at the time the account is entered. There is no minimum age requirement to receive a library card.
  - If the minor is not present at the time of registration, the parent or legal guardian will provide identification that satisfies all requirements for an adult card, along with

- verification of the child. The name of the child must be printed by the issuing institution on any form of acceptable verification.
- Acceptable documents for verification of minor children include:
    - Birth certificate, social security card, insurance or welfare card, juvenile state ID card, most recent school report card, Permanent Resident Green Card or Matricula Consular.
3. Parents or legal guardians of minors will be provided with two choices for level of access for the minor's card: **Full Access Privileges** or **Restricted Privileges**. The default will be Full Access Privileges.
    - Full Access Privileges: Minors may borrow any circulating item in the library's collection.
    - Restricted Privileges: Minors may borrow any circulating item in the library's collection except for videotapes, DVDs, and Blu-Rays.
  4. Borrower's cards are issued for a 99 year period, but cards are temporarily blocked every 5 years for address and contact information verification. Cards may be unblocked by verifying the contact information on file at the library.
  5. Cards that have been are 1) inactive for 3 years AND 2) have fines below the fine limit threshold for checkout will be deleted from the system.
  6. Borrowing privileges of any registered borrower may be suspended pending remediation: A card may be blocked for exceeding the fine threshold, failure to return overdue materials, for presenting a significant security risk to the library as determined by the Director, or other reasons as determined by the Director.
  7. New registrants may borrow no more than ten (10) items for the first 30 days.
  8. Patrons are required to report the loss or theft of library cards promptly. Staff will block a card reported lost or stolen to prevent item checkout and issue a new card as soon as possible. In cases in which a borrower's card is reported lost or stolen, the cardholder is not excused from liability for any materials charged to the card before the actual time that the report of a lost or stolen card was made. When the library receives a copy of the police report, the patron is responsible for a maximum of \$50 of the cost of the materials checked on their card after the card was stolen.
  9. Library materials circulate for loan periods set in the official loan policy (see: Loan Periods, Renewals, Reserves, and Limits). An overdue fine is charged for circulating library materials which are not returned on or before the due date. Fines are charged according to an official schedule set by the Board of Trustees (see: Fines and Fees for Library Materials and Services).

<b>2.4</b>	<b>FINES AND FEES FOR LIBRARY MATERIALS AND SERVICES</b>
RESOLUTION NO:	15-2018
SUPERCEDES:	12-96, 30-04, 40-10, 26-15, 28-17, 41-17

## **INTRODUCTION**

Fines will not be charged for overdue traditional circulating materials. Traditional circulating materials include books, magazines and other periodicals, audiobooks, CDs, DVDs, and Blu-Ray discs. Fines will be charged for non-traditional circulating materials, including but not limited to Hotspots, telescope kits, and musical instruments as outlined below.

Replacement fees for lost or damaged items will not exceed the cost of the item, however, an additional recovery fee may be charged for items sent to the Library's Materials Recovery Service. As a member of the Central Library Consortium, the Library may retain fees on items owned by other libraries. The fees schedule is periodically reviewed and updated by the Library Board.

Fees may be reduced or waived by authorized staff if the situation warrants, using good judgment.

### **A. FINES**

1. Circulating Hotspots and Accessories
  - a. \$5.00 a day to a maximum of actual replacement cost plus a \$20.00 service fee.
2. Telescope Kits and Accessories
  - a. \$5.00 a day to a maximum of actual replacement cost plus a \$20.00 service fee.
3. Musical Instruments (including guitars and ukuleles) and Accessories
  - a. \$5.00 a day to a maximum of actual replacement cost plus a \$20.00 service fee.

### **B. FEES**

Fees for lost, stolen or damaged items and accessories:

1. Stolen Items:
  - a. After the Library receives a copy of a police report including the lost library materials, the patron is responsible for a maximum of \$50 in fees for materials.

The cardholder is not excused from liability for any fines or fees on materials accrued prior to the reported date of theft.

2. Lost Items:
  - a. Once an item is 35 days overdue, the item is considered lost and the patron will be charged the cost of the lost item
  - b. A recovery fee may be charged in addition to the cost of an item per the Collection Agency policy
3. Damaged Items:
  - a. If an item is returned in a damaged condition beyond normal depreciation, including but not limited to: water damage, fire damage, insect/animal infestation or damage, excessive stains, scratches, or tears, and can no longer be circulated, the patron may be charged the cost of replacement or repair.
  - b. In the event of multiple damaged items, the Library reserves the right to suspend borrowing privileges until the pattern of damage is resolved and/or replacement costs are paid.
4. Audiovisual Cases (includes but is not limited to: CDs, DVDs, Books on CD, Book and Bag Kits and Playaways)
  - a. \$3.00 per case
5. Inserts (includes but is not limited to: maps, CD booklets, patterns, instruction manuals or information sheets, and informational cards or booklets)
  - a. \$1.00
6. Missing Discs from Multi-Disc Sets (includes but is not limited to: Books on CD, TV series DVD, Bonus Feature DVDs)
  - a. \$5.00 per disc
7. Missing or damaged accessories from Non-Traditional Circulating Items
  - a. Actual replacement or repair cost.

### **C. SERVICES**

1. Black and White Photocopies
  - a. \$.10/page
2. Color Photocopies
  - a. \$.25/page
3. Black and White Printing
  - a. \$.10/page

4. Color Printing
  - a. \$.25/page
  
5. Faxing
  - a. \$.25/transmission



<b>2.5</b>	<b>LOAN PERIODS, RENEWALS, RESERVES, AND LIMITS</b>
RESOLUTION NO:	26-15
SUPERCEDES:	41-10

Loan periods are established in response to the demand for titles and materials. Loan periods may be adjusted as interest peaks or wanes. Renewal limits are in place to allow patrons to borrow a title for longer than the established loan period unless others have placed holds on that title. Renewal limits may be suspended for certain collections or portions of collections as a means of promoting access and availability.

- i. As a member of the Central Library Consortium, Bexley Public Library circulates items owned by other institutions. Loan periods are set by Bexley Public Library for all consortium materials checked out at the Library. Renewal limits are set by the item’s owning location, regardless of where the material is checked out. As such, renewal limits for items from other consortium libraries may differ from Bexley Public Library renewal limits. **LOAN PERIODS**

<b>Material</b>	<b>Loan Period</b>	<b>Check-Out Limit</b>
Books	28 days	50 print* items
Magazines	7 days	50 print* items
Audiobooks and CDs	28 days	30 items
DVD, VHS, and Blu-Ray	7 days	10 items
Video Games	7 days	2 items

**ii. RENEWALS**

Items checked out from the library are eligible for renewal unless:

- Another patron has requested the item
- The item has reached the maximum number of renewals
- The item is not permitted to be renewed, per the owning institution

Bexley Public Library items are allowed three renewals; materials from other libraries are subject to renewal limits set at those organizations.

Eligible items, as described above, will be renewed automatically. In addition, patrons with fines over the maximum fine threshold will not be eligible for the auto-renewal service.

### **iii. RESERVES**

Patrons may reserve up to 30 items at any one time.

\*Print items include both books and periodicals

<b>2.6</b>	<b>COLLECTION AGENCY</b>
RESOLUTION NO:	26-15
SUPERCEDES:	22-11, 35-13

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

The library director, or her designee, is authorized to establish thresholds for minimum fine balance and length of time a patron account is past-due prior to being placed in UNIQUE status. In addition to the patron fine balance, a \$10, non-refundable, service charge will be added to the account.

The materials recovery service will contact the patron by phone and letter over f a 165 day period. If the UNIQUE account remains unresolved at the end of the that period, UNIQUE may report the delinquent account to three major credit agencies.

<b>2.7</b>	<b>EDUCATOR CARDS</b>
RESOLUTION NO:	35-14
SUPERCEDES:	

Eligible educators may register for a library card with modified loan periods and fines to allow greater access to materials for educational purposes.

**A. REGISTRATION**

1. Eligible educators include preschool through 12<sup>th</sup> grade teachers, day care providers, and homeschooler providers.
  - a. Educators must show proof of current teaching status. Acceptable documents include:
    - An approval letter from school district
    - Paycheck stub
    - School badge or school ID
    - Child care license from the Ohio Department of Job and Family Services.
  - b. Educators must live or work in Franklin County.
  - c. Educator Cards are intended for use when borrowing materials for classroom or education purposes and not individual use.
  - d. In order to receive an Educator Card, a patron must also have or register for a personal library account. The educator’s personal library card must be in good standing in order to use the Educator Card. Fines or fees blocking the use of an educator’s personal library card will also block the use of the Educator Card.
  - e. Educator Cards are issued for one-year periods, at which time they must be renewed or they will expire.
  - f. Borrowers whose fees exceed the fine threshold or who have long overdue items on their personal card or educator card may not re-register until the fees have been reduced below the threshold and/or long overdue materials have been returned or the cost of their replacement paid.

**B. FINES AND FEES**

Educator Cards will not accrue fines for overdue materials. Patrons will be responsible for all fees associated with lost materials, including fees associated with the library’s use of a collection agency. An item will be considered lost when it is 45 days overdue. For more details see Policy 2.4 *FINES AND FEES FOR LIBRARY MATERIALS AND SERVICES* (section B) and Policy 2.6 *COLLECTION AGENCY*.

**C. LOAN PERIODS**

1. Materials checked out on an Educator Card will follow the loan rules found in Public Service Policy 2.5 *LOAN PERIODS, RENEWALS, RESERVES, AND LIMITS*, except for the following:

- Book checkout limit is set at 100 items
- DVD and VHS Loan Period is set to 14 days

# 3. SERVICE POLICIES

<b>3.1</b>	<b>PHOTOGRAPHY OR VIDEO RECORDING IN THE LIBRARY</b>
RESOLUTION NO:	22-11
SUPERCEDES:	

Photography or video recording in the library is generally permitted if it is for library promotion, a student project, or strictly for personal use. In order to protect the rights of individual patrons and to reduce distractions, 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 record video without the express permission of any library patron or staff member who would be prominently included within the composition.
- Photography or video recording for commercial purposes is not permitted without approval by the Director; such approval must be requested in writing and in advance.

<b>3.2</b>	<b>MEETING ROOMS</b>
RESOLUTION NO:	28-10
SUPERCEDES:	

**INTRODUCTION**

Bexley Public Library maintains an Auditorium and a Board Room. The primary purpose of these spaces is to promote library services through programs, meetings, and other library activities presented by library staff or other organizations affiliated with the library. When a meeting room is not being used for a library activity, the space may be reserved by governmental or non-profit groups for civic, cultural, or educational programs or meetings (“meetings”) at no charge. For-profit groups may use the auditorium if and only if they are presenting an educational program for the general public in partnership with the library. Private social functions are prohibited. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. The library does not advocate or endorse the viewpoints of any group or individual.

**A. STIPULATIONS**

All meetings must be free and open to the public. This means that groups using Bexley Public Library’s meeting spaces may not charge admission to the meeting or fees of any kind. No products or services may be advertised, solicited, or sold in library meeting rooms or on library property. Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the general public who do not pay fees.

For the purposes of fundraising or book-signings, only events sponsored or co-sponsored by the library are permitted. The library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs.

Meeting room use may not interfere with library operations or cause a disturbance in the library. Unacceptable levels of interference or disturbance will be determined by the Director or the Director’s designee.

**B. USAGE**

Library sponsored or co-sponsored programs take precedence over other groups at all times. Thus, the library reserves the right to cancel a reservation if the space is required for use by the library or a library-related organization. The library also reserves the right to limit the number of available meeting room openings per month.

Meeting rooms must be reserved either in person or by telephone and a Meeting Room Contract must be completed. Groups can schedule use up to 90 days (three months) in advance with a minimum of 24-hours notice. A single group or organization may use the room no more than once per month. Groups are limited to a maximum of 50 participants per reservation. **Confirmation from the library must be received by the requesting organization before a request has been formally approved.**

Minors are not permitted to use meeting rooms without adult supervision.

Notices posted in the library or submitted to the media announcing the meeting must first be approved by the Library Director or her designee. Publicity about the use of the meeting room by a non-library group shall not state that the library sponsors the group's activities unless the activity is being co-sponsored by the library. **The name, address, or telephone number of Bexley Public Library may NOT be used as the contact information for such events.** Library staff will not be responsible for answering questions about the details of an event beyond the time, date, and location.

As a general rule, meetings will be scheduled in the Auditorium. Use of the Board Room is subject to special approval by the Library Director or the Director's designee.

Meetings must be held during regular library service hours. The meeting room must be returned to its pre-use condition and vacated 15 minutes before the library closes.

The Library Director may waive any meeting room regulation and may deny or cancel any application for reservation of meeting room space.

### **C. FACILITIES**

Bexley Public Library will provide access to chairs and tables. Set-up in the Auditorium is the responsibility of the group using the space. Users are responsible for cleaning up and returning the room to its pre-use condition before leaving.

No decorations, posters, or any other materials may be installed in the meeting rooms without prior Bexley Public Library approval.

Groups using the kitchenettes by the Auditorium or Board Room must provide their own supplies. Refreshments are restricted to the Meeting Rooms (except for covered beverages) and are not permitted in other parts of the library except during library-sponsored events. Smoking, use of alcohol, and burning candles or other flammable substances are prohibited at all times throughout the library.

As a courtesy to other library patrons, carpooling or offsite parking is encouraged.



#### **D. LIABILITY**

The library assumes no liability for theft or damage to property brought onto public property or for injuries which occur as a result of actions of sponsors or participants during activities taking place in meeting rooms.

The individual or group reserving a meeting room will be responsible for the order and conduct of the group, for any loss or damage to library property, as well as any cost resulting from the failure to clean up the space and return it to its pre-use condition. Failure to comply may result in the assessment of a cleaning fee and/or loss of privileges.

<b>3.3</b>	<b>EXHIBITS AND DISPLAYS</b>
RESOLUTION NO:	22-11
SUPERCEDES:	102-84

Exhibit and display spaces are used primarily for the promotion of library materials, programs, and services, and preference shall always be given to library needs. When these spaces are not otherwise in use, the library may provide, at its discretion and subject to the stipulations below, provide space for the display or exhibit of collections or materials which are of general interest to the public.

Displays or exhibits promoting local educational, cultural, or recreational opportunities will be considered. A personal or private collection must be of interest and acceptable to the general public, as determined by library staff. The following categories of exhibit material are specifically excluded: 1) displays which only serve to advertise active business or commercial ventures; and 2) partisan materials which promote current political candidates, campaigns, parties, or issues. The library reserves the right to approve the content and arrangement of all exhibits, and the Director shall make the final determination as to whether materials comply with these guidelines.

Requests for display space will be sent to the Community Relations Coordinator or her designee. Patrons wishing to display items must be willing to commit to a period no shorter than one (1) month and no more than three (3) months.

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 items.

<b>3.4</b>	<b>BULLETIN BOARDS AND LITERATURE RACKS</b>
RESOLUTION NO:	22-11
SUPERCEDES:	

Some bulletin boards and display racks in the library are set to allow community groups and individuals space to publicize 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 her designee. Materials posted without approval will be removed. 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. Local organizations and events may be given preference. 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.

<b>3.5</b>	<b>GIFTS AND DONATIONS</b>
RESOLUTION NO:	22-11
SUPERCEDES:	64-88

The library welcomes citizens and organizations that wish to support its service program through contributions of book or non-book materials for library collections, contributions of appropriate gifts that will enhance the library's physical environment, and bequests, trusts, or donations of monetary or other assets for library purposes. Materials and equipment given to, and accepted by, the library shall become the sole property of the library to be managed as the Director or her designee deems appropriate. The library is unable to furnish appraisals of donated items, and reserves the right to refuse any donation.

The library may accept gifts of miscellaneous books or other materials with the understanding that items not added to the library's collection will be disposed of at the discretion of the library. The library may then use any proceeds derived from such disposal for library improvement or staff development.

Patrons or organizations who wish to donate gifts of a more specific nature, such as works of art, furniture, equipment, special collections, and real property, shall be referred to the Director who, in consultation with the appropriate committee of the Board, will determine whether or how to accept such gift. If a patron or organization wishes to donate funds for specific purposes, the amount and nature of the expenditure must be approved by the board before the gift is accepted; items so purchased become the property of the library and may be disposed of accordingly.

The board accepts and acknowledges gifts at each regular Board meeting.

# 4. PATRON BEHAVIOR

<b>4.1</b>	<b>PATRON CODE OF CONDUCT</b>
RESOLUTION NO:	22-11
SUPERCEDES:	124-10, 101-84

## INTRODUCTION

Bexley Public Library strives to provide the best possible library experience to our patrons. The Library Board of Trustees is committed to ensuring a pleasant and safe environment for everyone who wishes to make use of the library's services and materials. Determining the rules for public behavior is necessary in order to:

- **Protect the rights of individuals to use library property, materials, and services**
- **Protect the rights of library employees and volunteers to conduct library business without interference**
- **Ensure the use of the facilities, materials, and services by the greatest number of individuals**
- **Preserve those materials and facilities from harm**
- **Ensure the safety of library patrons, employees, and volunteers**

Staff will enforce the policy and intervene in situations that present a danger to the safety of persons or property, constitute disruptive or inappropriate uses of the Library, or that involve illegal acts. Any individual who violates the library rules and regulations may be denied the privilege of access to the library by the Library Board of Trustees. In an emergency, the Director may take immediate action and inform the Board as soon as possible afterward. Any individual whose privileges have been denied may request that the decision be reviewed by the Board of Trustees.

## A. WELCOME STATEMENT

We ask for your cooperation in maintaining a pleasant atmosphere. Acceptable behavior in the library includes but is not limited to the behaviors indicated in the following Welcome Statement:

### Welcome Statement

- **Be kind to one another.** Please use polite language and respectful behavior with both staff and other patrons.
- **Bring your children to the library and keep them with you.** Parents or caregivers are expected to monitor and control the behavior of their young children.
- **Use your cell phone, but not your ringtone.** Please turn your phone to vibrate and keep conversations short and at a reasonable volume so as not to disturb others.
- **While using the Internet, make sure your research remains within the bounds of what is legal and appropriate for viewing in a public area.** You must read the Internet Use Policy before using a library computer. Library computers may not be used for any unlawful purposes, and unauthorized copying of copyright-protected materials and online gambling are prohibited.
- **Enjoy our facilities. The collections, study areas, and restrooms are here for you to use.** Please remember that all of these are shared spaces. Make sure that however you chose to enjoy the library, you are respectful of others and of library property.
- **Feel free to enjoy your beverage in a covered container.** While we prefer that you not eat in the library, small snacks are permitted everywhere but at our computers. Wrappers, crumbs, and other debris must be cleaned up before you leave.
- **Please dress appropriately and include a shirt and shoes with your outfit.**
- **Listen and learn at a reasonable volume.** Conversations or activities should not disturb other patrons or library staff. If you are using a radio, MP3 player, or other personal listening equipment, please use headphones and keep the volume at a level that cannot be heard by others.
- **Study hard. From 3:00-6:00 Monday through Thursday, the Homework Help Center is for use only by youth up to age 18 for academic purposes.** At all other times, students are

given priority on the computers in the Homework Help Center. Parents with children who are present in the Youth Services Department are also given priority.

- **Love your pets, but don't bring them to the library.** Licensed service animals are the only animals permitted in the building.
- **Share furniture and equipment appropriately.** Please do not monopolize or obstruct space, seating, tables or equipment to the exclusion of others. The library also reserves the right to limit the number of people who may sit together at a table if the group is disturbing others. There is a limit of one person per chair.
- **Keep your belongings with you.** Do not leave personal belongings unattended. Staff will move belongings which have been left unattended. Staff cannot be responsible for watching your items for you.
- **Ride your bike, skateboard, or scooter to the library, then lock it outside.** We are not responsible for stolen items and do not have space for storing bicycles, skateboards or scooters inside. For the safety of others and of our property, patrons may not skateboard, rollerblade or roller skate on library property, including the parking lot.
- **Check out library materials.** The library reserves the right to inspect all bags, purses, briefcases, packs, etc. for library material that has not been checked out.
- **Ask for assistance.** Tell a staff member if you have a concern about the building, the parking lot, or another patron. Please allow library staff to address these situations. We will do our best to come to a quick resolution.
- **Petition (for voting, ballot issues, etc.) only outside of the library.** Petitioners may not enter the library proper, block building entrances or exits, interfere with library patrons' use of the library, or otherwise impede access.
- **The following activities are prohibited on library property:**
  - The possession of a firearm or weapon
  - The possession, consumption, or sale of illegal substances or alcohol
  - The use of tobacco products or electronic substitutes
  - Fighting, hitting, or physical or verbal abuse
  - Harassment
  - Gambling, buying, selling, or soliciting for personal or commercial gain
  - Any illegal activity
  - Persons who are under the influence of alcohol or an illegal substance will be asked to leave immediately.

- **Respect the library and respect each other.** In the case of serious or repeated violations of the Patron Code of Conduct, patrons will have their library privileges revoked or restricted by the Library Director or her designee. Anyone who has had his or her library privileges revoked or restricted may request that the decision be reviewed by the Board of Trustees. Failure to leave if asked may result in the police being called and a possible charge of criminal trespass being filed per Section 2911.21 of the Ohio Revised Code.

**Thank you for helping to keep Bexley Public Library a safe and pleasant place for our community.**

## **B. PROCEDURES FOR ENFORCING THE PATRON CODE OF CONDUCT**

### **1. Criminal Activity**

- Library staff should call the police and alert administration if criminal activity is observed at the library.

### **2. Disruptive & Inappropriate Behaviors**

- Library staff will approach the customer in violation of the Customer Code of Conduct and identify the unacceptable behavior to the patron.
- **Second time:** Staff will approach the patron, again identifies the unacceptable behavior, and informs the patron that she/he will be asked to leave the library premises if the unacceptable behavior continues.
- **Third time behaviors that require removal for the day:** the patron is approached and staff informs the patron she/he is to leave for the remainder of the day. An Incident Report should be completed and submitted to library administration.
- **Third time behaviors that require removal for more than a day:** (see policy "Eviction and Suspension of Library Privileges.") The patron is approached and asked to leave the facility and grounds of the library immediately. Staff completes a Notice of Violation and, when possible, provides a copy to the patron. The Director or her designee, will, when possible, send written confirmation stating the period during which the patron may not enter library property. If the patron in question is under 18 years of age, the parent or guardian will be notified of the eviction when possible. An Incident Report should be completed to support the Notice of Violation.

### **3. Patron refuses to provide information for the Notice of Violation**

- If the patron's name and contact information are not known or cannot be obtained, a generic Notice of Violation form will be provided to the patron. If patron leaves the premises prior to receiving the Notice of Violation, a copy will be maintained and provided to the patron if she/he returns to the library during the period she/he is prohibited from entering library premises.

### **4. Patron refuses to leave when asked by Library staff**



- Staff should ask for the patron's cooperation before calling the local authorities
5. **A patron may be removed without prior notice or warning** if his/her presence or conduct is threatening, willfully malicious or poses an immediate and imminent danger to any person or property.
    - **Proceed to Third time behaviors that require removal for more than a day** and complete Notice of Violation
  6. The original Notice of Violation and related Incident Reports are sent to the Library Director.
  7. The Library Director will review the Notice of Violation and send a letter, when possible, to the patron, indicating the appropriate suspension for the unacceptable behavior.
  8. Violators and suspensions will be maintained in a database for reference.

<b>4.2</b>	<b>EVICTON AND SUSPENSION OF LIBRARY PRIVILEGES</b>
RESOLUTION NO:	22-11
SUPERCEDES:	

**A. EVICTION AND SUSPENSION**

A patron who has violated the library’s Patron Code of Conduct may be evicted from the library and refused further admission to the library for a set time. The library recognizes the patron’s right to due process, to contest the eviction, and to present his or her side of the story. The patron may request to speak to the Director 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 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.

**B. REINSTATEMENT OF LIBRARY PRIVILEGES**

A patron who has been evicted from the library and permanently refused admission may request both a re-evaluation of the banning and the reinstatement of his or her library privileges. Requests must be submitted in writing to the Director and should include a statement demonstrating that the patron understands why the conduct that resulted in the loss of privileges is unacceptable in the library or on library grounds, and a statement from the patron that he or she understands the library’s Patron Code of Conduct.

The Director may consider any of several factors when deciding to reinstate library privileges including: the details of the incident that led to the suspension; the length of time since the initial eviction and suspension; the patron’s completion of any requirements imposed by the court as a result of the incident; and any other information provided by the patron that suggests that he or she is unlikely to engage in the conduct that led to the suspensions of privileges.

The Director will make decisions about reinstatement of privileges in all cases except those based upon threats or physical harm to another person or possession of a weapon within the library or on its grounds. Decisions of the Director may be appealed to the library Board.

Decisions to reinstate privileges of customers banned for possession of a weapon or because of threats or physical harm to another person will be made by the Board.

<b>4.3</b>	<b>UNATTENDED MINORS</b>
RESOLUTION NO:	22-11
SUPERCEDES:	101-84

**A. DURING LIBRARY BUSINESS HOURS**

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*, nor can library staff supervise unattended youth. Children under age 9, especially, should be closely supervised by a parent or responsible caregiver. Parents or guardians will be held responsible for damage to items or equipment caused by their minor child.

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 appropriately-aged caregiver, and, in the judgment of the staff, is too young to return home unaccompanied, the staff will attempt to contact a parent, guardian, or assigned caregiver. The Bexley police may be asked to intervene if the situation warrants.

**B. AT CLOSING TIME**

No stranded child shall be ejected from the library at closing time. The library staff will attempt to contact a parent, 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.

# 5. LIBRARY RECORDS

<b>5.1</b>	<b>PUBLIC RECORDS POLICY</b>
RESOLUTION NO:	22-11
SUPERCEDES:	26-04

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

As required by the Ohio Revised Code and applicable judicial decisions, 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.

<b>5.2</b>	<b>RECORD REQUESTS</b>
RESOLUTION NO:	22-11
SUPERCEDES:	

### **A. MAKING REQUESTS**

A request for records should be directed to the custodian of the records, the fiscal officer of the library. At Bexley Public Library, the fiscal officer is the Business Manager. If the Business Manager is not available, the request should be directed to the Director. Each request for public records will be evaluated for a response using the following guidelines:

1. 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 public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian may deny the request, but shall provide the requester with an opportunity to revise the request by informing the requestor of the manner in which the library keeps its records and how those records are accessed. 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.
2. Public records responsive to a request are to be available for inspection during regular business hours, with the exception of published holidays or closed days. Public records must be made available for inspection promptly. Copies of public records must 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.
3. 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.
4. Any denial of public records requested will include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. If there are redactions, each redaction will be accompanied by a supporting explanation, including legal authority.

## **B. COSTS**

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

Bexley 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.

<b>5.3</b>	<b>CONFIDENTIALITY OF LIBRARY RECORDS</b>
RESOLUTION NO:	22-11
SUPERCEDES:	44-83

## **INTRODUCTION**

The board 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.

### **A. EXCEPTIONS TO CONFIDENTIALITY**

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 follows:

1. For the records or patron information pertaining to minor children when requested by parents, guardians, or custodians.
2. 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.
3. Upon the request or with the consent of the individual who is the subject of the record or information.
4. For library administrative purposes as defined by Ohio Revised Code 149.432.

### **B. RELEASING PATRON INFORMATION**

1. 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. Staff may choose to ask for additional identification.



2. 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 indentify 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.
3. 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. Staff may choose to ask for additional identification.
4. Because identification is difficult to verify over the telephone, library staff will provide only limited access to patron account information to the a who does not have the patron's library account number but can provide the patron's name, address, and birth date.
5. When a lost card is reported over the telephone or in person, the patron account associated with that card will be blocked.

# 6. TECHNOLOGY

<b>6.1</b>	<b>INTERNET ACCESS POLICY</b>
RESOLUTION NO:	10-10
SUPERCEDES:	44-83

## INTRODUCTION

In alignment with our mission and vision statements, Bexley Public Library provides Internet access for educational, professional, leisure, and personal development purposes.

### A. THE INTERNET

The Internet is an information resource beyond the confines of the library's collection. The Internet contains some material of a controversial nature. Patrons are responsible for choosing the sites accessed and for using the resources in an appropriate manner. Parents of minor children are responsible for overseeing their child's use of the Internet.

### B. LIMITS

The library does not assume liability for the reliability of the local network, the Internet or the content or accuracy of information found within. Patrons are responsible for scrutinizing information on the Internet for reliability and point of view.

### C. SECURITY

Efforts to bypass the security of the library network, or any other computer network connected with the library, are strictly prohibited. The library will assist in investigations of individuals who engage in hacking at any computer via the library's network.

### D. GUIDELINES FOR USE

1. Library computers may not be used for any unlawful purposes including viewing or transmitting material that reasonably could be considered pornographic or of prurient sexual interest. Access to and/or display of obscene language and sexually explicit graphics and materials, as defined in sections 2907.01 and 2907.31 of the Ohio Revised

Code, are prohibited.

2. Unauthorized copying or distribution of copyright-protected materials and online gambling are prohibited.
3. The library does not censor material available through the Internet and is not responsible for its accuracy, currency or propriety. Parents are responsible for their own children's use of all library materials, including the Internet. The library assumes no responsibility for use of the Internet by minors. The library assumes no responsibility for claimed damages of any kind arising out of use of Internet workstations.
4. Users may not tamper with or attempt to adjust any aspect of computer workstations. Efforts to bypass the security of the library network, or any other computer network connected with the library are strictly prohibited. Users may not download to the hard drives.
5. Library workstations are shared resources and not for the exclusive or excessive use of a single person. Library staff will impose time limits on use of the computers when others are waiting. Users must conclude all activities on the computer, including printing immediately when the library closes.

<b>6.2</b>	<b>WIRELESS INTERNET ACCESS POLICY</b>
RESOLUTION NO:	22-11
SUPERCEDES:	10-10

The library provides wireless Internet access throughout the building. Properly equipped personal notebooks, laptops and other mobile devices may be used to access this network. The access points are unsecured and users should take appropriate caution when transmitting personal information across this network.

Library staff are available to provide general information on connecting to the network, but cannot troubleshoot problems related to a specific device or assist in making changes to device network settings and/or hardware configuration. The library cannot guarantee that a device will work with the library’s wireless network, nor can it guarantee that any particular website or electronic transaction will work.

Wireless access users should have up-to-date virus protection on their devices. The library will not be responsible for any information that is compromised or for any damage caused to hardware or software due to electric surges, security issues, or consequences caused by viruses or hacking.

Users of the wireless network are expected to use it in a legal and responsible manner consistent with the library’s Internet Access Policy.

<b>6.3</b>	<b>SOCIAL NETWORKING</b>
RESOLUTION NO:	22-11
SUPERCEDES:	

The library may use social networking software to facilitate communication and encourage collaboration between library staff and library patrons. The library reserves the right to monitor content before it is posted on all of its social networking software websites and accounts, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. The library also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary. Notwithstanding the foregoing, the library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.

## APPENDICES

### APPENDIX A

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

## APPENDIX B

### THE 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.
- II. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- III. Libraries should provide materials and information presenting all points of view on current and historical issues.
- IV. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- V. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- VI. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- VII. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VIII. 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.

Adopted June 18, 1948. Amended February 2, 1961; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## APPENDIX C

### 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.

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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](#)

*Subsequently endorsed by:*

[American Booksellers Foundation for Free Expression](#)

[The Association of American University Presses, Inc.](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

[The Thomas Jefferson Center for the Protection of Free Expression](#)

## APPENDIX D

### **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

## APPENDIX E

### **FREE ACCESS TO LIBRARIES FOR MINORS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS**

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "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."

Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup>See Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See Tinker v. Des Moines School Dist., *supra*. Cf. West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)."

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Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.