

Weston Public Library Policies

Revised September 1, 2020

Mission and Philosophy

The Weston Public Library serves the people of Weston and the surrounding area by providing books and other materials to meet their informational, educational, and recreational needs. The Weston Public Library upholds the principles of intellectual freedom by providing people of all ages with access to information that reflects diverse points of view.

The Weston Public Library Advisory Board adopts and declares that it will adhere to and support:

- The Library Bill of Rights, adopted by the American Library Association
- The First Amendment, Bill of Rights, United States Constitution
- Section 8, Article 1: Bill of Rights, Oregon Constitution

Public Relations Policy

Public relations goals of the Weston Public Library are:

- To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public.
- To promote active participation in the varied services offered by the library to people of all ages.

The board recognizes that public relations involve every person who has connection with the library. The board and staff represent the library in every public contact.

All residents of the Umatilla County Special Library District may check out books at the Weston Public Library by presenting a valid district library card.

Finances

- Sources of income for the library are the Umatilla County Special Library District, and City of Weston budget.
- All receipts and expenses are receipted and dispersed by the City of Weston city recorder. Memorial donations are receipted and expended by Friends of Weston Library.

Regular Open Hours

Monday 8:30-1:00, 1:30 -5:00

Tuesday 12:30-6:00

Wednesday 8:30-1:00, 1:30 -5:00

Thursday 12:30-6:00

Friday 8:30-1:00, 1:30 -5:00

Personnel

In keeping with Standards for Oregon Public Libraries:2000, a library director will be hired. During all open hours, trained staff will be available to provide basic library services.

Hiring of library personnel shall be based on recommendation of the library board and approved by City Council.

Volunteer staff is under the direction of the library director. Need and qualification of volunteers will be determined by the library director and library board.

Board Selection

The advisory board of the Weston Public Library is composed of five appointed members. These board positions run for four years, and members can be reappointed to serve a total of eight years. Positions are at large, with any patrons in the Weston Public Library service area being considered eligible to serve as board members. Positions should be staggered so that no more than two members' terms expire in a given year. A maximum of two alternate members may be appointed.

One student representative may be appointed to serve in an advisory capacity.

Any board member missing three consecutive library board meetings without prior notification may be removed from his or her board position, and a replacement will be chosen.

Recommendation will be made by the library board to fill vacancies, contingent upon City Council approval.

Library Board Bylaws shall be kept on file and updated as necessary.

Patron Conduct Policy

Patrons will be expected to refrain from:

- Illegal activities within library facilities or on library grounds.
- Behavior that is disruptive or inflicts physical harm on others.
- Loud or abusive language, either with other patrons or library staff.
- Soliciting.
- Posting or distributing unauthorized materials.
- Bringing pets inside the building.
- Bringing bicycles, skateboards or using roller blades or other like equipment in the building.
- Eating or drinking in the library, except during controlled occasions.
- Destruction or theft of library property.

Cooperation of every patron is important. Violation of these rules may be cause for temporary or permanent prohibition from use of the library. The librarian is responsible for carrying out this policy.

Children in the Library

It is the policy of the Library to provide a safe and appropriate environment for library users of all ages. The Library is, however, a public building with staff trained to provide public library services. The Library is not equipped, nor is it the Library's role to provide long or short term daycare for children of any age. Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

In general, parents of any minor children should not leave them unattended for long periods at the Library. Parents are responsible for the behavior of their children in the Library, whether or not the parents are present.

Safety and Emergencies

The librarian will attend regularly scheduled City of Weston safety meetings. A fire extinguisher will be prominently placed in the library, and will be inspected routinely. A fire escape route and exit signage will be posted.

Library Cards

A. General

- i. All borrowers must have a valid Weston Public Library (WPL) card or a Sage Library System (SLS) card to have WPL borrowing privileges.
- ii. Residents of Weston and its service area (zip code 97886) are eligible for a free library card. WPL cards require a positive identification and proof of residence or property ownership.
- iii. All new patrons are on probation for 30 days, and may only check out 2 WPL items at a time. When the probationary period is complete, and the card has no unpaid fines or overdue materials, the patron may check out materials under the normal library loan rules.
- iv. Non-resident/Fee Cards:
 - a) Non-Resident: If you do not live in the WPL service area, or do not have acceptable identification, you may purchase a library card for \$35.00 for one year. This card is also subject to the same probation period and rules as a regular card.
 - b) Temporary: If you live in the area and plan to secure acceptable identification soon, you may obtain a library card for three months. Temporary cards are limited to two WPL items checked out on the card at a time.

B. Registration

- i. Application:
 - a.) All patrons must maintain a current and complete application form to keep their library card in good standing.
 - b) Borrowers may only have one Sage Library System public library card.
 - c) Positive identification, a photo ID, and proof of residence is required to obtain a Weston Public Library Card. Examples of forms or combinations of identification that will be accepted by WPL are:
 - Oregon driver's license
 - Passport
 - Oregon state identification card
 - Active Duty US military identification card
 - Out of State driver's license
 - Resident alien cardAND, as Proof of Residence, a recent:
 - Voter registration card or other government mailing.
 - Utility bill or bank statement sent to you at your address.
 - Rent receipt at your current address made out to you.
 - d) Applicants under 18 years of age require a parent or guardian give their consent by signing the application form before a card can be issued. Parents or guardians must present required identification as listed above. The parent or guardian is legally responsible for all materials checked out on a minor's card. Parents or guardians may request to invalidate the card.

e) Patron change of addresses and/or telephone numbers should be reported to the library in a timely fashion to prevent unnecessary confusion or additional fines or fees on library owned materials. Correspondence returned to the library by the US Postal Service will result in suspension of borrowing privileges until the information is updated.

ii. Lost or forgotten cards. In the event a library card is lost or stolen notify the library as soon as possible. The replacement of a card requires positive ID as listed above. Minors requiring a replacement card must present a state or student identification card or be accompanied with a parent or guardian in possession of recognized identification. Cost to replace a library card is \$2.00.

Loan Rules

A. Loan Periods: Loans Periods are defined in SLS Standardized Loan Rules

B. Renewals: Items may be renewed when materials have not been requested by other patrons. Materials with holds on them may not be renewed.

C. Material Returns: SLS items may be returned to any Sage library without penalty.

D. Holds and Inter-library Loans: Patrons may place up to 9 holds or inter-library loans or combination of the two at any one time. Probationary and Temporary cards holders may not use inter-library loan service.

i. Holds.

Patrons may place holds for items available at the Weston Public Library. Materials will be held for 7 days after notification. Items not checked out during that time will be returned to the shelves for circulation.

ii. Inter-library Loans (ILL).

Patrons may place ILL requests for items located in SLS member libraries. Patrons will be notified of the items arrival. Materials will be held for 7 days after notification. Items not checked out at that time will be returned to the owning libraries. Due to the high costs associated with the processing and shipping of these materials, at both the owning and requesting libraries, patrons who fail to pick up materials requested will be assessed a fee of \$5.00 following one warning. ILL borrowing privileges will be blocked until payment is made.

Fines and Fees

A. Fines: The fines for overdue library materials are listed in Sage Library System Standardized Loan Rules.

B. Overdue Notices:

A first notice is emailed or mailed approximately 7 days after the item is due. A second notice is emailed or mailed 14 days after the item is due. A final notice is mailed 21 days after the item is due. Patrons who have overdue fines of \$5.00 or more at any combination of Sage libraries, or any outstanding bills for lost material, will be denied borrowing privileges at WPL.

C. Damaged materials:

If materials are damaged and are judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. The charge for a lost or non-repairable item will be the current price plus a processing fee. A notice of the charges will be sent to the borrower. Library privileges will be suspended until payment is made.

D. Other Fees and Charges

In order to maintain our current level of service to the public, fees and charges will be assessed for lost or damaged materials.

Collection Development Policy

This policy is the basis under which all library materials are selected.

1. The Collection Development Policy reflects the library's specific goals, which are to:
 - Provide useful, interesting materials and information that support our patrons' lifelong personal and work pursuits.
 - Introduce preschool children to libraries and reading.
 - Support the homework and program needs of K-12 students.
 - Serve as a source of information about the community that we serve.
2. Library materials shall be selected and retained in the library on the basis of their value for the interest, information, and enlightenment of all the people of the community.

Some of the factors which will be considered in adding to or removing materials from the library collections shall include: present collection composition, collection development objectives, interest, demand, timeliness, significance of subject, diversity of viewpoint, and limitation of budget and facilities.

No library materials shall be excluded because of race, nationality, political, religious, or social views of the author. Not all materials will be suitable for all members of the community. Due to the quantity of materials selected, published reviews may not be available for all titles that are purchased.

The librarian shall be responsive to public suggestion of titles and subjects to be considered in the collection. Final decisions regarding acquisitions are the primary responsibility of the librarian, who purchases within the budget limitations.

The Weston Public Library is not a library of historical record, except in the area of local history. To ensure a vital collection of continuing value, materials that are not well used may be withdrawn.

WPL gratefully accepts gifts of materials while reserving the right to evaluate and dispose of such gifts in accordance with the collection development policy. As donations may be tax-deductible, WPL will, on request, issue a receipt stating the number of items donated, but will not assign a value. Donations that are not added to the collection may be given to the Friends of the Library. The Library reserves the right to refuse acceptance of certain types of materials.

3. Weeding of library collection will be an ongoing process, accomplished at the discretion of the librarian. Due to limited shelf space, each year the library collection will be considered for withdrawal using the following criteria:
 - Use patterns
 - Physical condition
 - Age
 - Viability of information
 - Duplication
4. The Weston Public Library recognizes the right of individuals to question materials in the library collection. A library patron questioning material may use the Citizen's Request for Reconsideration of Materials form to formally state his or her opinion. The patron will receive a written response. Material that has been questioned will remain in the active collection until the Oregon Intellectual Freedom Clearinghouse (a function of the State Library of Oregon) has made a determination of its status.
5. The library board believes that parents have the primary responsibility to guide and direct the reading and viewing of their own minor children. Weston Public Library does not stand "in loco parentis."

Privacy and Confidentiality Policy

Weston Public Library protects the privacy and confidentiality of all library users and endorses the Code of Ethics of the American Library Association. The library's privacy and confidentiality practices are in compliance with applicable federal, state, and local laws, as well as in accord with professional ethics.

Weston Public Library is subject to Oregon's Public Records Law. As stated in 2017 Oregon Revised Statutes 192.355(23), the following records are exempt from disclosure:

The records of a library, including:

- Circulation records, showing use of specific library material by a named person;
- The name of a library patron together with the address or telephone number of the patron;
- The electronic mail address of a patron.

The library may gather and retain the following information about current library users:

Information required to register for a library card, including name, address, phone number, email address, and birthdate.

Records of material currently checked out, fees owed, and payments made.

Electronic access information.

Requests for interlibrary loan and reference services.

Registration for library classes and programs.

Records may be disclosed to other parties in the following instances:

To the legal guardian of a minor.

Upon the consent of the person who requested or obtained the materials or services.

To a third party working under contract to the library.

Upon court order, upon order of the district attorney, or where otherwise required by law.

The library takes reasonable steps to ensure data security, including purging or shredding records no longer needed.

Computer Usage Policy

Use of any computer in the library or its wireless service is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. Library staff has the authority to determine whether sessions should be interrupted or privileges revoked.

Violators of this policy or the Computer Access User Agreement will lose computer, wireless access, and/or library privileges and will be legally and financially responsible for any and all damages.

Privacy is not guaranteed and others may see what is displayed on computer monitors or have access to records of what has been viewed on library computers or accessed via the wireless service.

It is the library's intent to prevent problems from occurring as a result of providing public access to computers, not to monitor use of the workstations, although it is within the library's right to do so.

Users of the library's computers or wireless service agree that the Weston Public Library and the City of Weston assume no liability for loss or damage to the user's data, software, or hardware, or for any damage or injury arising from invasion of privacy in the user's computer accounts, programs, or files. The library assumes no responsibility for damages, direct or indirect, arising from connections to Internet services.

Public Access Computers:

The library provides a general use computer. This computer provides general office application software and Internet access.

Access to the library's public access computer is allowed by checking in at the circulation desk, and presenting one's own library card to library staff. If the patron does not have a Sage Library System card, he or she must present a picture I.D. that includes date of birth.

Children age 17 and under must have a permission form on file, signed by a parent or guardian, before using public access computers. Children age 9 or younger must be accompanied and directly supervised by a person 16 years or older to use a public access computer.

Public access computer sessions are one half hour. A second session may be granted by library staff if there is not a waiting list for computer use. No more than two sessions per day are permitted. At the discretion of library staff, time limits and sessions may be further restricted during times of high use.

There may be no more than two people at one public access computer at a time. Both must have a permission form on file if they are under 18.

Internet Access:

Weston Public Library provides public access to the Internet in keeping with its role to offer equal access to information and resources that meet the needs of the community. The library has no control over information found on the Internet, and cannot be held responsible for its content. Parents are responsible for monitoring their children's access to the Internet at the library.

Wireless Internet Access:

The Weston Public Library provides wireless access to the internet as a public service.

Wireless internet users inside the Library or on Library premises are subject to the **Weston Public Library Computer Usage Policies** and provisions of **Weston Public Library Conduct Policy**.

Wireless internet users should be aware that information passing through the Library's wireless access is not secured and could be monitored, captured, or altered by others. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, and possible hardware/software failure. It is the user's sole responsibility to protect their information from all risks associated with using the internet, including any damage, loss, or theft that may occur as a result of use of the Library's wireless access.

The Library may restrict bandwidth and access to internet protocols, and enforce download, access times, and time limits on its wireless network. Library staff has the authority to determine what these restrictions are, and they may be changed at any time.

The Library does not allow printing from wireless devices.

Patrons are fully responsible for updating or changing settings on their computers to access the Library's wireless service. Library staff does not provide any support for personal computers.

Computer Access User Agreement

By using any computer in the Weston Public Library or connecting to the library's wireless service you agree to the following:

- Abide by the library's Computer Usage Policy.
- Abide by the library's Code of Conduct.
- Not hold the Weston Public Library and the City of Weston liable for any loss or damage to your data, software, or hardware, or for any damage or injury arising from invasion of privacy in your computer accounts, programs, or files. The library assumes no responsibility for damages, direct or indirect, arising from connections to Internet services.
- Not in any way damage library software or hardware, including, but not limited to: downloading or installing any software onto any library computer; saving any files on any library computer; or introducing a malicious program to a library computer or the wireless network.
- Comply with system security and stay within the designated programs available on library computers or start menus.
- Not use the library computers or wireless service improperly or illegally. This includes, but is not limited to, hacking or spamming.
- Not engage in any online activity that harasses or offend others in the library.
- Not misrepresent yourself on the Internet or to library staff.
- Comply with all software licensing and intellectual property laws including copyrights and patents.
- Pay ten cents for every page printed from the computer while signed in.

Failure to comply with the terms of this user agreement or the library's Computer Usage Policy may result in revocation of computer use privileges, wireless access privileges, or in loss of all library privileges, or possible legal action.

CHECK OUT POLICY FOR LIBRARY EQUIPMENT

1. Patrons of record over the age of 21 may borrow equipment that is designated available for check out.
2. Only patrons in good standing, with no outstanding fines, will be allowed to check out library equipment.
3. Checkout period will be 1 week, unless otherwise specified.
4. Updated patron information will be required. Frequency of updates will be at the discretion of library staff.
5. A signed and dated statement of responsibility for repair or replacement of borrowed equipment will be required of each person who borrows library equipment.

Library Equipment Check-out Agreement

I, _____ accept full responsibility for the equipment borrowed, including full replacement cost of lost equipment with new equipment, and the cost of repair or replacement of equipment damaged. I am responsible for the security of all equipment peripherals: cases, power cords, batteries, etc.

I am responsible for the return of all equipment in good working order, even if it is passed on to someone else or if it is checked out for another person.

Signed _____

Date _____

Revision of Policies

Policies may be revised or amended at any regular advisory board meeting.

“Congress shall make no law... abridging the freedom of speech, or of the press.”

-First Amendment, Bill of Rights, United States Constitution

“No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever, but every person shall be responsible for the abuse of this right.”

-Section 8, Article 1: Bill of Rights, Oregon Constitution