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AUDIOVISUAL EQUIPMENT LENDING

I. Eligibility

Patrons must be in good standing with the library to borrow audiovisual (A/V) equipment.

II. Items

The library has the following A/V equipment available for checkout: slide projectors, slide carousel, portable screens, 16mm movie projector, overhead projector, opaque projector and a data projector.

III. Item Limits

A maximum of three A/V items may be checked out at any time.

IV. Loan Period

All equipment is loaned on a two day basis. Equipment may be reserved in advance. Equipment is due back in the library by closing time of the second day. Requests to use the equipment more than two days must be approved by library staff at the time the equipment is reserved or picked up.

V. Fines

Ten dollars per day will be charged for equipment returned later than closing time of the second day. Exceptions/adjustments may be made at the discretion of the Library Director.

VI. Damage Assessment

The library will maintain equipment in good repair. Equipment damaged while in the care of a patron will be charged to the patron. Damage costs will be assessed by library staff and repair costs, up to a maximum of \$50 per item, will be charged to the patron's account.

Reviewed by Library Policy Committee 7-14-07

Approved 8-13-0

Revised: 9-2010

Adopted: 9-8-2010

CIRCULATION POLICY

I. Items

The library circulates all materials which are not designated as Reference or Park City Collection. This includes but is not limited to: books, audio cassette tapes, video tapes, DVDs, CDs, MP3s, music CDs and audio-visual equipment (except the VCR, DVD player, and monitors, see separate policy).

The library does not check out reference and Park City Collection materials, microfilm, magazines, or newspapers. The Library Director may make exceptions to this rule based on various factors including the limited availability of the material on the subject outside of the library, and the value of or ability to replace the material. A deposit may be required on certain items.

II. Loan Period

All circulating items check out for the following period of time:

- Three weeks: circulating books, audio tapes, books on CD, MP3s
- One week: DVDs, videos, and Rapid Readers
- Forty eight hours: audio visual equipment

III. Limits

Limits are as follows:

Twenty five total items per resident, non-resident, and organization cards.

Ten total items per student, city limits visitor and non city limits visitor cards.

Additionally, item limits for each patron at any one time are as follows:

- Five DVD's
- Five videos
- Six books on CD
- Six audio tapes
- Six music CD's
- Four MP3 books
- Two Rapid Readers

Occasionally, as service needs dictate, limits may be placed on certain categories of materials such as holiday books or subject materials in high demand, i.e., for class assignments. The recommended guideline is six items per person on a particular topic.

IV. Renewals

Any circulating item except for Rapid Readers may be renewed up to two times providing there are no holds pending for that item. Additional renewals can be made on an individual basis, depending on patron need and borrowing history. Interlibrary Loan renewals must be approved by ILL staff and the lending agency.

REVISED: January, 2008 ADOPTED: February 11, 2008

REVISED: July, 2010 ADOPTED: August 11, 2010

CONFIDENTIALITY OF LIBRARY RECORDS

Purpose: The Park City Library is committed to protecting the privacy and confidentiality of patron records. This policy is based on the U.S. Constitution, the Government Records Access and Management Act (GRAMA) and the American Library Association (ALA) interpretation of the library Bill of Rights. Staff members and volunteers shall make every effort to protect information about library borrowers, their requests for information and materials, the online sites and resources they access, and their loan transactions. This policy cannot guarantee an absolute right to privacy.

I. REFERENCES

U.S. Constitution: The courts have interpreted the Bill of Rights of the U.S. Constitution to include the right to privacy.

Government Records Access Management Act (GRAMA): Section 63-2-302(1)(c) defines Private Records to include “records of publicly funded libraries that when examined alone or with other records identify a patron.” Utah Code Annotated: Section 63-2-202 states when access is allowed to private, controlled, and protected documents.

Types of records considered private include but are not limited to:

- Registration Records - Library card application information
- Circulation Records - Check out information – Any circulation history retained in the computer in a patron’s records
- Lost Library Materials and Refund Receipts - Overdue notices
- Daily Sign-In Sheets (i.e., storytimes, programs, computer use)
- Interlibrary Loan Records

Professional Ethics: The ALA interpretation of the Library Bill of Rights states, “Protecting user privacy and confidentiality has long been an integral part of the mission of the libraries.”

II. REGULATIONS

- A. No library employee or volunteer shall utilize records classified private for any purposes except those directly related to the discharge of his/her duty.
- B. Patron records classified private are disclosed only to the patron with proper identification, parent and/or legal guardian of patron under the age of 18, legal guardian of a legally incapacitated individual, patron representative with power of attorney, or other individual who submits a notarized release from the subject of the record or his legal representative dated no more than 90 days before the date

- the request is made.
- C. Confidentiality extends but is not limited to reference interviews, interlibrary loan records and computer use records. Confidentiality is also maintained for databases and search records which the library manages.
 - D. The lawful custodian of library records is the Director of the Park City Library.

III. EXCEPTIONS

Circumstances which may require the library to release Private Records include the following:

- A. A Court Order signed by a judge from a court of competent jurisdiction, as provided in U.C.A 63-2-202(7), or legislative subpoena as provided in U.C.A. Title 36, Chapter 14. Court Orders may include Search Warrants, Subpoenas and Intercept Orders pursuant to FISA.
- B. For research purposes, as provided in U.C.A. 63-2-202(8).
- C. A Warrant for Information issued under the USA Patriot Act (Public Law 107-56)
- D. A National Security Letter seeking information pursuant to the USA Patriot Act (Public Law 107-56)

Under the above circumstances, court order or subpoena, the Library Director will consult with the City Attorney's Office to determine if the request is valid.

Revised: September 2006
Adopted: October 9, 2006

DAMAGED, MISSING OR LOST MATERIALS DISPOSITION OF PUBLIC PROPERTY

I. PURPOSE

The library preserves and maintains its collection in usable, clean, and attractive condition for public circulation. Library patrons are responsible for the proper care of materials checked out in their name.

Items are inspected for damage during check-in. When library materials are returned damaged a fee will be assessed against the patron's record and the patron notified. Damage fees are set and periodically reviewed by the Library Board.

When items are returned missing a part (cassette tape, case, etc.), a replacement charge reflecting the cost of the missing item will be assessed against the patron's record and the patron notified by mail. Unpaid fines may result in patron's account being blocked.

The library retains ownership of damaged material which is disposed of in accordance with public law. The patron may be allowed to keep the item once it has been officially discarded.

II. GUIDELINES FOR CHARGES

Library staff determines extent of damage. In cases in which a patron disagrees with a staff member's assessment of damage charges or replacement costs, the library director will review the materials and situation in question and make a final determination of charges.

- A. Damage is noticeable, detracts from appearance and usability. May be repaired in-house with staff time and materials expense.
\$5.00/item
- B. Damage is extensive, affecting at least one-fourth of the volume. Book may be repaired in-house for limited circulation.
\$10.00 minimum or up to 1/2 cost of each item
- C. Damage is irreparable, beyond further use or circulation. Book will be withdrawn from the collection and discarded.
Total replacement cost of the item plus a processing fee of \$5.00.

D. Missing parts

Charges will be equal to replacement cost of missing items.

E. Lost Materials

When library materials are lost while checked out to a patron, a fee is charged equal to the replacement cost plus a processing fee. The materials are withdrawn from the library's collection according to established procedures. Should the missing item be found within six months, the library desires the return of the item and will refund to the patron the exact amount paid by the patron for the lost item less the processing cost.

F. Claims Returned Overdue Material

Through an established overdue tracing process, the library makes every effort to determine that an item is not in the library before a statement is sent to a patron.

When a patron claims that an item is returned, the library staff will check the shelf for the item. If the item is not found on the shelf, staff will ask the patron to keep looking for the item at home and check the item in using the special status, "claims returned."

The patron will continue to have check-out privileges.

Staff will generate a "claims returned" report biweekly in order to continue checking shelves for the item for at least six weeks after the item was claimed returned. After three months, the bibliographic information for the item claimed will be given to selectors either to be replaced or deleted.

Patrons will be allowed two claims returned items at no charge. If a patron has three or more items that she/he claims have been returned she/he will be charged the replacement cost and processing fee for those items. Borrowing privileges may be suspended until the item is returned or replacement costs and processing fees have been paid.

If the item is returned within six months after the problem was resolved, the Library will refund the lost item payment (less any service charge) to the patron. If the item is returned more than six months later, the library staff will refund money on a discretionary basis.

III. ALTERNATIVE PAYMENTS

Payments for damaged or lost materials are normally made by cash or check. The Library may accept a new copy, or if the item is out of print a copy in good condition, of the missing item in lieu of a cash payment. A \$5 processing fee will be charged in either

case. At the discretion of the Library Director, the library may consider donations of other materials in lieu of exact title replacement.

IV. DISPOSITION OF PROPERTY

The Library will comply with state law and municipal ordinances regarding the disposition of surplus library materials. The standard practice is to contribute withdrawn materials to a used book sale, which is open to the general public. As provided in the exclusionary clause of the Park City Municipal Code, the Library Board may delegate to the Library Director the discretion to dispose of discarded materials by donating them to other government agencies and non-profit organizations.

Updated: 3/08 Approved: 04/08

DOGS IN THE LIBRARY

In order to ensure a safe environment, patrons may not bring dogs into the library.

Exceptions:

- Intermountain Therapy Animals
- Service dogs
- Designated Library dogs
- Dogs kept in a carrying device

Designated library dogs must be contained in nonpublic area and on a leash when walking through public space.

Library staff reserves the right to request the removal of any dog if it is determined by the staff to be noisy or bothersome to others.

Policy Proposed September 2006 Adopted: October 9, 2006

PARK CITY LIBRARY

POLICY

EMERGENCY POLICY

I. PURPOSE AND OBJECTIVES OF POLICY

The purpose of this policy is to define for the Library staff what the Park City Library's position is on identifying and responding to an Emergency Situation.

II. DEFINITION OF EMERGENCY SITUATION

An emergency situation can be defined as an unexpected event which immediately threatens the health, safety, and welfare of library staff and patrons. Examples include: fire, power outage, chemical release, natural gas leak, flood, earthquake and criminal activity.

III. HANDLING THE INITIAL EMERGENCY

Library Staff will be responsible for identifying and handling the initial onset of an emergency situation. Any staff member will have the latitude to identify an emergency situation and initiate a first response.

An Emergency Coordinator (EC) will be identified for each library shift. The EC will be briefed on the nature of the emergency and assume initial responsibility of coordinating and activating the library's appropriate emergency procedures (located at the Circulation Desk). The EC will also inform the Library Director or Librarian-In-Charge (LIC) of the nature of the emergency as soon as possible.

IV. FOLLOW-UP HANDLING OF EMERGENCY

Following the initial response to the emergency, the Library Director or Librarian-In-Charge will assume responsibility for managing the emergency control procedures. The Library Director or LIC will be responsible for communicating and working with emergency response professionals (e.g., police, fire department, etc.) and determining whether the library will remain open.

The Library Director or LIC will also be responsible for communicating necessary information to the media.

ADOPTED:	December 8, 1986
REVIEWED AND ADOPTED:	April 12, 1999
REVIEWED AND ADOPTED:	October 8, 2007

EXHIBITS POLICY

Park City Library provides space when available for exhibits of interest to the general public. Exhibits may consist of standing panels, display cases, pedestals, or tables with corresponding print materials and identifying labels for display items. Exhibits must contain educational or artistic content suitable for public display. Space for exhibitions is defined as the area on the second floor of the library outside of the librarian offices or in smaller areas throughout the library as available.

The library reserves the right to reject any or all items given to the library for display. Display items may not be acceptable if they depict extreme violence, sex, or if they make negative comments about racial, religious, or ethnic groups. Standards for exhibits are stricter than standards for library books and other documents because display items are seen by everyone. Art in libraries is a secondary function. Inclusion of any work of art in the library display does not imply or constitute endorsement by the library of the points of view or ideas represented in the art.

The library cannot assume any responsibility for damage or lost art works that are part of any exhibit.

The following conditions apply for all exhibits in the library:

1. The Library Board policy encourages fair utilization of the display area when it is available by educational organizations, artists, Utah Humanities Council, ALA Public Programs Office, and community sponsored non-profit organizations.
2. A designated representative of the library shall schedule displays in the library. Display space is reserved by completing a form supplied by the library. Reservations for display space shall not be made more than ten months in advance.
3. Prior to display, all exhibits must be approved by a designated representative of the library. Approval or disapproval is at the discretion of the library representative. The final authority for approving all exhibits is the Library Board of Trustees. The Board reserves the right to review potential exhibits and may appoint an independent advisory committee of qualified individuals to evaluate and make recommendations regarding exhibits. Park City Library reserves the right to prohibit any person, organization or group from exhibiting materials in the library.
4. All exhibits shall be set-up and removed on the dates determined by the library. The representative of the library shall supervise the set-up and removal of all exhibits.
5. All exhibits must conform to the space restrictions of the display area.

6. Prior to displaying, all exhibitors must sign the Exhibit Contract which releases the library from any responsibility for loss or damage to an exhibit displayed at the library.
7. Exhibitions are not intended to promote the sale of any item or service with the exceptions of the ongoing exhibit hosted by Park City Professional Artists Association (see Addendum “A” “Park City Professional Artists Association Agreement”)
8. Display reservations are not transferable to another organization or person.
9. Library use of display areas takes precedence over any other use. The library reserves the right to cancel the use of the display area by outside exhibitors if the Library Director or Library Board of Trustees determines that the display space is needed for library purposes.
10. The Library Board of Trustees reserves the right to amend these regulations at any time. The Library Director may deny or cancel any application for reservation of exhibition space and may waive any display policy.

Adopted : 6/2007

Updated by Policy Committee 1/2008

Changes Approved: 2/11/2008

Addendum A
Park City Professional Artists Agreement
(formerly Art Exhibit Policy)

I. Selection and Maintenance

The Park City Library will utilize the services of the Park City Professional Artists Association for the selection and maintenance of works of art to be displayed in the library. The common goal is to emphasize original works of art, in a variety of subjects, style and form, created by artists living in Park City or Summit County. To provide exposure to the maximum number of artists displays will be replaced every four months.

II. Liability

As part of their agreement with the Professional Artists Association, the artists agree to loan their art to the library exhibit at their own risk.

III. Sales

Prices and contact information may be displayed, however, all transactions will be handled by the artist. Library staff may not accept funds for artwork.

**Addendum B
Park City Library
Exhibit Contract**

Name of Exhibitor: _____

Contact Person: _____

Telephone: Home: _____ Work: _____

Address: _____

City _____ State _____ Zip _____

Title of Exhibit: _____

Description of Exhibit: _____

Location in Library for Exhibit: _____

Month of Exhibit: _____

Installation Date: _____ Closing Date: _____

Opening Date: _____ Take Down Date: _____

Equipment Used in Display: Display Panels Glass Top Display Cases Pedestals Hangers

Other: _____

DUE DATE FOR LABEL INFORMATION IS OPENING OF DISPLAY

**DUE DATE FOR PSA/PRESS RELEASE INFORMATION IS TWO WEEKS PRIOR TO
OPENING DATE**

I hereby state that I have read and agree to the Exhibitors Waiver and Exhibit Policies stated in this document.

Signature: _____ **Date:** _____

Addendum C

Park City Library Exhibit Agreement Waiver of Liability

This agreement is made the _____ day of _____, 20____ by and between the Board of Library Trustees of the Park City Library and _____ (Lender).

1. That Lender wished to loan to the Library _____ to be exhibited for a period of _____ days.
2. That the Lender understands that his/her materials are loaned and exhibited at his/her own risk and that neither the Library Director or his/her staff, The Board of Library Trustees, nor Park City Municipal Corporation shall be responsible for theft, vandalism, fire, or other damage to the exhibit.
3. That the Lender will not bring any action against and shall hold the library employees, the Library Director, the Board of Library Trustees and Park City Municipal Corporation, its agents and/or employees, harmless for any damage to the material loaned.

THE BOARD OF LIBRARY TRUSTEES
By the Authority of the Library Director

_____(Lender)

FINES AND OVERDUES POLICY

Purpose: The purpose of this policy is to ensure the proper accountability for library materials as well as to encourage their prompt return.

I. PATRON RESPONSIBILITY

The individual patron, under whose name materials are checked out, is ultimately responsible for the care and on time return of materials. Parents or legal guardians are responsible for the care and on time return of the materials checked out by minors in their care.

II. FINES

Overdue fines are ten (10) cents per item per day up to a maximum of five (5) dollars. Overdue fines for Rapid Readers are one (1) dollar per item per day up to a maximum of ten (10) dollars. There is a three-day grace period following the due date before fines are charged on all items except DVDs, videos, and Rapid Readers.

III. OVERDUES

A. Notification

The library is under no obligation to notify patrons of overdue materials. However, as a courtesy, the library will mail a first notice when materials are two weeks overdue. When materials are four weeks overdue, the library will send a second notice. A final notice is sent out from six to eight weeks after the due date. This notice lists the replacement cost of each item plus a processing fee.

B. Recovery

In the event materials are not returned to the library, the library will apply all available legal means to recover the materials, or, in lieu of the materials, a sum of money deemed adequate to compensate for replacement and processing costs.

The replacement cost of an item shall be based on its original purchase price, or its present replacement price, whichever is greater. In addition, a processing fee which is an aggregate sum reflecting staff time spent in the recovery procedures, time spent reordering and cataloging, and a recognition of the inconvenience to the public while the library's collection is missing overdue

materials, will be charged.

C. Denial or Restriction of Service

Patrons are ineligible to check out materials when \$5 or more in fines have accrued. The library staff has the discretion to waive or reduce fines. The director may set other restrictions or limits on individual patron's use of the library when such patron has exhibited a trend toward negligence or abuse of any of the library's services.

ADOPTED: November 10, 1986

REVISED: March 12, 1990

REVIEWED AND ADOPTED: April 12, 1999

REVIEWED BY COMMITTEE: March 20, 2006

REVISED: Feb 2, 2011

ADOPTED: May 10, 2006

ADOPTED: Feb 9, 2011

GIFTS

I. ACCEPTANCE OF GIFTS

The Park City Public Library encourages and is grateful for gifts of books, periodicals, money and other materials which will enrich its collections. From donated materials, the Library will select for public use those which meet the community's informational, educational, or leisure time needs per the library selection policy and mission statement. The Library may also select items which may be of particular value to the Park City Historical Society or the Park City History Museum. Once a donation is accepted by the Library it becomes the property of the Library, to be used or disposed of as the Library Director and/or the Library Board sees fit.

II. PROCESSING OF GIFTS

A gift may be disposed of if it is (a) a duplicate; (b) outdated and not of sufficient present reference or circulating value to the Library (c) in poor physical condition; (d) not in accordance with Library selection policies. Unwanted gifts may be (a) discarded; (b) offered to other libraries or institutions as a gift or exchange; or (c) sold, and the money used to buy new items.

III. PLACEMENT

The Library reserves the right to shelve gifts with other collections on the same Subject so that all collections are organized and classified according to Library standards.

IV. ACKNOWLEDGEMENT

The donor will be given a receipt at the time of the donation for items received at the Library. Under certain circumstances, such as financial donations and magazine subscription donations, a letter of acknowledgement may be mailed to the donor. Book plates acknowledging donors may be placed in specific titles at the discretion of the Library Director.

V. VALUATION

The appraising of a gift to the Library for tax purposes is the responsibility of the donor. The Library may direct donors to online resources for their own appraisal purposes.

VI. SPECIAL GIFTS

Money, real property and stock will be gratefully accepted if conditions attached are acceptable to the Library Director and the Library Board. Donors are encouraged to consider making their contribution to the Library Foundation.

When the Library receives cash donations for the purchase of memorial books, materials, furnishings or equipment, suggestions may be made by the donor, with the approval of the Library Director or the Library Board in accordance with the Library's material selection policy. The interests of the deceased and wishes of the donor should be considered for appropriate gift selection.

VII. GIFTS OF ARTWORK

The Park City Library does not actively solicit nor collect works of art, even those whose subject is the Miner's Hospital or the Park City Library and Education Center (at one time the Park City High School and the Carl Winters Middle School).

Donation of works of art to the Library are subject to the Library's overall policy relating to gifts. Donated art becomes the property of the Library to be used or disposed of as the Library Director and/or Library Board sees fit. Anyone donating art to the Library should clearly understand that such donation does not guarantee that the work will be hung or displayed anywhere within the Library building.

Acknowledgement by donor:

I have received and read a copy of and understand the Library's policy on gifts of art work.

Signature

Date

Reviewed and Adopted: September 13, 1999

Updated by committee: February 2008

Approved: March 2008

INTERLIBRARY LOAN POLICY

The Park City Library adopts the following policy regarding the administration of interlibrary loan service and patron eligibility for such service. This policy is consistent with national, state and inter-state interlibrary loan policies.

I. DEFINITION AND STATEMENT OF PHILOSOPHY

An interlibrary loan is a transaction in which library material, or a copy of the material is made available by one library to another upon request. Interlibrary loan service is essential to the vitality of libraries of all types and sizes as its basic purpose is to obtain for patrons, library material not available at the local level. Lending between libraries is in the public interest and should be encouraged.

Each library entering into an interlibrary loan transaction is acting in good faith that the tenets of national and state codes will be adhered to by all other libraries.

- A. Park City Library lends materials to other libraries both in-state and out of state.
- B. Park City Library is a BCR code signer and, as a signatory, adheres to all applicable rules.

II. MATERIALS

- A. Park City Library lends adult, young adult and juvenile level materials. The collection is primarily of print materials although audio visual materials may also be loaned . Wherever applicable, photocopies of articles or other print materials will be made and supplied to the requesting library.
- B. At the discretion of the interlibrary loan librarian and reference staff, Park City Library may lend the following types of materials:
 - 1. New books and best sellers: when there are no local reserves pending and when the item's popularity has diminished
 - 2. Seasonal/holiday books: may be lent for up to sixty days before the start of the season, e.g., Christmas books will be lent until October 25.
- C. As a general rule, Park City Library does not lend the following:
 - 1. Reference materials: exceptions may be made on an item by item basis. If the decision is made to lend a reference book, it shall be specified, "for in-library use only."
 - 2. Park City Collection— those items designated with "PCC" in the call number.
 - 3. Microfilm: exception may be made for The Park Record

newspaper, although the library would prefer to send print-outs from the microfilm rather than the actual reel of film. Users are encouraged to access back issues of the Park Record on-line.

4. Periodicals: photocopies of designated articles will be supplied.
5. Oversized books: those books which, because of their size, value or unique subject coverage, are awkward or inappropriate for mailing. Exceptions may be made on an item by item basis. If the decision is made to lend an oversized book, it may be specified for "in-library use only."

D. Exceptions to all the above rules may be made by the Library Director.

III. CIRCULATION OF INTERLIBRARY LOANS

- A. Park City Library accepts requests for interlibrary loan materials on line via OCLC, by telephone from another library staff member, and by mail, through use of the official ALA interlibrary loan request form.
- B. Park City Library does not charge for any of its outgoing transactions. The borrowing library, however, must pay for the return postage.
- C. Park City Library lends materials to other libraries both in-state and out of state.
- D. Park City Library's loan period extends for a total of 45 days, which is intended to allow for mailing time (both ways) and adequate time for patron use.
- E. Renewals are possible providing there are no requests pending at the local level. Items may be renewed for up to thirty days with a maximum of one renewal.

IV. PATRON ELIGIBILITY

Any person registered with the Park City Library is eligible to request interlibrary loan service. The patron must be in good standing with the library, that is, not have overdue materials or unpaid fines. Further, the patron must abide by the particular guidelines for Park City Library's interlibrary loan service.

V. FEES

The Library Board may levy charges to help offset the cost of mailing, handling and processing interlibrary loan transactions. Charges are due at the time an Interlibrary loan is picked up at the circulation desk. If not paid, the charge will be added to the patron's fines record. Fees charged by the lending institution for items, which are damaged or lost, while checked out to a patron, will become that patron's responsibility to repay.

Revised: December 2006

Adopted: January 8, 2007

INTERNET AND ELECTRONIC RESOURCES USE POLICY

I. LIBRARY POSITION

It is the intent of the Park City Library to provide equal access to electronic information and resources which meet the recreational, educational and general information needs of our diverse population. These resources include but are not limited to the internet. Electronic information resources allow the Library to enhance collections and services by providing access to information and educational materials worldwide.

The Park City Library staff will develop electronic information resources that are consistent with the ethics, principles and goals stated in the Library's Materials Selection Policy. Electronic information resources are subject to the same quality standards, evaluation and materials selection policies as all other Library materials.

II. GENERAL POLICY SCOPE

The Park City Library electronic resources use policy applies specifically to computers and networks under direct Library supervision. Employees of the Library will also be subject to computer, Internet and E-mail use policies outlined in the City's Personnel Policy and Procedures Manual.

At all times, Library staff and public users are expected to observe common rules of network etiquette or good manners online, known as "netiquette."

The Library will provide access to the Internet via an Internet Service Provider (ISP)

III. SECURITY RESPONSIBILITIES

The Park City Library will utilize appropriate technology to protect the physical integrity of computer hardware, software and databases in the Library. These actions can only provide resistance to disruption and are in no way considered as insurance against loss of data or damage to equipment.

The Park City Library does not provide data storage on the terminals available to Library patrons but information may be saved on removable storage devices. Patrons who attempt to store or load unauthorized software on the library network or hard drives are at risk of losing their access to the Library's electronic resources.

IV. INDIVIDUAL SECURITY Since electronic and network security measures do not guarantee individual privacy and confidentiality, individuals must accept responsibility for the integrity of their interactions on electronic networks.

Library staff is responsible for using prescribed data backup and storage procedures. Library staff with password access to electronic networks is responsible for maintaining the security of their passwords.

V. ACCEPTABLE USE STATEMENT

A. LEGAL USE

Library computers and networks may only be used for legal purposes. The Library considers legal violations as just causes for taking disciplinary actions, including termination of Internet or Library privileges or any other legal remedy.

Examples of illegal use that could lead to legal actions include, but are not limited to, the following:

- Violations of existing obscenity and pornography laws: Utah Code 76-5a-2, Utah Code 76-10-1201, 20 U.S.C. Sec. 9101
- Harassment of other users
- Violations of computer system security
- Violations of existing laws pertaining to access to and participation in on-line gambling sites
- Unauthorized use of computer accounts access codes, or network identification numbers
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected material
- Violation of network usage policies and regulations
- Violation of software license agreements
- Destruction of or damage to equipment, software, or data belonging to the Library or other users
- Libeling or slandering other users

B. COMPUTER ETIQUETTE

Computers and networks should be used in accordance with the ethical standards of the Park City Library. The Library considers unethical use to be just cause for taking disciplinary actions, including termination of Internet or Library privileges or any other legal remedy.

Examples of unethical use that could lead to disciplinary actions include, but are not limited to:

Violation of time limits; Violation of another user's privacy; Signing in under someone else's name; Disrupting another user; Repeatedly freezing an Internet terminal.

C. ONLINE ACCESS POLICY

The Park City Library's Online Access Policy prohibits access by minors to Internet or online sites that contain obscene material, child pornography and/or materials harmful to minors. Minors are individuals under the age of 18. This policy was established to meet the requirements of Utah Code Section 9-7-213, 9-7-215 and 9-7-216 for the purpose of preserving the library's eligibility to receive any and all state funding for which it qualifies. In furtherance of this policy, the Library has installed technology protection devices (filters) designed to meet the requirements of the Utah Code as cited above, on all publicly accessible computers. Additionally, in order to meet the requirements of the Federal Children's Internet Protection Act for the purpose of preserving the Library's eligibility for any and all federal funding for which it qualifies the Library has installed technology protection devices (filters) on all staff-only-accessible computers.

Disabling Provision: In compliance with Utah Code 9-7-215(4) any adult (18 years of age or older) patron may request that the technology protection device (filter) be disabled at any time and for any period of time during which the patron is using the computer. Such request can be made to any library staff. All library staff has the authority to disable technology protection devices (filters).

The Online Access Policy is enforced by Library staff as follows:

- I. Internet users are required to sign in using the electronic reservation system.
- II. Users must read and accept the Park City Library Online Access Policy Agreement before being allowed to access the Internet. Users not accepting the Online Access Policy terms will be denied access to the Internet.
- III. The Online Access Policy is enforced on a complaint basis as well as by monitoring by Library staff. Any verified subsequent report or observed violation of the Online Access Policy will result in immediate termination of that user's Internet privileges.
- IV. Administrative procedures and guidelines for staff to follow in enforcing the Online Access Policy have been established and are available at the Circulation/Reference Desk.

Complaint forms concerning the Online Access Policy or its enforcement are available at the Circulation/Reference Desk. All complaints are forwarded to and given consideration by the Library Director.

V. DISCLAIMER

A. CONTROVERSIAL MATERIALS

Electronic information resources provide a wealth of education, recreation, and outreach opportunities for the community. However, some information accessed through these resources may be objectionable, offensive, misleading, or illegal.

The Library has installed filtering software to block pornography but cannot guarantee that software will block 100% of such materials. The library cannot censor access to materials nor protect users from all information which they may find offensive.

B. ACCESS FOR MINORS

As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. The Library encourages parents to learn and explore the Internet with their children and to supervise their use.

C. AVAILABILITY AND VALIDITY

Park City Library staff cannot control the availability of information links to external networks. The Library also has no means of verifying the accuracy, content, or currency of information accessed from computer networks.

D. DAMAGES/RISK

The Park City Library assumes no responsibility for any damages, direct or indirect, arising from use of its terminals or from its connections to external networks. Users use the equipment and network connections at their own risk.

VI. PRINTING CHARGES

The Library charges for printing from electronic resources.

VII. TIME LIMITS and OTHER RESTRICTIONS

The Library enforces time limits when others are waiting. The use of the computer in the Children's room is restricted to persons under 18 years of age, or to parents or guardians using the computer with their children.

VIII: WIRELESS ACCESS POLICY

The Library offers free filtered Internet access points or "hot spots" for library users with appropriately equipped wireless devices during library business hours. Users agree to abide by the Library's On-line Access Policy when accessing the wireless network. All liability and risk lies with the user. The Library staff will provide written instructions for getting started but not technical assistance and troubleshooting. No other technical assistance is available.

Reviewed and Revised: January 29, 2010

Adopted: May 7, 2010

INTERNET ACCEPTABLE USE STATEMENT POLICY

- Use of the Library's Internet Terminals is limited to posted times, when others are waiting. Users must sign in electronically to use the Internet Terminals.
- The Park City Library staff cannot control the availability of information links to external networks. The Library also has no means of verifying the accuracy, content, or currency of information accessed via the Internet. Patrons use the Internet at their own risk.
- Library Internet connections are public domain. Information searches and correspondence on the Library terminals may be subject to monitoring by network administrators or by unscrupulous users.
- The Library encourages parents to learn and explore the Internet with their children. Supervision of a child's access to the Internet is the responsibility of the parent/legal guardian.

The following actions are prohibited on library computers:

- Viewing pornography or obscene material.
- Installing programs, uploading/downloading software or information from personal computer discs, CD-ROMs or the Internet at Library workstations.
- Damaging the library's computers, attempting to access internal networks or change software/hardware settings.

Failure to comply with these policies may result in the loss of Internet privileges in addition to any appropriate legal action including criminal prosecution.

INTERNET POLICY FOR CHILDREN'S COMPUTER

The Park City Library provides access to a broad range of information resources for children, including those on the Internet. The Park City Library is especially concerned with children's use of the Internet. Although our policy specifically forbids the viewing of pornography and obscenity by anyone, we intend to make an additional effort to enforce this policy with children using the Internet in the children's room.

The Park City Library:

- Will provide access to the Internet for children up to age 12 in the children's room as part of our mission "...to provide information in a variety of formats that educates, inspires and entertains."
- Will assist young patrons in using the Internet to the extent that time will allow.
- Will use filtering software on the children's computer to limit access to certain sites, in an effort to make Internet content accessed at the Library match as closely as possible the types of materials selected for the Library's juvenile collection. The Cybersitter software that is installed restricts access by all patrons to Internet sites that contain potentially obscene material.
- Cannot guarantee that its filtering software will be totally effective.
- Cannot be responsible for the availability or accuracy of information accessible via the Internet. The Internet is an unregulated medium, with access points and content which change rapidly and unpredictably.
- Cannot guarantee the security of any personal information transmitted via the Internet using the Library's connection.
- Will not accept responsibility for the use of the Internet by children and young people. Responsibility for the use of all library materials, including Internet resources, rests with young people's parents or legal guardians.

Parents are encouraged to work closely with and supervise their children to ensure that children's use of Internet resources is consistent with their family's values.

Adopted: February 10, 2003

MATERIALS SELECTION POLICY

I. INTRODUCTION

The purpose of the Park City Library Materials Selection Policy is to guide librarians and to inform the public about principles upon which selections are made. The policy reflects the library's mission of providing materials to meet the needs of a diverse community.

Definitions: 1. Materials may be any information resource regardless of physical format. 2. Selection refers to the decisions to acquire new materials or to retain materials already in the Library's collection. Selection does not refer to guidance in assisting a library user.

II COMMUNITY

Park City is a growing resort community with a solid base of year-round residents in addition to a seasonally fluctuating visitor population. Park City's residents and visitors tend to place similar demands on the Library's resources. This generally well traveled and educated community has high expectations concerning the availability of reading and information services at the Park City Library. Library users expect urban-level service with a small town atmosphere. Park City has experienced a large increase in the number of Spanish-speaking residents and will also serve their needs for educational and recreational services.

III. ACQUISITIONS FUNDING

Library acquisitions are budgeted as part of the Library's normal operating expenses. The Library is funded by general revenues derived from municipal property taxes.

Contributions from the Friends of the Library, donations from patrons, and grants provide additional sources for materials acquisition.

IV. RESPONSIBILITIES FOR SELECTION

The final authority for the determination of policy to guide the selection and acquisition of library materials is vested in the Library Board of Directors. The Board operates under Title 9 of the Laws of Utah and under Title 2-4-18 of the Park City Municipal Code.

The Board delegates to the Library Director authority to interpret and guide the application of policy in making selections. The Library Director authorizes assigned staff to apply this selection policy in collection development.

V. CRITERIA FOR SELECTION

There are no selection rules that can be universally applied to all libraries. Criteria do exist however, that will provide a means for evaluating titles on a case by case basis in relationship to an individual library's mission. Using these criteria should result in balanced and consistent collections that meet patron expectations within existing library budgets. Therefore, each selection is made within the context of one or more of the following:

- Relevance to present users and potential to meet future needs.
- Authority and competency of the author.
- Clarity and accuracy of the presentation.
- Relationship to existing collection.
- Favorable comparison to other materials on the subject.
- Comprehensiveness.
- Importance as a record of the times for present and future use.
- Reputation of Publisher.
- Recommendation in a recognized bibliography, index or review source.
- Currency and timeliness for topics where up-to-date information is essential.
- Suitability and quality of format.

General selection criteria considered for print and non-print materials apply to electronic formats as well. In addition, the following criteria are considered:

- Compatibility with hardware and equipment
- Ease of use and searching capabilities
- Frequency of updating
- Remote capability
- Authority
- Design
- Print vs. electronic pricing and availability

Inclusion of any title in the Library's collection does not represent or constitute endorsement by the Library of the opinions, points of view, or ideas presented in the material.

Interlibrary Loan service is recommended for patrons requiring materials beyond the scope of the Park City Library's collections or electronic document delivery capabilities.

VI. MAINTAINING THE COLLECTION

The library staff maintains the integrity of the collection by actively withdrawing and discarding materials that are no longer useful, e.g. outdated, no longer in demand, etc.

Every effort is made to repair or replace essential materials that are lost, damaged, or worn out.

VII. USE OF THE MATERIALS

The Library exists for its patrons. The Library recognizes that its patrons are individuals. Each patron possesses distinct interests, need, and wants. The Library's patrons also have different capacities for reading, learning, and enjoyment. With this in mind, the Library does not control the use of library materials based on differences between patrons.

In addition:

- Library materials will not be marked or identified to show approval or disapproval of the contents.
- Library materials will not be sequestered except for the express purpose of protecting them from injury or theft.
- Responsibility for the use of materials by minors rests with their parents or legal guardians.
- Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

VIII. GIFTS

Gifts are welcomed and are processed in accordance with the Library's policy for gifts and donations. The Library reserves the right to evaluate and dispose of gift items in accordance with the criteria applied to purchased materials.

IX. RECONSIDERATION

Individuals with concerns about materials may file a written objection, using the library's reconsideration form. The Library Director or designee will review the request and respond in a timely manner. If the results of the reconsideration are unsatisfactory, the individual(s) may appeal the decision to the Library Board of Trustees.

X. COLLECTION DEVELOPMENT BY FORMAT

The principles of the materials selection policy are put to practical use through the proactive process of collection development. Working within the principles of this policy, the Library will be able to successfully balance patron demand, cost effectiveness, and the responsibilities of a public library toward its community. Both print and non-print sources will be added to the collection recognizing the effectiveness of different formats to present information, ideas, and enjoyment to meet the varying needs and interests of our patrons.

A. BOOK COLLECTION - ADULT SERVICES

The book collection is divided into two general categories: 1. Fiction. 2. Nonfiction.

1. Fiction

Scope: A core collection of the best written books in the English language including contemporary fiction, literary classics, plays, short stories, experimental writing, and poetry will be selected. Community reading habits will be taken into consideration in acquiring titles.

Special Criteria: Best Seller titles, popular novels, and genre fiction will be purchased and kept for the duration of their popularity. Foreign language works will be collected in their English translations. Books in series will be collected on a case by case basis.

2. Non-Fiction

Scope: The Library will provide both a circulating and a non-circulating reference collection that will meet general information needs. The Library will attempt to collect all subject areas encompassed within the Dewey Decimal Classification System. Subject coverage may be expanded in breadth and depth to meet community interests and demand. Computer resources will be used to augment and enhance the non-fiction print collection.

Special Criteria: Reference works, in particular, must be accurate and reliable. The circulating non-fiction collection will be selected for its ability to address different kinds of information, from purely recreational to instructional or historical data. The library does not attempt to provide comprehensive professional or research level coverage in any subject area. Textbooks may be collected in select circumstances, but, generally not as direct support of community school curriculum. Materials relating to controversial issues are selected to represent a range of perceptions and opinions.

B. BOOK COLLECTION - YOUTH SERVICES

Purpose: The Park City Library's objective in selecting materials for children is to make available a wide and well-balanced collection that meets the informational, recreational, and cultural needs of children from infancy through high school.

Youth Services consists of two divisions: 1. Children's Services. 2. Young Adult

Services.

1. Childrens' Services

Scope: The childrens' services collection is developed to serve the needs of young people from infancy through approximately age 12. The collection encompasses picture books, fiction, non-fiction and audio-visual materials. The Library buys materials that generally support the school curriculum as long as these materials are also popular in nature, meet quality requirements and are informational for the general public.

Special Criteria: The anticipated reader's age and reading ability will be taken into account when evaluating vocabulary. Books are purchased primarily in hardback with library bindings, whenever possible. Consideration is given to use of quality paper, sturdy bindings, and legible print.

The following criteria are established for specific types of books within the children's collection:

a. Picture Books: This collection is divided into two categories:

Easy Books are selected for children from preschool through elementary school ages; the work must be appropriate in terms of language, illustrations and style for this age range. Visual elements, including design, organization and medium used are critical in evaluating books for this age.

Easy books are also separated into Holiday and Concept books. Holiday books include all fictional stories involving Holidays. Concept books include books presenting the concepts of colors, counting, opposites, size, shapes and alphabets.

Easy Read serves beginning readers. Books are in a format with controlled or limited vocabulary. Holiday stories in the Easy Read section will be located in the Holiday book section.

b. Juvenile Fiction Books: Titles are selected for children in the primary grades through sixth grade. Books in this area will be evaluated on the basis of literary merit, quality of writing, appropriateness in terms of language and theme.

c. Juvenile Nonfiction Books: Titles must be accurate, informative, up-to-date, and selected in as wide a range of reading levels as

possible.

- d. Newbery and Caldecott Award Books: The Library will maintain and regularly update a special collection of books that have received these awards for best story and best illustration. They will be separated from the regular collection for ease of access.

2. Young Adult Services

Scope: This collection addresses the recreational and informational needs of readers from grades six through twelve.

- a. Young Adult Fiction: The Library's young adult collection consists primarily of works of fiction where the plot, characters, and theme have immediate and specific interest to teens.
- b. Young Adult Non-Fiction: The Library maintains a limited collection of young adult non-fiction. The non-fiction needs of teens will also be served by the childrens' and adult non-fiction collections.

C. GRAPHIC NOVELS

Purpose: The Park City Library's objective in selecting materials for the Graphic Novel Collection is to make available a wide and well-balanced collection that meets the informational, recreational, and cultural needs of the community.

Scope: This collection addresses the needs of visual readers.

Special Criteria: The Library makes an attempt to collect a variety of graphic novel series.

D. AUDIOVISUAL COLLECTION - ADULT AND YOUTH SERVICES

Purpose: The Park City Library audiovisual collection supplements and supports the recreation, information, and education objectives of the library collection. Development of this collection is based on the same criteria of quality, accuracy, reliability, and need as expressed in Section IV Criteria for Selection. Audiovisual materials refer to non-print formats consisting of electronically accessible sound, text, or graphic information.

Scope: The audiovisual collection will be developed in subject areas that will enhance and compliment materials already in the collection. Generally, the Library will not select materials that are designed specifically for classroom

instruction, nor will the Library acquire materials which are designed as advertising. Audiovisual materials are selected for all age groups. Purchases will usually be limited to single copies. The Park City Library's audiovisual collection currently consists of Audio Books on CDs, cassettes and MP3-CDs, downloadable books and movies, DVDs, Videotapes, classical music on CDs, puzzles and multi format kits.

Special Criteria: Unless audiovisual materials are specifically purchased with public performance rights, it will be assumed that all purchases are for home use only. Selection of audiovisual materials requires anticipating future changes in media technologies. The selection process will try to convert to new media formats as they become widely accepted in the marketplace. The continued production of a particular audiovisual format or the availability of playback equipment often defines or limits the direction of audiovisual collection development.

The following special criteria are established for selection of specific audiovisual formats.

1. Audio Books on CD and cassette: The Library will develop a collection of both unabridged and abridged versions. Priority will be given to unabridged versions. The Audio Book collection will consist of a mix of popular fiction, non-fiction, and classical works.
2. DVDs and Videotapes: Titles in the Adult Services collection will supplement fiction and non-fiction materials. The selection of items will be based upon their value to inform, entertain, or present works of literature. Entertainment videos will have received critical acclaim. Titles in the Youth Services collection are selected to educate, inform and entertain.
3. Multi-Format Kits: Kits in the Adult and Youth Services collections consist of multi-format items such as books, CDs, cassette tapes and DVDs. Kits are selected to enhance the collection and to meet community needs.

E. LARGE PRINT COLLECTION

Purpose: The Park City Library's objective in selecting large print materials is to make available a wide and well-balanced collection that meets the informational, recreational, and cultural needs of the community.

The Large Print book collection is divided into two general categories: 1. Fiction.
2. Nonfiction.

Note: Hardback and paperback editions will be added in both categories.

1. Fiction

Scope: A variety of fiction will be collected based on community reading habits.

Special Criteria: This collection is limited to titles available from publishers.

2. Non-Fiction

Scope: A variety of fiction will be collected based on community reading habits.

Special Criteria: This collection is limited to titles available from publishers.

F. SPANISH COLLECTION

Purpose: The Park City Library's objective in selecting materials in Spanish is to make available a well-balanced collection that meets the educational, recreational, and cultural needs of both the Spanish and English speaking communities. The selection policy for the Spanish Collection follows the same guidelines as found in the Adult, Youth Services, Audiovisual, newspaper and periodicals collection policies.

Scope: The Spanish Collection is developed to serve the needs of both the Spanish and English speaking communities. The collection encompasses adult, young adult and children's books and audio-visual materials. The collection includes translations, bi-lingual titles, and imported Spanish titles.

Special Criteria: This collection includes ESL materials for patrons learning English.

G. PARK CITY COLLECTION

Purpose: The Park City Library maintains and develops a local history collection emphasizing the areas of Park City, Summit County, and Utah. This special collection is housed in the Park City Room.

Scope: A collection of the back issues of the Park Record is maintained. A microfiche collection of Park City Planning Commission records, historic cemetery records, local government documents, and studies relating to

contemporary issues in Park City are also available. The Library collects commercially published materials dealing specifically with Park City and Summit County. Selected titles relating to the State of Utah comprise the remainder of the collection.

Special Criteria: The Park City Library is not a designated depository for Federal, State or City documents. The Library does not process and preserve materials outside the limits of its facilities, including photographs, maps, manuscripts, ephemera, rare books, or private collections.

Olympics Special Collection: The Park City Library has established a policy, described in Appendix F, regarding the collection of Olympic-related materials.

H. MAPS

Purpose: In addition to general reference maps, the Park City Library selects maps that support specific outdoor activities. These maps are intended to be used in the field as basic location and navigation guides.

Scope: The Park City Library's map collection consists of trail and topographic maps for the state of Utah and surrounding recreation destinations.

Special Criteria: The library makes every effort to purchase reliable and accurate maps based upon the reputation of the publisher. Maps published by the United States Geological Survey are used as the standard for comparing all other map selections.

I. NEWSPAPERS AND PERIODICALS

Purpose: The Park City Library selects newspapers and periodicals that bring currency to the Library's collections.

Scope: Limited funds, display, and storage space require the Library to be highly selective in the titles it acquires. Current issues are accessible for all subscriptions. Back issues of certain magazine titles and newspapers are kept for a limited amount of time. All back issues of Park City newspapers and magazines are retained.

Periodicals and Newspapers that satisfy general reading interests and basic research levels make up the majority of the collection. Subject areas with high local interest are more comprehensively developed. The Library also provides index access to unlimited newspaper and periodical information via electronic database and delivery services. Periodical titles for children and young adults are

selected using the above criteria.

Special Criteria: Newspapers and periodicals must be available on a regular basis. Titles with less interest will be replaced by more popular titles based upon patron input.

J. TEMPORARY MATERIALS

Purpose: Current and community events materials and government forms, will be collected and maintained to supplement the permanent collections in the Park City Library. These materials are usually not represented in the Library's catalog.

Scope: Temporary materials include, Friends of the Library sale items, works of art, State and Federal Income Tax forms, and a regularly updated community non-profit event and information bulletin board.

Special Criteria: Temporary materials must serve the needs of the Park City Library's patrons. Materials submitted to, but not owned by the Library are subject to all conditions of the materials selection policy.

XI. FREEDOMS

To strengthen the selection process and provide an objective basis for evaluation of the process, the Park City Library includes the following statements as part of its materials selection policy: 1. The Library Bill of Rights; 2. Freedom to Read; 3. Freedom to View or Access; 4. Free Access to Libraries for Minors, (See Appendix E). The Park City Library aligns itself with these statements as suggested and approved by the Council of the American Library Association.

This policy shall be reviewed or revised as times and circumstances require by the Library Board of Directors and the Library's professional staff. A copy is available for public review at all times.

ADOPTED: March 13, 1995 and May 8, 1995 by the Park City Library Board.

Updated by Committee June 2007. **Approved by Library Board June 11, 2007.**

Updated by Committee October 2010. **Approved by Library Board November 10, 2010.**

APPENDIX

- A. RECONSIDERATION FORMS
- B. THE LIBRARY BILL OF RIGHTS
- C. FREEDOM TO READ STATEMENT
- D. FREEDOM TO VIEW OR ACCESS STATEMENT
- E. FREE ACCESS TO LIBRARIES FOR MINORS STATEMENT

MEETING ROOM POLICY

I. Public Meeting Rooms

The Park City Library offers two rooms, the Conference Room and Roger Harlan Meeting Room, as resources which may be used by local non-profit groups

Use of Library meeting rooms does not constitute Library endorsement of the viewpoints or activities expressed by the participants. No advertisement or announcement implying such endorsement shall be permitted, nor shall any group using the Library's meeting rooms use the Library as their official address. Storage of goods by groups using the meeting rooms will not be allowed. In accordance with the Utah Clean Air Act no smoking is allowed in the meeting room.

Use is limited to those activities which will not interfere with the operation of the Library, pose a noise or safety hazard, or constitute a security risk.

II. Eligibility

First use of the two meeting rooms will be reserved for Library activities, such as Library Board meetings, staff and Friends of the Library meetings and Library programs. After the Library's needs have been addressed, the priority is as follows:

1. Park City Municipal Corporation meetings or events
2. Local community non-profit meetings or programs
3. Local private non-profit groups such as homeowner's association meetings

These meeting rooms will not be available to commercial enterprises (organizations that promote or cause the sale of property or services for monetary gain) or for purely social functions (birthday parties, receptions, etc). Groups or individuals using these meeting rooms may not do anything which would jeopardize the Library and Education Center's Conditional Use Permit (The Library and Education Center CUP is included as an appendix to this policy.) Admission may not be charged for any event or activity held in these rooms. Due to staffing limitations, there will be no meetings scheduled in either *the* Roger Harlan Meeting Room or the Conference Room on Sundays, other than Library related activities.

III. Limitations

A. Reservations

Use of the Library's meeting rooms shall be limited to twice a month for non-profit groups *during the Library's open hours*. There will be no charge for meetings limited to four hours or less, with meetings over four hours subject to the fee structure described below:

	Up to 4 hours	4-8 hours	8+ hours
Conference Room	Free	25.00	50.00
Roger Harlan Meeting Room (109)	Free	35.00	70.00

Checks should be written to the Park City Library.

Reservations will be taken no more than 60 days in advance of the proposed meeting or program. Initial reservations may be made over the telephone, but all groups wishing to confirm a reservation must fill out a reservation form at the Library circulation desk. This form will include time and date of the meeting or event, the full name of a contact person with local phone number, and a brief description of the activity.

B. Food & Clean-up

Food will be allowed in the Conference Room or in the Roger Harlan Meeting Room with a \$50 cleaning deposit. Alcoholic beverages may not be served due to City regulations on the use of municipal buildings. All groups must clean up after their meeting or event, and the cleaning deposit will be returned after a staff member has checked the room for damage or debris. *Meeting rooms must be vacated fifteen minutes before the library closes.*

C. Capacity

The capacity of the meeting rooms is as follows: the Conference Room can host up to 15 participants, while the Roger Harlan Meeting Room is limited to 37 persons attending any meeting or event. These restrictions have been set by the Fire Department as the occupancy limit for the rooms.

IV. Damages and Liability

The Library will assume no liability for loss or damage to any equipment owned or rented by an individual or group using its meeting rooms. Such individuals or groups will be held responsible for any damage to the Library building or property caused by anyone attending the meetings or events organized by said individuals or groups.

V. Denial of Meeting Room Privileges

Failure to abide by the policies stated above may result in cancellation of or refusal of future reservations for the Library's meeting rooms.

VI. Exceptions to this policy may be made at the discretion of the Library Director. The Director shall report such exceptions to the Board at their regularly scheduled meetings.

Revised by subcommittee: March 1, 2007 Reviewed by PCMC Legal Department: March 26, 2007 Approved: April 9, 2007
Approved: April 9, 2010; Approved 10/10/2012

PATRON BEHAVIOR POLICY

Policy Statement

The Patron Behavior Policy exists to support the Park City Library's mission of providing excellent customer service and a welcoming environment. In order that all library users and staff will have a pleasant library experience, customers are expected to respect the rights of others and to adhere to the following behaviors. This policy applies to children and adults.

Regulations

1. Show courtesy and respect to other customers by using voice, behavior, and personal hygiene that will not disturb others. Examples of disturbing behaviors include but are not limited to loud talking, running, shouting, and sleeping in the library.
2. Show courtesy and respect to staff by complying with requests from staff. Abusive or harassing behavior towards staff may result in revocation of library privileges or access.
3. Turn cell phones off while in the library. Any calls made or received must be taken outside.
4. Treat library materials, equipment, furniture, and facilities in a safe and appropriate manner.

To protect the safety of all library users and staff, use of the following items are not permitted in the library:

- 4.1 Skateboards, scooters, rollerblades and similar equipment are not allowed inside the library.
- 4.2 Bicycles, skis, and snowboards must be left outside in the racks provided.
- 4.3 Only motorized vehicles that provide mobility assistance are allowed in the library.
5. Obey all federal, state, city, and county laws and ordinances including, but not limited to, The Utah Indoor Clean Air Act which prohibits smoking in public buildings (UCA 26-38-1).
6. Parents are responsible for their children's safety and behavior within the library.
 - 6.1 Unsupervised children may be reported to appropriate authorities by library staff.

6.2 At no time will a staff member take an unsupervised child out of the building or escort a child home.

6.3 Library staff cannot assume responsibility for a child's safety or behavior when the child is unattended.

7. Patrons may not bring dogs into the library except for dogs kept in a carrying device, service dog, Intermountain Therapy Animals and designated library dogs. *See Dog Policy
8. Food or beverages are not allowed inside the library, with the exception of water in secure containers and coffee provided from the cart on the second floor.
9. Customers who interfere with the rights of other library users or staff, or who vandalize or steal library materials or property, may be subject to one or more of the following consequences:
 - 9.1 Revocation of access to library services for a specified period of time
 - 9.2 Expulsion from the library for a specified period of time
 - 9.3 Notification of the appropriate law enforcement agency, which may result in arrest and prosecution
 - 9.4 Liability for damages to public property or injuries to library staff
10. Library staff reserve the right to search customer backpacks or bags when deemed warranted.

Appeal Process

Any person who is expelled from the library for twenty-four (24) hours or longer or whose access to library services is revoked under this policy may appeal these actions directly to the Library Director. An additional appeal may be made to the Library Board.

Adopted: January 2012

PATRON ELIGIBILITY

- I Resident
Citizens residing or owning property within the Park City limits. Residents are eligible for free library service.

- II. Non-Resident
Any person residing outside of Park City boundaries and not owning Park City property is considered a non-resident. An annual fee of \$40.00 per household is required for non-residents to register and borrow materials from Park City Library.

- III. City Limits Visitor
Any person residing within Park City boundaries, but visiting or staying in town for a limited time, is considered a City Limits Visitor. Visitor status may range from overnight up to six months. No fee is required to obtain this card. Timeshare owners are City Limits Visitors. The check-out limit on this card is ten items. This card is good for six months and may not be renewed.

- IV. Non-City Limits Visitor
Any person visiting or temporarily residing outside of the Park City boundaries is considered to be a Non-City Limits Visitor. Visitor status may range from overnight up to six months. A \$20.00 fee is required for a six-month Non-City Limits Visitor card. The check-out limit on this card is ten items. This card is good for six months and may not be renewed.

- V. Roommates
Adults, over 18 years old, unrelated by blood or marriage, sharing the same residence, must apply individually for a library card. It is necessary to verify residency within the city limits for each applicant. Such verification may be provided by one principal roommate, usually the one in whose name bills and receipts are issued. The principal roommate may list his/her other roommates as members of the immediate household. However, each roommate must apply for a card individually before being eligible to check out materials.

- VI. Transfer of Use of Library Card
Library card use is not transferable from the principal registrant to others outside of the immediate household. However, with the approval of the library, when special needs arise cardholders may authorize others to use their card. These exceptions may include but are not limited to:
 - A. Visiting friends or relatives

Cardholders may allow such individuals to use their card by notifying the library, either verbally or in writing. The expected length of the visit should also be noted.

B. Nannies or live-in help

Cardholders may elect to add these individuals to their family card as other family members and indicate the expected term of employment.

VII. Responsibility for Library Materials

In all cases, the patron in whose name a library card is issued assumes responsibility for care and return of all library materials checked out on his/her card.

VIII. Denial of Services

The use of the library and its services may be denied for due cause. Such cause may include but is not limited to:

- Failure to return books or pay fines
- Destruction of library property
- Disruptive behavior
- Objectionable conduct on the premises
- Accessing of materials on computer prohibited by the library internet policy

Revised by Policy Update Committee: Dec. 20, 2006

Adopted: January 8, 2007

Revised and Adopted: November 7, 2008

Revised: July 2010

Adopted: August 11, 2010

STUDY ROOM POLICY

I. Public Study Rooms

The Park City Library offers eight study rooms for use to the public. Use of these rooms is limited to those activities which will not interfere with the operation of the Library, pose a noise or safety hazard, or constitute a security risk.

II. Eligibility

Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the study rooms. Individuals in grades lower than sixth grade are required to be accompanied by an adult. For-profit use is permitted under limited circumstances consistent with the Library's Objective to provide a suitable learning environment for research, study, and reading. One example of an approved for-profit use is a paid tutor. The study rooms are available on a first-come first-served basis.

III Guidelines

The study rooms are available in two hour increments per day. The maximum occupancy per study room is five people. Individuals or groups wishing to use the study rooms are required to sign in at the circulation desk. *Food is not* allowed in the study rooms.

IV. Damages and Liability

The Library will assume no liability for loss or damage to any equipment owned or rented by an individual or group using its study rooms. Such individuals or groups will be held responsible for any damage to the Library building or property.

V. Denial of Study Room Privileges

Failure to abide by the policies stated above may result in refusal of future use of the Library's study rooms.

Revised by Subcommittee March 2007

Approved April 9, 2007

THEFT OR DEFACEMENT OF LIBRARY MATERIALS POLICY

Purpose:

The purpose of the policy is to protect library property and to describe actions the library may take against those suspected of defacement or theft of library materials, equipment, or facilities.

All library materials must be properly checked out to an eligible borrower before they can be removed from the library.

Theft or destruction of library materials is a crime pursuant to Utah State Law (*U.C.A. § 76-6-801*)

It is considered library theft if a person:

1. Intentionally removes or attempts to remove any library materials from the premises of a library facility without authority; or
2. Intentionally removes or attempts to remove library labels or security tags; or
3. Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or
4. Fails to return any library materials which have been lent to said person by the library facility, within thirty (30) days after demand has been made for the return of the library materials; or
5. Fails to pay the replacement value of the materials within thirty (30) days, after being notified, if the materials are lost or destroyed.

Borrowers may be detained and items inspected if a library security system alarm sounds or if a library employee suspects a person of intentionally stealing or defacing library materials or property.

If unauthorized materials are found on a person who is suspected of committing library theft the appropriate authorities will be contacted.

These actions may result in criminal action, loss of library privileges and may also require making restitution. Violations of this policy may be subject to civil action damages up to three times the amount of actual damages, and for costs of the suit and reasonable attorneys' fees.

APPENDIX

U.C.A. § 76-6-801. Acts constituting library theft.

A person is guilty of the crime of library theft when he willfully, for the purpose of converting to personal use, and depriving the owner, conceals on his person or among his belongings library materials while on the premises of the library or willfully and without authority removes library materials from the library building with the intention of converting them to his own use.

U.C.A. § 76-6-802. Presumption of intent.

A person who willfully conceals library materials on his person or among his belongings while on the premises of the library or in its immediate vicinity is prima facie presumed to have concealed library materials with the intention of converting them to his own use. If library materials are found concealed upon his person or among his belongings, or electronic security devices are activated by the person's presence, it is prima facie evidence of willful concealment.

U.C.A. § 76-6-803. Mutilation or damaging of library material as library theft.

A person is guilty of the crime of library theft when he intentionally or recklessly writes upon, injures, defaces, tears, cuts, mutilates, destroys, or otherwise damages library materials.

U.C.A. § 76-6-803.30. Failure to return library material as library theft -- Notice -- Failure to pay replacement value -- Written notice.

(1) A person is guilty of library theft when, having possession or having been in possession of library materials, he:

- (a) fails to return the materials within 30 days after receiving written notice demanding return of the materials; or
- (b) if the materials are lost or destroyed, fails to pay the replacement value of the materials within 30 days after being notified.

(2) Written notice is considered received upon the sworn affidavit of the person delivering the notice with a statement as to the date, place, and manner of delivery, or upon proof that the notice was mailed postage prepaid, via the United States Postal Service, to the current address listed for the person in the library records.

U.C.A. § 76-6-803.60. Detention of theft suspect by library employee -- Purposes.

(1) Any employee of the library who has probable cause to believe that a person has committed library theft may detain the person, on or off the premises of a library, in a reasonable manner and for a reasonable length of time for all or any of the following purposes:

- (a) to make reasonable inquiry as to whether the person has in his possession concealed library materials;
- (b) to request identification;
- (c) to verify identification;
- (d) to make a reasonable request of the person to place or keep in full view any library materials the individual may have removed, or which the employee has reason to believe he may have removed, from its place of display or elsewhere, whether for examination, or for any other reasonable purpose;

(e) to inform a peace officer of the detention of the person and surrender that person to the custody of a peace officer; or

(f) in the case of a minor, to inform a peace officer, the parents, guardian, or other private person interested in the welfare of the minor as soon as possible of this detention and to surrender custody of the minor to this person.

(2) An employee may make a detention under this section off the library premises only if the detention is pursuant to an immediate pursuit of the person.

U.C.A. § 76-6-803.90. Liability -- Defense -- Probable cause -- Reasonableness.

In any action for false arrest, false imprisonment, unlawful detention, defamation of character, assault, trespass, or invasion of civil rights brought by any person detained by an employee of the library, it is a defense to the action that the employee of the library detaining the person had probable cause to believe that the person had committed library theft and that the employee acted reasonably under all circumstances.

U.C.A. § 76-6-805. Penalty.

Any person violating the provisions of this act shall be subject to provisions of Section **76-6-412**.

U.C.A. § 76-6-412. Theft -- Classification of offenses -- Action for treble damages.

(1) Theft of property and services as provided in this chapter shall be punishable:

(a) as a felony of the second degree if the:

(i) value of the property or services is or exceeds \$5,000;

(ii) property stolen is a firearm or an operable motor vehicle;

(iii) actor is armed with a dangerous weapon, as defined in Section **76-1-601**, at the time of the theft; or

(iv) property is stolen from the person of another;

(b) as a felony of the third degree if:

(i) the value of the property or services is or exceeds \$1,000 but is less than \$5,000;

(ii) the actor has been twice before convicted of theft, any robbery, or any burglary with intent to commit theft; or

(iii) in a case not amounting to a second-degree felony, the property taken is a stallion, mare, colt, gelding, cow, heifer, steer, ox, bull, calf, sheep, goat, mule, jack, jenny, swine, poultry, or a fur-bearing animal raised for commercial purposes;

(c) as a class A misdemeanor if the value of the property stolen is or exceeds \$300 but is less than \$1,000; or

(d) as a class B misdemeanor if the value of the property stolen is less than \$300.

(2) Any person who violates Subsection **76-6-408**(1) or Section **76-6-413**, or commits theft of property described in Subsection **76-6-412**(1)(b)(iii), is civilly liable for three times the amount of actual damages, if any sustained by the plaintiff, and for costs of suit and reasonable attorneys' fees.

Approved: 11/2007

TRUST FUND ACCOUNT

Purpose: The Park City Library Board of Trustees maintains administrative control over a trust fund account as authorized in the Park City Municipal Code, 2-4-18 (F). This account receives and tracks donated funds intended for the sole benefit of the library. These funds are held in the city treasury and deposited to an account separate from the Library Department's regular operating budget.

Within the trust fund account, the Board recognizes two major categories of donations:

1. Specific bequests: Donations may be made to the library in accordance with the special wishes or terms of individual donors. If accepted by the Board, the donation shall be held and controlled by the Board. The Board shall be trustees of the gift.
2. Unrestricted Donations: Donations may be made to the library by donors who do not place specific uses or conditions on their gifts. The Board will use these donations to benefit the library in a variety of ways, including but not limited to: collection development, technology enhancement, continuing education, public relations, or specific capital needs.

The Board will maintain administrative control of the Library trust fund account. Authority for initiating expenditure of these funds may be delegated by the Board to its designated agent, the Library Director. The Board will conduct periodic review of the trust fund account.

References: Utah Code 9-7-208; PCMC Code 2-4-18

Adopted: September 12, 1994

Updated by committee: February 2008

Approved: March 10, 2008

UNATTENDED CHILDREN

Policy Introduction

This policy seeks to provide guidelines for staff members to follow, when they encounter small children, who are left alone in the library. It is not the library's intention to seek out unattended children but, rather, to have a reasonable response prepared as problems present themselves. Of utmost concern is the safety and well-being of such children.

Definition

Children twelve years of age or younger, who are unaccompanied by a responsible adult are considered *unattended children*.

General Guidelines

Library staff is not responsible for the supervision of children left unattended. Disruptive children will be required to leave after receiving a warning. Staff will contact a parent or legal guardian.

Staff members that find an unattended child frightened or crying in the building will try to identify and contact the child's parent or attending adult.

Procedures During Business Hours

If a parent is in the building:

The child will be accompanied through the library to seek the attending adult.

Upon location of the parent or attending adult, the child will be reunited with the adult and the library policy regarding unattended children will be explained.

If the child is alone in the library:

The parent or guardian of the child will be contacted. Library staff will request that the child be picked up.

If library staff cannot reach the parent or guardian, they will call the police.

Procedures After Business Hours

If a child under twelve is alone in the library building at closing time:

Library staff will attempt to call a parent or guardian. If staff cannot reach a parent or guardian in the first attempt, they will call police.

Two staff members will remain with the child inside the library until a parent, guardian, or the police arrive.

UNDER NO CIRCUMSTANCES will library staff transport or take the child away from the library building

Adopted: February 10, 2003