



**ROSEBURG LIBRARY COMMISSION AGENDA  
TUESDAY, SEPTEMBER 18, 2018**

*9/12/18*

**4:00 P.M. Regular Meeting 3<sup>rd</sup> Floor Conference Room  
900 SE Douglas Ave., Roseburg, Oregon 97470**

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**NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6866 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.**

**I. CALL TO ORDER**

**II. ROLL CALL:**

Chair: Brian Prawitz  
Commissioners: Marcy Belzner Mandy Elder Francesca Guyer  
Laura Harvey Theresa Lundy Kelly Peter

**III. INTRODUCTION**

A. RARE AmeriCorps Participant Adrienne Groves

**IV. APPROVAL OF MINUTES**

A. August 21, 2018

**V. DISCUSSION ITEMS**

A. Policies and Fee Schedule

**AUDIENCE PARTICIPATION** – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE:** October 16, 2018

**VIII. INFORMATIONAL**

- A. State Library Update
- B. E-Book Update
- C. Renovations
- D. Staffing
- E. GoFundMe Project

**IX. ADJOURNMENT**

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

# ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY



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## COMMISSION AGENDA

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**Meeting Date: September 18, 2018**  
**Department: City Manager Office**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Discussion items**  
**Staff Contact: Lance Colley/Kris Wiley**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date September 18, 2018.

### BACKGROUND

#### A. Discussion items.

The following is a discussion item on your agenda.

1. A number of policies have been created to provide direction for Roseburg Public Library operations. Most are prescribed by the Oregon Library Association's Standards for Oregon Public Libraries and are referenced by the State Library of Oregon in its application to receive a designation as a legally established public library.

The City Manager, City Attorney, City Recorder, and Library Director reviewed the attached policies. Based on a recommendation by the City Attorney, the Fee Schedule and the following policies will be presented to the City Council for adoption on September 24, 2018: Circulation, Collection Development, Programming, and Rules of Conduct. All other policies will be approved at the Administration level.

The attached policies are presented to you for your review and discussion. Additional policies will be presented to the Library Commission as they are drafted.

**SUGGESTED MOTION- none**

**ATTACHMENTS – Library Policies**

**CITY OF ROSEBURG  
LIBRARY COMMISSION MEETING MINUTES  
August 21, 2018**

**CALL TO ORDER:**

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:00 p.m. on August 21, 2018 in the 3<sup>rd</sup> Floor Conference Room at City Hall, 900 SE Douglas Avenue, Roseburg, Oregon.

**ROLL CALL:**

Present: Chair Brian Prawitz, Commissioners Marcy Belzner, Mandy Elder, Francesca Guyer, Theresa Lundy, Kelly Peter and Laura Harvey

Absent: None

Attending Staff: Library Director Kris Wiley, City Manager Lance Colley, City Recorder Amy Sowa, Management Staff Assistant Shyela Chapman

Others Present: Richard Vander Velden, Wendell Hall, Jackie Sutton, Jane Harvey, Susie Johnston-Forte

**APPROVAL OF MINUTES**

Commissioner Kelly Peter moved to approve the July 17, 2018 minutes as presented; Commissioner Mandy Elder seconded the motion. Motion passed unanimously.

**DISCUSSION ITEMS:**

**Subscription List:**

Library Director, Kris Wiley, reviewed a list of magazine and newspaper subscriptions with pricing quotes provided by vendors Ebsco and Rivistas. Pricing was based on one year, with an October 1, 2018, start date. The director's goal is to provide a broad array of popular magazines within the constraints of a limited budget as well as newspapers of highest interest to Roseburg residents. Ms. Wiley asked the Commission to give input on whether or not they would like to subscribe to the Register Guard out of Eugene. Ms. Belzner asked Ms. Wiley if she had contacted the News Review to see if a discounted or free rate was available and suggested that she thought the prices were negotiable. Ms. Wiley responded that these were the discounted rates. Discussion ensued about the subscription list. Ms. Belzner suggested adding an arts and crafts magazine and stated that she would research subscription prices. Ms. Harvey commented that the children's section looked great and thought the list was complete as presented. Ms. Peter asked if the subscriptions came with digital access. Ms. Wiley confirmed that her research showed that the subscription prices increased when digital access was added and was out of the current budget. Ms. Elder pointed out that there was not a Spanish language periodical on the list and suggest that it be added. Ms. Wiley stated that she would look into a Spanish version of People Magazine and one Spanish version of a children's magazine. Ms. Guyer suggested a magazine drive as an effective way to acquire subscriptions through donations. Ms. Harvey stated that Roseburg High School may be able to donate magazines after their use.

Chair Prawitz ask if the subscriptions were a budget item. Mr. Colley confirmed that it was included in budget item, Collections and Materials, and that the budget was created before a Library Director was appointed. He reminded them that they were an advisory body without veto power. Future budgets will show an increase and have subscriptions as a line item. Chair Prawitz reiterated that it was the Commission's responsibility to advise on what was presented.

Ms. Belzner asked if future subscription lists would be customer driven. Ms. Wiley confirmed that adjustments would be made in the future and that she would be keeping track of circulation with a program, Apollo, and would have patron request forms available. Ms. Peter asked if the subscriptions would be available for circulation. Ms. Wiley stated that they would be available in-house for one month, and then a barcode would be added to the item and circulated.

Chair Prawitz stated that he felt that an argument could be made that the Douglas County Mail out of Myrtle Creek may be a better option than the Register Guard for a newspaper of record. No additional items were suggested by the Commission and a motion was not needed.

### **AUDIENCE PARTICIPATION:**

Chair Prawitz opened up the floor for audience participation. Richard Vander Velden stated that he agreed that the papers mentioned were good choices, but felt that they covered the same political view and recommended the Beacon and Douglas County Mail as better options. Mr. Vander Velden asked if the City had considered taking over the Law Library and pulling over the Law Library Fund from the Douglas County budget. Mr. Colley explained that the Law Library Fund serves a special purpose that helps fund most legal work done at the Douglas County Court House and was not purposed for public libraries. Susie Johnston-Forte, Downtown Roseburg Association Director, thanked the Commission and the City for bringing back a Library to Roseburg.

### **BUSINESS FROM THE COMMISSION:**

Chair Prawitz asked the commission to present any business they had. Ms. Elder shared that she had recently visited the town of Florence and was happy to report that the Library there had become a hub that was bringing the community together. Ms. Harvey suggested contacting Youth Authors when the opening of the library approached and stated that she also knew of some children that were eager to help in any way they could including making a small monetary donation. Ms. Belzner stated that the Friends of the Library have the ability to hold funds for any subgroup at no charge. Mr. Colley added that if people want to donate towards the library and get a tax deductible donation, the City does have a fund set up for that purpose. Any amount is acceptable, big or small, and persons interested in donating should be directed to Ms. Wiley. Ms. Peter asked if there was an established Roseburg library foundation. Ms. Wiley responded that Roseburg does not have one but there is the Douglas County Library Foundation. She reported that she and Mr. Colley had attended a meeting that day. She explained that the Douglas County Library Foundation was set up differently than a city foundation would be as they historically have operated off of a branch system as opposed to an independent library.

Chair Prawitz presented an overview of the planned Travel Oregon mural and stated that he was happy to see Roseburg designated as one of the gateways to Crater Lake. Ms. Elder shared her excitement that Susie Johnston-Forte was appointed as director of the Downtown Roseburg Association.

## **INFORMATIONAL:**

### **State Library Update**

Ms. Wiley submitted a request to the State to be recognized as a state library on July 24<sup>th</sup>, 2018 and stated that they had thirty days to respond. Her hope is that state library status is finalized in time for a grant application due at the end of August. Mr. Colley pointed out that the City does annually make a contribution to Roseburg Public Schools to help fund their children's summer reading program. Chair Prawitz stated that donations in the past year have helped keep this program open.

### **E-Book Options**

Ms. Wiley stated that E-Book Options was on hold until State Library status is recognized. She shared that the Douglas Community Library Association (DCLA) has a Library2Go service available to member libraries for a \$25 annual fee effective on signup date.

### **Library Policies**

Ms. Wiley thanked Mr. Colley and Ms. Sowa for their involvement in helping create library policies and Ms. Harvey for the geographic numbers she provided for Roseburg Public School students and students living outside Roseburg city limits. Roseburg residents and Roseburg students age zero through high school graduation will be able to obtain a student library card for free; minors will need to be accompanied by a parent or legal guardian. Residents outside of city limits will be charged \$60 a year for a library card. Ms. Belzner questioned how that would affect patrons that have no permanent address or that could not afford to pay the fee. Ms. Wiley stated that she was looking into a transitional card for people who don't have a permanent address, and she supports a program that would subsidize cards for people who live outside of Roseburg. Mr. Colley stated that the City was trying to make sure they do not have barriers where they can and that the main objective was to make sure that every child has an opportunity to utilize the library. He added that the school district boundary does include private schools and home schools. Chair Prawitz asked if that included Phoenix school to which Mr. Colley confirmed it did as it resided within the boundary.

Ms. Wiley informed the Commission that the City attorney has a draft of the policies that will hopefully be able for view next month. Some policies would need to go to City Council for adoption but administrative procedures do not need council approval.

Audience members were given the chance to ask questions. Mr. Vander Velden asked if communities outside of Roseburg will be charged a fee. Ms. Wiley confirmed that everyone except for eligible students who live outside of Roseburg city limits would be subject to the fee. Jane Harvey asked if a student went to a school such as Riddle High School but participated in Roseburg High School sports programs would be exempt from payment. Mr. Colley clarified that in this situation they would be considered to attend Roseburg High School and would be free.

Ms. Elder suggested extending the student age to 24 years old, given that brain science suggests that youth development extends to 24 years old. Mr. Colley agreed that it would be worth considering. Ms. Elder also felt that the fee for non-residents should be reduced. Ms.

Harvey disagreed stating that in comparison to other libraries in the state and the taxes that City residents pay, it is actually low. Ms. Elder suggested that the Friends of the Library may be able to do a readership program to absorb the cost. Mr. Colley explained that the City wishes that they could make it free for everyone but the fact is that the City is spending taxpayer dollars to keep it open which would make it hard to justify absorbing the fee or extend it to that age group. Prawitz added that the median house value in the City of Roseburg is \$150,000 and estimated that the household would be taxed about \$66.00 a year. Ms. Johnston-Forte suggested that the library has a lot of support from the community and she was sure that many people would be happy to sponsor others' cards. Ms. Harvey would like to see readerships given to high school graduates that indicate that they would like to continue to have a library card. Chair Prawitz suggested that the Friends of the Library may be a group that could step up and provide a fund for this donation. Mr. Colley thanked Ms. Wiley for the time she has spent on developing library policies and acknowledged Ms. Sowa's involvement.

### **Renovations**

Ms. Wiley described the library as a hubbub of activity. Current construction renovations are focused on steel beams, two meeting rooms and the children's library. The opening date is still on target for late October. A grand opening is planned for early next year with the Douglas Education Service District (ESD). The ESD has approached Ms. Wiley about installing video conference equipment and capabilities in two of the larger study rooms. Mr. Colley stated that they have raised \$745,000 for renovation, which covered the base renovation bid; however, there have been items that have come to their attention that will need to be replaced such as inadequate carpet. Last City Council meeting, Council was asked to include some general fund money for these improvements, which was approved. Donations are still being accepted and it was confirmed that the City does have the resources to finish the renovations.

### **Staffing**

RARE intern, Adrienne Groves from Washington State, will start her 11 month, full-time appointment on September 10, 2018. Interviews for the Library Volunteer Coordinator were conducted last week. The Youth Services Library position has been reopened as a full-time position to seek applications and was posted on several platforms. Ms. Belzner asked Ms. Wiley for a volunteer update. Ms. Wiley has drafted a policy for volunteers and is working with Human Resources and the City attorney on how to handle background checks. She anticipated they can start recruiting volunteers in September and volunteer workshops in October, which will be the responsibility of the Volunteer Coordinator. Chair Prawitz suggested that Ms. Wiley attend the next council meeting to answer library questions that may present themselves. Mr. Colley stated that Library discussion is not on the upcoming meeting's agenda but there may be an opportunity to provide an update when internal meetings are discussed.

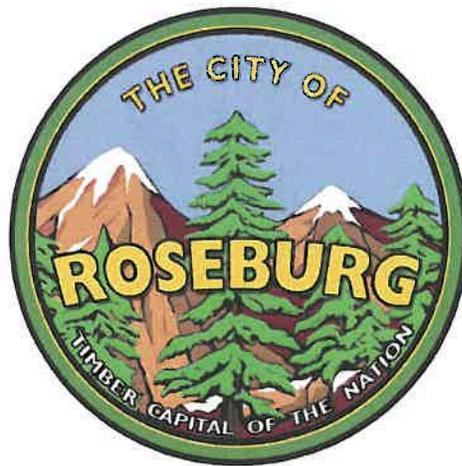
### **ADJOURNMENT:**

The meeting adjourned at 4:52 p.m. The next meeting is scheduled for Tuesday, September 18, 2018. The location is set at City Hall's 3<sup>rd</sup> floor conference room due to library construction.

Shyela Chapman  
Management Assistant

# CITY OF ROSEBURG

## Roseburg Public Library Policies



**September 2018**

## LIBRARY POLICIES

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## **CIRCULATION POLICY**

Roseburg Public Library welcomes all individuals to use collections and services within the library. Individuals who wish to borrow materials may register for a library card according to the following rules:

### **RESIDENT LIBRARY CARD**

Resident library cards are free to all residents of the City of Roseburg. These cards are renewable every year.

Residents ages 18 and older may register for a card by presenting a completed library card application with photo identification and proof of residence.

Residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residency. Parents or guardians are responsible for any charges incurred as the result of the use of a child's card. Residents of group homes who are under the age of 18 must have a supervisor present in order to obtain a library card; the supervisor must sign the application form as the responsible adult for a card to be issued.

Acceptable forms of proof of identification and residency include but are not limited to the following:

- Driver's license or other valid government issued photo identification
- Passport
- County tax bill
- Student ID card with photo
- Mortgage agreement, lease or rent receipt
- Voter registration card
- Piece of mail with current postmark that includes name and address
- Utility bill with address

There is a fee for replacing a library card that has been lost or damaged beyond use.

### **NON-RESIDENT LIBRARY CARD**

Non-resident library cards are available to persons living outside of the City of Roseburg. These cards are renewable every year. Non-residents ages 18 and older must provide photo identification and proof of residence; non-residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residency.

There is an annual fee to obtain a non-resident card. Every person in one household may have a library card for the single fee. "Household" means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.

There is a fee for replacing a library card that has been lost or damaged beyond use.

#### TRANSITIONAL LIBRARY CARD

Residents of the City of Roseburg without a permanent address may obtain a transitional library card. These cards are renewable every 90 days. Residents ages 18 and older may register for a transitional library card by presenting a completed library card application with photo identification. Residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification to obtain a transitional library card.

There is a fee for replacing a library card that has been lost or damaged beyond use.

#### STUDENT LIBRARY CARD

Student library cards are free to youth age 0 through high school graduation who reside within the geographical boundaries of the Roseburg Public School District. These cards are renewable every year. Students ages 18 and older may register for a card by presenting a completed library card application with photo identification. Youth ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification to obtain a library card.

There is a fee for replacing a library card that has been lost or damaged beyond use.

#### RIGHTS AND RESPONSIBILITIES

Roseburg Public Library patrons are responsible for all materials checked out on their library card. Parents are responsible for all materials checked out on their minor child's card. Patrons are responsible for ensuring that materials borrowed on their card are returned on time and in good condition.

If a card is lost or stolen, the patron is responsible for all items checked out before the date the theft or loss is reported directly to a library staff person.

#### LOAN PERIODS AND RENEWALS

All Roseburg Public Library materials circulate for 21 days, except for DVDs, which circulate for seven days. Materials obtained through interlibrary loan (ILL) circulate according to the lending library's policy.

Materials may be renewed at the library, over the phone, or by logging into the patron's account online. Most materials are renewable for two borrowing periods beyond the original borrowing period. Exceptions include items that are on hold for another patron.

#### CHECKOUT LIMITS

A valid library card is required to check out items from the library. Patrons who have resident or non-resident cards may borrow up to 50 items simultaneously on one card with the exception of DVDs, which are limited to five items simultaneously. Patrons who have transitional cards may borrow up to five items, including one DVD, simultaneously. Patrons who have student library cards may borrow up to 10 items, including one DVD, simultaneously.

A parent or legal guardian may limit the number of items his/her minor child may have checked out at one time. These limits shall apply to local holdings as well as those requested via interlibrary loan (ILL). Library staff will attempt to honor those restrictions when technologically feasible.

#### HOLDS

Patrons may place a hold request on items that circulate; exceptions include reference materials such as rare or historically significant items. Patrons may place hold requests by logging into their online account or in person at the library. Patrons who have resident or non-resident cards may have a maximum of 25 items on hold simultaneously regardless of material type or format.

Patrons will be notified that a hold is awaiting pickup, and they will have one week to check out the item before it is returned to circulation.

Patrons who have transitional or student library cards may not place items on hold.

#### RESTRICTIONS AND FEES

Patrons with an item overdue at least 14 days or with fees of more than \$25 will be blocked from checking out additional materials. The library will send patrons a bill for the replacement cost of an item plus a processing fee after 30 days. There are no refunds if the material is returned after the bill has been paid.

Patrons will be charged for damaged materials that no longer can be circulated; a processing fee will be included.

## **COLLECTION POLICY**

The collection policy is to guide staff in the selection of materials, the development and maintenance of the collection, and to inform the public about the principles upon which selection is made.

The objective of Roseburg Public Library is to provide modern library services and resources to meet the changing educational, recreational, informational, and inspirational needs of the public, thereby enhancing both individual and community life. The collection will emphasize current, popular materials and stimulating children's interest in and appreciation for reading.

### **SELECTION POLICY**

The library will develop collections of merit and significance, whether acquired by purchase or gift. Each item will be considered in terms of its contribution to the collection and value to the public for whom it is intended.

Materials considered for selection will be evaluated according to objective standards. Flexibility, open-mindedness, as well as familiarity with and responsiveness to community needs and interests are necessary during the evaluation process. The following factors also will influence the selection of library materials:

- Expanding world of knowledge
- Changing social values
- Technological and scientific advances
- Cultural differences

As growth and change occur in these areas, the library will attempt to reflect these changes in the composition of the library collection.

### **INTELLECTUAL FREEDOM AND RECONSIDERATION OF LIBRARY MATERIALS**

It is Roseburg Public Library's mission to build a collection that includes materials and information on current and historical issues and that presents a wide range of views.

The library makes its collections and services equally available to every member of the community it serves. The library challenges all attempts to limit free expression of ideas or access to those ideas. The library endorses the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, the Library Code of Ethics, and the Free Access to Libraries for Minors Statement of the American Library Association. The selection of any material for inclusion in the collection does not constitute an endorsement of its contents. The library recognizes that many materials can be controversial and that any given item may offend some patrons. A decision to select an item is not made on the basis of anticipated approval or disapproval but on the merits of the work in relation to building the collection and serving the interests of the library's patrons.

The choice of library materials by users is an individual matter. While patrons may reject materials for themselves and for juvenile members of their family, they cannot be allowed to exercise censorship in an attempt to restrict access to the materials by others. Because a diversity of materials may result in some requests for reconsideration of specific items, patrons who object to certain library materials will be asked to complete the written form Request for Reconsideration. The Library Director will review the request, discuss it with the requester, and provide a written decision. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the Library Director's written decision.

#### APPEAL PROCEDURE

A patron shall have the right to appeal the Library Director's written decision to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the City Manager's written decision.

Unless the appellant and City agree to a longer period of time, an appeal shall be heard by the City Manager within thirty (30) days of receipt of the written appeal. The City Manager shall give the appellant and any other persons requesting the same, at least ten (10) days' notice of the time and place of such hearing.

At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written appeal statement and any additional evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. In all such cases, the burden of proof shall be upon the appellant.

The City Manager shall uphold, or modify and uphold, the Library Director's action, or reverse the Library Director's action and render a new decision in the matter. The decision of the City Manager shall be issued within ten (10) days of the hearing and shall be in writing and contain findings of fact and a determination of the issues presented. The decision of the City Manager shall be final.

#### RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

The ultimate responsibility for the selection of materials rests with the Library Director. The Library Director is charged with the implementation of the collection development policy. Selection of library materials is delegated to the Library Director and, under his or her supervision, to other members of the staff who are qualified to do so by reason of education, training, and experience. Suggestions from other staff members and from the public are invited and will be seriously considered during the selection process.

## SPECIFIC SELECTION CRITERIA

The following factors will be given consideration when making selection of library materials:

- Relationship and importance to the collection
- Significance of the subject matter
- Timeliness or popularity
- Reputation or qualifications of the author, artist, publisher, or producer
- Local interest
- Availability of materials on the subject
- Provision of alternative viewpoint
- Inclusion in standard bibliographies or indexes
- Level of difficulty
- Critical review
- Purchase price
- Accessibility to materials elsewhere in region
- Suitability of format to library purposes
- Technical characteristics; i.e., quality of physical characteristics

## WITHDRAWAL AND DISCARDING OF LIBRARY MATERIALS

Materials are regularly withdrawn from the library's collections for the following reasons:

- They are out of date; that is, no longer timely or accurate.
- They are badly worn or damaged.
- It is cheaper to replace rather than mend or repair the items.
- They were once popular items that no longer enjoy a high interest or demand by the public.
- There are limitations imposed by lack of storage or display space.

## SELECTION SOURCES

The impetus to select an item may come from a number of sources, including, but not limited to, the following:

- Reviews
- Patron requests
- Publishers' catalogs
- Staff recommendations
- Interlibrary loan requests
- Subject needs
- Collection evaluations
- Weeding/replacement schedule
- Gifts
- Bibliographies

## **AMERICAN LIBRARY ASSOCIATION LIBRARY CODE OF ETHICS**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

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

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

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

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

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

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

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so

advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

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

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

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

## **AMERICAN LIBRARY ASSOCIATION LIBRARY FREEDOM TO READ STATEMENT**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

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

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our

democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the

young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of

ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## **AMERICAN LIBRARY ASSOCIATION LIBRARY FREEDOM TO VIEW STATEMENT**

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

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

## **AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS**

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

# REQUEST FOR RECONSIDERATION

Type of material or service

- Book/Ebook                       Audiobook/Eaudiobook                       Magazine/Newspaper  
 Video/DVD                       Music CD                       Library Program  
 Other \_\_\_\_\_

Title: \_\_\_\_\_

Author/Presenter: \_\_\_\_\_ Publisher: \_\_\_\_\_

Date/Edition: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Street address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I represent:  myself  organization/group, please specify: \_\_\_\_\_

I have read, reviewed, or heard the complete work:  Yes  No

Describe your concerns regarding this material or service:

What specific pages/sections illustrate your concerns?

What action would you like the library to take?

\_\_\_\_\_  
Signature of requester

\_\_\_\_\_  
Date

Submit completed form to Library Director, Roseburg Public Library, 1409 NE Diamond Lake Blvd. Suite 100, Roseburg, OR 97470. These comments will be reviewed by the Library Director, and the requester will be notified in writing of the Director's decision.



**ROSEBURG  
PUBLIC LIBRARY**

1409 NE Diamond Lake Blvd., Suite 100  
Roseburg, OR 97470  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**COMMENT FORM**

The library welcomes your comments here.

If you wish a personal response, complete the information below.

Name \_\_\_\_\_

Email or phone \_\_\_\_\_

Thank you for your input!



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**COMMENT FORM**

The library welcomes your comments here.

If you wish a personal response, complete the information below.

Name \_\_\_\_\_

Email or phone \_\_\_\_\_

Thank you for your input!

## **EXHIBITS AND DISPLAYS POLICY**

Roseburg Public Library generates displays and exhibits on themes of interest to the community. Themes are chosen by the library, and items are selected for inclusion at the sole discretion of the library. The library may request assistance from community organizations, businesses, or individuals to display items connected to a particular theme. Such contributions may be acknowledged as part of the exhibit or display. Displays also may promote events or activities sponsored or co-sponsored by the library or organizations affiliated with the library.

Roseburg Public Library does not assume responsibility for loss or damage to items loaned to the library for display.

**LIBRARY DISPLAY PERMIT**

Month/Year of Use: \_\_\_\_\_

Name of Exhibitor(s) or Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Applicant hereby agrees to indemnify and hold the City of Roseburg, its Library and employees harmless from any loss, damage or liability, cost or expense that may arise during and be caused in any way by the proposed use of the requested facilities.

I, the undersigned, also acknowledge my understanding that the Library is a public building and cannot guarantee security. Applicant agrees to hold the City, its Library and employees free and harmless from any loss, damage or liability, cost or expense that may arise from stolen, missing or damaged works of art or other display items.

\_\_\_\_\_  
Signature of lender

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of lender

## **FEE SCHEDULE**

### **LIBRARY CARD – RESIDENTS**

Residents of the City of Roseburg are eligible for a library card at no charge.

### **LIBRARY CARD – NON-RESIDENTS**

Persons who do not live within the city limits of Roseburg pay an annual fee of \$60 or a quarterly fee of \$15 for a library card.

Every person in one household may have a non-resident library card for the single fee. "Household" means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.

### **LIBRARY CARD – TRANSITIONAL**

Residents of the City of Roseburg without a permanent address are eligible for a library card at no charge.

### **LIBRARY CARD – STUDENT**

Students and youth age 0 through high school graduation who reside within the geographical boundaries of the Roseburg Public School District are eligible for a library card at no charge.

Library card replacement fee – \$1

### **OVERDUE ITEMS**

Roseburg Public Library does not assess overdue fees for materials. Items not returned within 30 days of the due date will be considered lost, and the borrower will be billed for the cost of the item plus a processing fee.

Lost or damaged item – cost of the item as indicated in automation system. In the absence of a list price for an item to be replaced, the library will bill as follows:

Adult Hardcover Book	\$30
YA and Junior Hardcover	\$20
Picture Book	\$15
Board Book (Toddler)	\$10
Adult Trade Paperback	\$15
Adult Mass Market Paperback	\$8
YA and Junior Paperback	\$10
Adult Audiobook	\$50
Children's Audiobook	\$35
Compact Disc	\$20
Magazine and Newspaper	\$4
DVD	\$25
Large Print Hardcover Book	\$35
Large Print Paperback Book	\$25

Processing fee for damaged or lost item - \$2

#### MISCELLANEOUS

Enclosure case (e.g., DVD or audiobook) replacement - \$2

B&W copies - \$0.25/page

Color copies - \$0.50/page

Earbuds - \$2

#### REFERENCE SERVICES

Microfilm reference request - \$10

Interlibrary loan - \$5 plus cost of shipping per item

## **GIFTS POLICY**

Roseburg Public Library welcomes gifts that help to further its mission.

All moneys received for the library shall be paid into the Library Special Fund (270) and accounted for separately from other moneys to the City.

All property given, granted, conveyed, donated, devised, or bequeathed to or otherwise acquired by the City for library purposes shall vest in and be held in the name of the City of Roseburg, and any conveyance, grant, donation, devise, bequest, or gift made to or in the name of the public library shall be deemed to have been made directly to the City.

### **MATERIALS GIFTS**

Gifts of materials will be directed to the Friends of the Library.

### **MONETARY GIFTS**

The library welcomes gifts of cash for the direct purchase of library materials.

Substantial cash offerings, securities, and bequests will be handled by the Library Director, who will work out terms of acceptance compatible with library policies, the donor's intent, and collection needs.

Cash gifts are used only for the purchase of library materials or to support patron service activities, never for such things as staff salaries, building operations, etc. All purchases using cash gifts are at the discretion of the Library Director.

### **REAL ESTATE OR OTHER PERSONAL PROPERTY**

The library will accept gifts of real property that support the mission of the library. Such offers will be handled by the City Manager, who will determine the suitability of the gift and work out terms of acceptance compatible with library policies, the donor's intent, and collection needs.

### **RECOGNITION**

The names of the donor(s) and the individual(s) or organization(s) recognized by the gift will be listed on a bookplate and affixed to the material if so desired. A gift form will be filed with the Library Director, and an appropriate recognition note will be sent to the donor and family members listed on this form.



**ROSEBURG PUBLIC LIBRARY**  
1409 NE Diamond Lake Blvd., Suite 100 | Roseburg, OR 97470

**CASH GIFT FORM**

Library staff: Please complete this form and submit it with the gift to the Library Director, who will mail acknowledgements to donors.

Date \_\_\_\_\_

Amount Donated \_\_\_\_\_

Donor's Name \_\_\_\_\_

Donor's Address \_\_\_\_\_

Undesignated

Undesignated cash gifts give the library flexibility in applying funds to the areas of greatest need.

Designated

Children

Teen

Adult

Memorial (optional)

In memory of \_\_\_\_\_

Notify next of kin

Name \_\_\_\_\_

Address \_\_\_\_\_

Book plates?

Yes

No

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

## **INTERNET USE POLICY**

To fulfill its mission of providing public access to information of all types in a wide range of formats, Roseburg Public Library provides access to Internet resources. The Internet offers access to many valuable local, national, and international sources of information. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. A good information consumer must evaluate the accuracy and appropriateness of all information.

Library patrons use the Internet at their own risk. The library is not responsible for the content of the Internet, changes in content of the sources to which the library pages link, or for the content of sources accessed through secondary links.

### **ACCESS BY MINORS**

Consent given on the part of parents or legal guardians for a library card constitutes acknowledgment by the parents or guardians that they have a responsibility for monitoring their child's use of all library resources, including the public computers. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. Although the library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to library materials and resources, including those available through the Internet, the library has taken certain measures designed to assist in the safe and effective use of these resources by all minors, including providing Internet filtering.

To address the issue of the safety and security of minors who use email, social media, and other forms of direct electronic communications, and to warn them against making unauthorized disclosures about their Internet use and personal identification information, the library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Have parents or guardians report an incident to local authorities and the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything one reads may not be true.

### **INTERNET WORKSTATION GUIDELINES**

The Library promotes responsible use of the Internet and of its computer workstations by the following:

- Each library patron is entitled to a specified amount of time at a library Internet workstation each day.
- Behavior that will interfere with another person's concentration when using computer workstations is prohibited. Such behaviors include, but are not limited to, loudly conversing with others, using cell phones inappropriately, switching computers frequently, playing in the computer area, and climbing or standing on furniture.
- Workstation use is limited to one person per workstation except in special circumstances.
- Library staff has the right to restrict the length of time any individual may use Internet workstations, particularly when others are waiting to use them.
- Parents are responsible for directing and guiding their children's use of the Internet.

#### ACCEPTABLE USES OF INTERNET WORKSTATIONS

The following is a list of acceptable uses:

- Research using the Internet.
- Accessing the library materials catalog.
- Doing word processing, spreadsheets, and presentations.
- Accessing email via web-based services.

Our workstations have had their operating systems secured to reduce the need for technical support that inevitably comes from providing public access to PCs. They have the following limitations:

- Documents cannot be saved to the PCs' hard drive. If you wish to save files, bring your own device such as a flash drive.
- Due to the nature of the Internet, services apart from those for which our machines are designed may not be available; e.g., chat, playing games, streaming video and audio, and so on. These are not library supported or controlled.
- Staff assistance for the public in the use of Internet workstations is necessarily limited. We are not experts in the use of every piece of software on our machines, and we do not know all of the software used across the Internet. As staff we will help to the best of our abilities, but responsibility for using and learning how to use Internet workstations ultimately rests with the user.

#### UNACCEPTABLE USES OF INTERNET WORKSTATIONS

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography. Staff may direct Internet users to avoid the display of images that create a sexually hostile environment for library users and/or staff. Because Roseburg Public Library is a public place, staff has the authority to end an Internet session that displays inappropriate material.

- Using computers to gain access to the library's network or computer systems or to any other restricted network or computer system.
- Using computer accounts, access codes, or network identification numbers without authorized permission.
- Violating copyright laws or licensing agreements pertaining to software, files, and other resources obtained electronically.
- Violating another user's privacy.
- Attempting to alter software configurations or to cause degradation of system performance.
- Engaging in any activity that is deliberately and maliciously offensive, libelous, or slanderous.
- Installing or downloading any software.
- Disrupting or interfering with network users or services. Such interference or disruption includes, but is not limited to, distribution of unsolicited advertising, harassment of others, propagation of computer worms or viruses, randomly initiating interactive electronic communications, and overuse of interactive network utilities.
- Tampering with, destroying, or damaging equipment, software, or data belonging to the library.
- Seeking unauthorized access to networks and systems, including so-called "hacking."

#### FILTERING

By default Roseburg Public Library filters all Internet workstations. Filtering software may not block all material users find offensive. Individual users must accept responsibility for determining the suitability of content for their children. Filtering may be disabled for adults upon request.

#### PRINTING

Printer copies from public computer workstations are available at a nominal fee per page.

#### PRIVACY OF INFORMATION

We recommend against entering private or personal information on any public Internet workstation. This includes entering such things as logins and passwords for bank accounts, stock brokerage accounts, commercial vendor accounts, and the like. We do not, and cannot, guarantee the privacy of any such information entered on a public workstation. Our machines are meant to be used for research purposes and not as a means of conducting personal or corporate business. The USA Patriot Act (2001) also affects the privacy of library records.

#### WIRELESS INTERNET ACCESS

- Roseburg Public Library provides wireless Internet access to library users. This wireless access is not filtered, and it is not secure.
- All Unacceptable Uses of Internet Workstations noted above apply to patrons' use of the library's wireless Internet service.

- Be advised that our limited technical support time always will be focused first on our online system and second on public Internet access through our library workstations. We cannot guarantee wireless service will always be available when the library is open. Please inform us if you believe the service is down. Our policies for public Internet workstations apply to wireless users, as well.
- The library does not provide support or advice in getting your personal laptop enabled for wireless service. Please contact your service provider if you need help.
- Entering private or personal information on any public Internet workstation or wireless network is not recommended. This includes entering such things as logins and passwords for bank accounts, stock brokerage accounts, commercial vendor accounts, and the like. We do not, and cannot, guarantee the privacy of any such information entered on a public workstation or a wireless connection. Our Internet access is meant to be used for research purposes and not as a means of conducting personal or corporate business.
- Printer access when connected to our wireless network is not available.

#### ENFORCEMENT OF POLICIES

The Library Director and his/her designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate behavior of all persons in the library facilities. Persons found to be violating these rules will be asked to discontinue that activity. If they continue, they may be asked to leave the library facility. If they refuse, police assistance may be sought by Library staff.



# ROSEBURG PUBLIC LIBRARY

1409 NE Diamond Lake Blvd., Suite 100 | Roseburg, OR 97470

## LIBRARY CARD APPLICATION

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Last First Middle Initial Month/Day/Year

Mailing Address \_\_\_\_\_  
Address Apartment #  
City State Zip

Residence Address \_\_\_\_\_  
(if different from above) Address Apartment #  
City State Zip County

I am a resident of the City of Roseburg (check one)  Yes  No  
(Library card fees apply to non-residents of Roseburg.)

Phone \_\_\_\_\_ Notification Preference  Text  Email

Email \_\_\_\_\_ Cell Provider \_\_\_\_\_  
(for text notification only)

**Please read before signing:**

- I verify that the above information is correct.
- I assume financial responsibility for materials borrowed or charges incurred on my library card and understand that this card is not transferable.
- I will immediately notify the library if my card is lost or stolen. If the library does not receive notification, I understand that I am responsible for any material borrowed on the card. I will also promptly notify the library of a change of address, email address, or telephone number.
- In using email notification, I will add the library email address ([library@cityofroseburg.org](mailto:library@cityofroseburg.org)) to my email address book and will monitor my spam/junk files.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Those under 18 years of age must have parent or legal guardian sign the registration form, and to assume the legal responsibility for materials borrowed from the library.

Print Name of Parent/Legal Guardian (if under 18) \_\_\_\_\_

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

STAFF USE ONLY

Card Number \_\_\_\_\_ Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

Resident  Non-resident annual  Non-resident quarterly  Transitional  Student

**RELEASE FOR USE BY THE CITY OF ROSEBURG**

The undersigned hereby consents to use by the City of Roseburg, without compensation or prior inspection, of the following:

\_\_\_\_ Photographs of the following person(s): \_\_\_\_\_  
\_\_\_\_\_ taken on the date of: \_\_\_\_\_  
at (location) \_\_\_\_\_, together with the name(s)  
of the foregoing person(s).

\_\_\_\_ Any part of transcript or recording made on \_\_\_\_\_, at (name  
of event or location): \_\_\_\_\_

\_\_\_\_ Other. Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The City may use all of the foregoing for any lawful public purposes, including purposes of exhibition or editorial use by the City. I further understand that, pursuant to state law, the material described above may be a part of the public records of the City of Roseburg that can be obtained by any member of the public upon request.

I affirm that I am more than 18 years of age and am either the person named above, the legal guarding of the person(s) named above, or a witness to the signature of a minor person named above.

Printed Name/Status: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Signature of Person Under 18 years of age:

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

## **PRIVACY AND CONFIDENTIALITY POLICY**

Roseburg 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.

Roseburg 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:

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of a library patron together with the address or telephone number of the patron; and
- (c) 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 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. Technology has been installed on the public computers that regularly removes records such as browsing history.

## **AMERICAN LIBRARY ASSOCIATION LIBRARY POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS**

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also ALA Code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and Privacy: An Interpretation of the Library Bill of Rights.)

Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.<sup>1</sup>

<sup>1</sup>Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.

## **AMERICAN LIBRARY ASSOCIATION LIBRARY POSITION STATEMENT ON THE CONFIDENTIALITY OF LIBRARY RECORDS**

The members of the American Library Association,\* recognizing the right to privacy of library users, believe that records held in libraries which connect specific individuals with specific resources, programs or services, are confidential and not to be used for purposes other than routine record keeping: i.e., to maintain access to resources, to assure that resources are available to users who need them, to arrange facilities, to provide resources for the comfort and safety of patrons, or to accomplish the purposes of the program or service. The library community recognizes that children and youth have the same rights to privacy as adults.

Libraries whose record keeping systems reveal the names of users would be in violation of the confidentiality of library record laws adopted in many states. School librarians are advised to seek the advice of counsel if in doubt about whether their record keeping systems violate the specific laws in their states. Efforts must be made within the reasonable constraints of budgets and school management procedures to eliminate such records as soon as reasonably possible.

With or without specific legislation, school librarians are urged to respect the rights of children and youth by adhering to the tenets expressed in the ALA Policy on Confidentiality of Library Records, Privacy: An Interpretation of the Library Bill of Rights and the ALA Code of Ethics.

Revised on 02/06/12

\*ALA Policy on Confidentiality of Library Records

## PROGRAMMING POLICY

Roseburg Public Library develops and presents programs that provide opportunities for information, learning, and entertainment. Programs are designed to:

- Promote the communication of ideas and information to people of all ages.
- Promote interest in reading and learning.
- Stimulate interest in and use of the library.
- Create a better informed community.
- Promote an awareness of contemporary issues.
- Connect programs with library resources and services.
- Attract nonusers to the library.
- Foster positive relationships throughout the community.

Library-sponsored programs take advantage of library staff expertise, collections, services, and facilities to increase access to lifelong learning opportunities and resources. Program topics, speakers, and resource materials are selected based on the interests and information needs of the community while seeking to avoid duplication of programming from other providers in the community. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals.

Topics, speakers, and resource materials are not excluded because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants.

Concerns about library-sponsored programs should be directed to the Library Director. Patrons also may complete the written form Request for Reconsideration. The Library Director will review the request, discuss it with the requester, and provide a written decision.

A patron shall have the right to appeal the Library Director's written decision to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the City Manager's written decision.

Unless the appellant and City agree to a longer period of time, an appeal shall be heard by the City Manager within thirty (30) days of receipt of the written appeal. The City Manager shall give the appellant and any other persons requesting the same, at least ten (10) days' notice of the time and place of such hearing.

At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written appeal statement and any additional

evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. In all such cases, the burden of proof shall be upon the appellant.

The City Manager shall uphold, or modify and uphold, the Library Director's action, or reverse the Library Director's action and render a new decision in the matter. The decision of the City Manager shall be issued within ten (10) days of the hearing and shall be in writing and contain findings of fact and a determination of the issues presented. The decision of the City Manager shall be final.

Library-sponsored programs are offered free of charge. They are open to all, although some may be directed toward specific target audiences. Registration may be required for planning or space purposes. Programs may be held at the library or in the community.



# ROSEBURG PUBLIC LIBRARY

1409 NE Diamond Lake Blvd., Suite 100  
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## PURCHASE REQUEST FORM

- Book
- Music CD
- Magazine/Newspaper
- Audiobook
- DVD
- Other \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publication date \_\_\_\_\_

If you wish a personal response, complete the information below.

Name \_\_\_\_\_

Email or phone \_\_\_\_\_

Other information or comments:

Thank you for your input!

## PURCHASE REQUEST FORM

- Book
- Music CD
- Magazine/Newspaper
- Audiobook
- DVD
- Other \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publication date \_\_\_\_\_

If you wish a personal response, complete the information below.

Name \_\_\_\_\_

Email or phone \_\_\_\_\_

Other information or comments:

Thank you for your input!

## **RULES OF CONDUCT POLICY**

Roseburg Public Library is used by hundreds of people every day, and it is important to have a clear, common understanding of appropriate behavior at the library. The essential behavior while using the library is to be considerate of others. The following rules of conduct have been established for the comfort and protection of all who work in and use the library.

### **MAINTAINING A SAFE LIBRARY ENVIRONMENT**

Patrons are expected to be engaged in typical library activities associated with the use of a public library while in the building, and they are expected to adhere to the following guidelines:

1. Respect staff and other library patrons.
2. Respect library property and safeguard personal belongings.
3. Monitor children in your charge. Parents or caregivers, not library staff, are responsible for the behavior and safety of their children using the library.

Behaviors prohibited on Library property include, but are not limited to, the following:

1. Eating food or having uncovered drink containers, except in designated areas.
2. Using skateboards, rollerblades, skate shoes, or scooters in the building or on sidewalks and parking lot adjacent to the building.
3. Leaving young children without adequate supervision.
4. Wearing inappropriate dress or not wearing a shirt or shoes.
5. Lying down, sleeping, or the appearance of sleeping on the premises.
6. Customers may not block aisles, exits, pathways, or entrances.
7. Bringing shopping carts, bicycles, skateboards, scooters, or similar bulky articles into the building. Baby strollers and those articles necessary to assist individuals who have disabilities are permitted.
8. Abusing library furniture, equipment, or materials.
9. Conducting activities that pose a safety hazard to the individual or others.
10. Behaving in a disruptive manner, including disorderly conduct, noise or activity that interferes with the rights of others to enjoy use of or perform work duties in the library.
11. Carrying weapons of any kind, except as permitted by ORS 166.370.
12. Using tobacco in any form while inside the library building or on library property.

### **MAINTAINING AN ENVIRONMENT CONDUCIVE TO LIBRARY USE**

1. Any behavior that interferes with another person's ability to use the library is prohibited. This may include, but is not limited to, talking loudly, using abusive language, using personal listening devices that disturb others, running, soliciting, emitting overpowering body odors, and game playing that disturbs others.
2. Harassment, verbal abuse, threats, and fighting are prohibited.
3. Conducting any type of for-profit business without authorization is prohibited.

4. The solicitation of signatures or contributions for noncommercial or nonprofit purposes is not permitted except when authorized by the Library Director or designated staff.
5. Although cell phone use is permitted in the Library, it may be prohibited when it interferes with another person's ability to use the library.
6. Theft of or defacing library materials or other library property is against the law.
7. Bringing animals into the library, other than service animals, is prohibited. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.
8. Animals may not be left unattended on library property.
9. Use of public restrooms for bathing and/or laundry and use of other public areas for personal grooming is prohibited.

#### ENFORCEMENT OF POLICIES

The Library Director and his/her designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate behavior of all persons in the library facilities. The degree of the violation will determine the response. Staff is instructed to call 911 immediately in response to any behavior that is deemed dangerous. Staff will call police for any behavior that is in violation of federal, state, or local ordinances. Staff will call the police if a person or group of people is asked to leave the library and they refuse to leave and/or become uncooperative with the staff member.

For most other violations of this policy, one warning will be given. Continued violations will result in the patron(s) being asked to leave the library for the day. A serious violation or repeated violations, or a violation where the police are called, may result in longer exclusions from the library.

An individual who is banned from the library may be criminally charged with trespassing if they return to library property during the term of the ban. Any individual who is banned and whose library privileges have been revoked may request to have the decision reviewed.

## **VOLUNTEERS**

Roseburg Public Library recognizes and appreciates the efforts and unique talents the volunteers of the community offer to the library. Volunteers are selected based on their qualifications in relation to the needs of the library at any given time and based on their ability to commit to a consistent schedule of volunteer hours.

Individual volunteers must be at least 18 years old. Supervisors of school classes whose students wish to volunteer are invited to discuss opportunities with the Library Director.

All transactions between library users and staff or volunteers are strictly confidential. Volunteers are required to uphold this policy. This includes any information about materials a patron has looked at, asked for, requested, or checked out. Volunteers are expected to conduct themselves in the same manner as library staff and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

Prospective volunteers are required to fill out an application form and will be interviewed by a library staff member. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified that matches their interests or qualifications. A background check will be performed on applicants before they are approved to volunteer.

Volunteers may be utilized to perform certain library duties under the following guidelines:

- Volunteers will work under the supervision of a regular staff member and are subject to the policies and regulations of the library.
- Expenses incurred by volunteers in the course of performing authorized volunteer activities will be reimbursed only when consistent with policies of the library and with approval of the Director.
- Work performed by volunteers is without compensation or benefits by the library and at the risk of the volunteer.
- Although volunteering allows individuals to provide support and assistance to Roseburg Public Library, volunteering for the organization does not imply potential employment with the library.



# ROSEBURG PUBLIC LIBRARY

1409 NE Diamond Lake Blvd., Suite 100 | Roseburg, OR 97470

## VOLUNTEER APPLICATION

Name \_\_\_\_\_ Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**\*\*OPTIONAL\*\*** Emergency Contact Name \_\_\_\_\_

Relationship to You \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

Why do you wish to volunteer with the library?

Which volunteer activities interest you (check all that apply)?

- Circulation/Public Service Desk
- Shelf materials
- Process and repair materials
- Clean materials
- Special events/activities
- Children's room
- Teen area
- Clerical
- Other \_\_\_\_\_

Reference Name (not a relative) \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Indicate when you are available to volunteer.

**\*\*Volunteers will be utilized only when supervisory staff and work are available.\*\***

Mornings

Afternoons

Evenings

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Photo release (please choose one):

I give permission to publish my photo in printed library materials, websites, newsletters, and marketing publications in association with Roseburg Public Library.

I do not give Roseburg Public Library permission to publish my photo for any reason.

I understand that I am not an employee of the City of Roseburg, and I am acting as an unpaid independent volunteer. As such, I am not entitled to any provisions of law regarding City employment, nor any laws relating to hours of work, rates of compensation, leave time, and employment benefits.

I authorize the City of Roseburg to perform a background check of my criminal record. I agree to waive and hold harmless the City of Roseburg from any claims for injury or damages in connection with my volunteer services.

\_\_\_\_\_  
Signature of Volunteer Identified Above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title of City Employee Responsible for Volunteer

\_\_\_\_\_  
Signature of City Employee

\_\_\_\_\_  
Date