

MISSION STATEMENT

Page Public Library is dedicated to the assembly, preservation, and organization of resources from all types of media in a learning and recreational center serving all residents and visitors. It offers each patron an opportunity to seek knowledge, pleasure, personal betterment, and quiet reflection in surroundings dedicated to the pursuit of enlightenment.

CALENDAR OF BUSINESS

January – February - March:

- **Budget discussion**
- **Review Library goals and 5-Year Strategic Plan**
- **Review public relations goals**
- **Review customer service goals**
- **February - Library Lovers Month**
- **March - Read Across America**
- **March - Teen Tech Week**

April – May - June:

- **Review budget if approved by Council**
- **Review board member term expirations**
- **April - National Library Week**
- **April – Annual boards, staff & volunteer recognition**
- **May – Children’s Book Week**
- **June – Annual ‘Food for Fines’**

July:

- **Welcome new board members and orientation**
- **Annual Meeting and election of officers**
- **Conduct Library tour.**

August - September:

- **Major policy manual review and revision**
- **September - National Library Card Sign-up month**

October - November - December:

- **Anniversary – October 1997**
- **October - Banned Book Week**
- **October - Teen Read Week**
- **December – No meeting**

Revised January 18, 200

BOOK SELECTION & MATERIAL SELECTION

- 1. It is the intention of the Page Public Library to make available books and other materials that will impartially meet the educational, informational, cultural, and recreational interest of all ages. The library tries to maintain a carefully selected collection of representative books of permanent value and/or current interest at a reasonable cost. Materials will be selected on the basis of literary and informational quality and their appropriateness to the designated age level.**
- 2. Book selection tools include, but are not limited to, the recognized review journals, book reviewing tools, established trade and professional bibliographies.**
- 3. Duplicate books will be purchased only in areas of special need.**
- 4. Request for specialized material or material for which there is only an occasional demand are met by interlibrary loan.**
- 5. Special requests or recommendations by patrons are accepted for consideration. Acceptance of such a request or recommendation does not mean that the library is obligated to purchase an item.**
- 6 In its consideration of modern fiction, the public library should hold to the principle that censorship is not its province; selection is.**
- 7. In the case of a controversial topic an effort is made to see that various sides of the issue are represented.**

“It must select from the mass of current literature in every field. Selection may be defined as the choice of what is adjudged the best, from standards of literature and from practical standards of usefulness, of timeliness, or of legitimate demand.”

THE LIBRARY JOURNAL

January 1, 1967

Vol. 92, No. 1, P. 77

COLLECTION DEVELOPMENT POLICY FOR AZ/NAC AREA

I. PURPOSE OF THE COLLECTION:

To serve as an information source about the local region and it's Native Americans.

II. GOALS OF THE COLLECTION:

To build and strengthen a unique research resource with broad coverage in all formats.

III. GENERAL CRITERIA:

A. GEOGRAPHICAL FOCUS:

- 1. Arizona, north of the Mogollon Rim, with special emphasis on the "Arizona Strip".**
- 2. Southern Utah with special emphasis on the Lake Powell and Colorado River area.**
- 3. The Navajo, Hopi, and Paiute Indians who live in Arizona, Utah and New Mexico.**
- 4. In addition, any area in Arizona when the project is unique to the state.**

B. SUBJECT AND TOPICAL FOCI:

- 1. Primary emphasis is placed on history, politics, economy, peoples and cultures (native and immigrant), religion, water and land use, environment, tourism, river running and the Colorado river, geology and archaeology of the region.**
- 2. Primary emphasis is placed on all Indians native to the local region. Basketry, blanket weaving, Kachina dolls, religious beliefs, ceremonials, artifacts, lifestyle, and economics are specifically included.**

**COLLECTION DEVELOPMENT POLICY FOR AZ/NAC AREA
(Continued)**

3. Primary emphasis is placed on biographies of:

- a) Native Arizonans,
- b) Those whose contributions and significance in Arizona history are of special importance, and
- c) Native Americans of the local region.

4. Primary emphasis is placed on resources by Arizona authors, including resources about non-Arizona subjects. "Arizona Authors" is a separate entry in the Library System but the resources are inter-filed with other fiction in the regular circulating collection.

C. TIME PERIOD:

Pre-history to the present.

D. MULTIPLE COPY POLICY:

The Page Public Library does not normally purchase multiple copies of titles unless they are in high demand. However, extra copies will be purchased for AZ/NAC collection when:

- 1. The title is deemed unusually valuable.
- 2. The title is being used regularly and/or is an especially valuable research tool and is likely to go out of print in the near future.

E. COLLECTION EXTENT:

This broad collection requires space, time and funds to develop. An effort will be made to purchase for the AZ/NAC collection appropriate new materials as they are published. AZ/NAC books with historical value that cannot be replaced may be pulled from the regular collection and placed into our AZ/NAC Reference Collection.

Revised November 30, 2006

F. TRIBAL CODE

No photo copies can be made of the Tribal Code.

Revised November 30, 2006

CRITERIA FOR ALLOCATION OF MONETARY GIFTS AND GRANTS

The Library Board solicits gifts, grants and other funding which supplements the annual budget. Unspecified donations may be allocated at the discretion of the Library Director. Gifts and grants of stated amounts received for specified purposes will be honored in a timely fashion. The Library Director will give an accounting of the disposition of all grants and gifts to the Library Board.

Revised November 30, 2006

MEMORIAL BOOKS, GIFTS AND SPECIAL COLLECTIONS

Only books and materials which are outright gifts will be accepted by the library, with the condition that the Library Director has the authority to make whatever disposition is deemed advisable. Books and materials received from patrons in memory of someone who is deceased will always be placed in the library collection with a name plate. The same criteria used for the selection of regular library purchases will be used in evaluating gift materials. Gift materials will be shelved in the regular collection. Materials may carry a gift plate showing the name of the donor and the person honored. A thank you note will be sent to both.

Revised November 30, 2006

DISPOSAL OF LIBRARY MATERIALS

Damaged, duplicated or donated materials of questionable value may be discarded at the discretion of the Library Manager. Items of historical significance may be reviewed by the Library Board or City Manager prior to any action being taken.

Library materials which have been stamped with “Discard” may be sold, disposed of, given to charitable organizations, or made available to library patrons.

BOOK RECONSIDERATION

The Library believes in the freedom of information and will not restrict a user’s right to read, listen to, or view library materials. The Library strives to provide access to a wide range of materials representing varying points of view, without promoting a single perspective. We uphold the American Library Association’s Library Bill of Rights, the Freedom to Read, and the Freedom to View statements

In some cases, patrons may take issue with specific library materials they find offensive or inappropriate for the collection. Should a patron feel that an item should be removed or reclassified, the following steps may be taken, though we encourage the patron to first talk to a librarian about their concerns.

Patrons with borrowing privileges of the Page Public Library who object to library material will be required to register the complaint on a prepared form. The complainant will be identified as a Page Public Library patron before the complaint is considered and action deferred for full consideration by the Library Director and Library Board.

In response to the above request, the Library Director will initiate review of the cited material by a panel of three or more individuals including the Library staff and Library Board.

The complainant is invited to present their views in person. Within sixty (60) days, a written response will be mailed to the complainant reflecting the rationale and consensus of the reviewers and action to be taken, if any.

Revised March 17, 2011

PATRON'S REQUEST FOR RECONSIDERATION OF A BOOK
Page Public Library

Date: _____
Name: _____ Telephone: _____
Address: _____ City: _____ Zip: _____
I represent: Myself () Organization () _____
Name-of organization or group

Have you read the Page Public Library's Policy for criteria for selection of material and the Library Bill of Rights? _____ A copy of the libraries Materials Selection Policy will be mailed with a response to your request for reconsideration of library materials.

The material in question will remain active in the collection during the review process.

Title of book or other material: _____

Author: _____

Publisher: _____

1. How did this material come to your attention? _____

2. Did you read, hear or see the entire content? _____ If not, what parts did you read, hear or see? _____

_____ **3.**

Please describe your concerns regarding this material? (Please list specific pages or sections) (add additional pages if necessary)

4. Have you read any professional reviews of the book? Yes () No () If so,

5. What other materials of quality or relevance on this subject would you recommend?

6. What action do you recommend that the Library Board consider (i.e. should the material be removed or reclassified?): _____

Patron Signature: _____ Date: _____

Thank you for taking the time to express your concerns to us.
Please return this form to the Page Public Library.

Your comments will be reviewed by library staff and you will receive a written response. Please note: your comments are public records; however your name, address and phone number will be kept confidential.

.....

Library Use Only:

Date of Review _____

Action taken:

Revised March 17, 2011

CIRCULATION POLICY – PATRON CARDS

Library patron cards are issued free of charge to all residents of Coconino County and surrounding areas. There is no age requirement to obtain a library card.

- **The applicant, parent, or guardian’s signature is required. Minors under 18 are to be accompanied by a parent or guardian who is to present proper identification and who is to sign the application form at the time of registration. Exceptions will be made on this requirement at the discretion of the library director.**
- **The first card is issued free and is valid for three (3) years. Borrowers must pay any outstanding balances on their accounts before renewal.**
- **If patron card is lost, or damaged, replacement shall be made for a charge of \$2.00. Lost library cards should be reported at once by phoning the library. The patron is responsible for materials checked out up to the time the card is reported lost or stolen.**
- **Reporting promptly nay changes in name, address, or phone number.**
- **Identification will be requested before a replacement card is issued.**
- **A library card should be used only by the person/business to which it has been issued.**
- **The library card must be presented by the cardholder to access his/her record. Staff may request a picture IS at any time to acess and ensure account accuracy.**

In order to obtain a patron card, one must present a photo I. D. and proof of current address. The proof of residence must include the applicant’s current mailing address. If proof of mailing address is not available at the time of application, the card will still be granted, but will be mailed to the applicant at the mailing address noted.

Acceptable proof of residence must be one of the following:

- 1. Driver’s license.**
- 2. Voter’s registration.**
- 3. Hunting/Fishing license.**
- 4. Checks with name and address imprinted.**
- 5. Automobile registration.**
- 6. Utility bill.**
- 7. Original P.O. Box rent receipt.**

- 8. Student ID.**
- 9. Blood Donor's card.**
- 10. Arizona ID card.**
- 11. Any canceled mail.**
- 12. Employment identification card**

Revised

TEMPORARY LIBRARY CARD

Non-residents and seasonal workers can obtain a temporary patron card for a non-refundable fee of \$25.00. Temporary card holders are allowed limited check out of 6 books, 5 DVD's, and 3 audio book, and Internet privileges. The temporary card expires after six months. Interlibrary loan is not available for Temporary Library Card holders. Temporary Library Card holders are responsible for fines, fees and lost or damaged materials assessed to their cards.

Revised

NONPROFIT CARD POLICY

Nonprofit organizations with temporary employees/clients may obtain a library card for use by these employees/clients. Use restrictions are determined by the owner of the card. Individual users desiring internet access must comply with all provisions of the current Page Public Library Internet Policy. All fines, replacement cost, or fees are sole responsibility of the owner of the card. Interlibrary loan is not available for Institutional Library Card holders.

Revised

CHECKOUT LIMITS

Books – Limit of 20 per patron card for 3 weeks

Audio Tapes or CD's – Limit of 6 per patron card for 3 weeks

Magazines – Limit of 5 per patron card for 1 week

DVD's – Limit of 10 per family (household) for 1 week

Playaways – limit of 6 per patron card for 3 weeks

Checkout limits may vary for special services for the handicapped.

Revised

RENEWING ITEMS

Items may be renewed up to a maximum of two times if there are no outstanding request for the material. You may also renew your items on-line, by phone (928) 645-4270, or in person.

OVERDUE MATERIALS

ITEM TYPE	LATE FINE
Books/CD/Playaways	\$0.25 per day
Magazines	\$0.25 per day
DVD's	\$1.00 per day
Interlibrary Loan	\$1.00 per day

Patrons who have overdue materials will be notified after one (1) week. Additional notification may be given. Patrons with materials overdue one (1) month or longer may be sent to collections.

Revised

OUTSTANDING OVERDUE FINES

Patrons with fines in excess of \$5.00 may not check out library materials or use the Internet until the fine balance has been reduced below \$5.00. If fines are under \$5.00 patrons will be advised of the library fine. They will be required to pay some amount each time they use the library services until they bring their balance to zero.

Revised

LIBRARY FINES/FEE PAYMENT PLAN

In an effort to bring overdue items back to the library in a timely manner, the Library Board has established the following policy:

Patrons will be allowed to establish a payment plan by completing the Library's Payment Plan Agreement form, and paying the first monthly installment. The monthly installment must be at least \$10.00 or 10% of the account balance, whichever is greatest. Failure to comply with the terms of the payment plan (within a two-week

grace period) will constitute grounds for the patrons account to be blocked from borrowing materials or using the library computers until account is paid in full.

Patrons on payment plan, can only checkout 1 item and use computers 1 hour per day. A copy of the Payment Plan Agreement form is attached to this policy.

Adopted July 16, 2009

FOOD FOR FINES

Each June and December the library conducts its annual Food for Fines amnesty program. Patrons can reduce or eliminate library fines through the donation of non-perishable foods. One food item will subtract \$1.00 off a library fine. Food for fines does not cover lost or damaged items. No commodity food will be accepted. All food is donated by the library to the local food bank.

Revised

LOST LIBRARY ITEMS

If a library item is lost the patron will pay:

1. The replacement cost.
2. The daily overdue fine, not to exceed said replacement cost.
3. A five dollar non-refundable processing fee.

If the library item is returned within 30 days of the date it was paid for, the replacement cost will be refunded, excluding fines and processing fees. Reimbursement does not include Interlibrary Loans.

The Library accepts replacements that are an exact match for the item lost. A lost hardcover book can only be replaced with another hardcover copy of the same title and same or newer edition. A lost DVD consisting of a two-disk edition of a movie can only be replaced by the same two-disk edition DVD. A processing fee of \$5.00 still applies

Revised January 30, 2013

DAMAGED LIBRARY MATERIALS

The patron will be responsible for any damages to library materials that occur while checked out on the patron's card. If the item is damaged beyond repair, it will be considered a lost item.

MONIES

At the end of each business day monies collected from fines and replacement costs of unreturned materials from patrons will be accounted for and turned in to the City of Page and a receipt will be issued.

This is taken into consideration when preparing the budget. A cumulative balance ledger is kept by the Library Director for all monies taken in by the library.

INTERLIBRARY LOAN

Interlibrary loan (ILL) is a free service offered by the Page Public Library. If the library does not own book or audio book, we can try to borrow it from other libraries.

- **Interlibrary loan (ILL) is available to any patron with a current Page Public Library card who is in good standing with the library.**
- **It can take 2-5 weeks for us to receive the ILL materials.**
- **To obtain an Interlibrary Loan a patron must complete a separate Interlibrary Loan Request Form for each item requested.**
- **The following items are not available through ILL:**
 - **Items already owned**
 - **Materials published within six months**
 - **Music cd's**
 - **Rare books**
 - **Popular items, or books/audiovisual material that are in demand**
 - **Newspaper and manuscripts (unless available in microform or microfilm.**
 - **Entire issues of periodicals**
 - **Reference books or special items that the library does not own.**
- **Patrons may have a total of five (5) ILL request (including ILL items checked out) at a time.**
- **Overdue fines are \$1.00 per title per day**
- **A \$2.00 expired hold fee will be charged for items not picked up.**
- **Please do not remove the label attached to your ILL item – The label is needed to clear your account.**

- **The loan period is set by the library that lends the material to us. ILL materials may not be renewed by the lending library.**
- **Patrons are responsible for damage or loss of materials that they have checked out via ILL plus a \$5.00 processing fee.**

For Requesting Libraries

- **Page Public Library will loan to other libraries any circulating items that is on the shelf when the request is made.**
- **Page public library loans books, magazines, audio books, and photo copies of periodical articles. The library does not loan reference materials, microforms, music cd's, or archival materials.**

Revised

INTERLIBRARY LOAN

Interlibrary loan is a service we are happy to offer to patrons who are in need of materials we do not carry. Materials need to be picked up within seven (7) days of notification or they will be sent back to the lender. Repeated failure to follow interlibrary loan policies will result in loss of the privilege. (There will be a fine of \$1.00 per day for overdue Interlibrary Loan materials.)

PATRON'S NAME: _____ **PHONE:** _____

PATRON'S LIBRARY CARD NUMBER: _____

AUTHOR: _____

TITLE: _____

DATE: _____ **CCC STUDENT?** _____

INTERLIBRARY LOAN

Interlibrary loan is a service we are happy to offer to patrons who are in need of materials we do not carry. Materials need to be picked up within seven (7) days of notification or they will be sent back to the lender. Repeated failure to follow interlibrary loan policies will result in loss of the privilege. (There will be a fine of \$1.00 per day for overdue Interlibrary Loan materials.)

PATRON'S NAME: _____ **PHONE:** _____

PATRON'S LIBRARY CARD NUMBER: _____

AUTHOR: _____

TITLE: _____

DATE: _____ **CCC STUDENT?** _____

Revised September 18, 2008

BEHAVIOR POLICY

WHILE AT THE LIBRARY:

You MAY...

- Look for and retrieve materials**
- Use computers to locate materials or information**
- Ask a librarian for assistance**
- Read**
- Do homework**
- Research topics**
- Have a respectful and pleasant attitude**

You MAY NOT...

- Talk loudly, harass, use abusive or offensive language, or be disrespectful**
- Eat food, drink beverages, smoke or chew tobacco**
- Mistreat or abuse library property and equipment**
- Loiter on library property (indoors and outdoors)**
- Fight, push, or display any kind of inappropriate gesture or physical contact while on library property**
- Run, skateboard, or roller blade anywhere on library property**
- Use cell phones within the library facility**

Anyone displaying inappropriate behavior as mentioned above will be given one warning and told what is expected. If inappropriate behavior continues, the individual(s) will be asked to leave. Youth will call their parent for immediate pick-up and will need to leave the library property for the rest of the day. If inappropriate behavior becomes a consistent problem the individual(s) will not be allowed to return to the library for an extended and specified period of time to be determined by the Library Director.

UNATTENDED CHILDREN'S POLICY

The library is not a safe place to leave children unattended. While the library staff is concerned about the safety of children, they cannot assume responsibility for children left unattended.

Children under the age of 8 or children with special needs may not be left unattended (without parent/caregiver) in any part of the library unless they are participating in a library program. Parent/caregiver of children attending library programs should remain in the library building during the program.

If a child under the age of 8 is left unattended, the parent/caregiver will be located in the building and informed of the library's policy. If not found in the building, further efforts to locate the parent/caregiver will be made. If the parent/caregiver is not located in the building, the Page Police Department will be called to assume responsibility for the child. Library staff will not take a young person home.

In the case of unattended children under the age of 18 whose behavior does not permit them to remain in the library, the librarian in charge will contact the parent/legal guardian. If the parent/caregiver cannot be contacted and the disruptive behavior continues in such a manner, the Page Police Department will be contacted. An incident report shall be prepared, filed, and the director will send notice of the library's policy and a copy of the incident report to the parent/legal guardian. Violations of this policy are grounds for suspension of library privileges.

Library hours are:

Monday – Closed

Thursday: 9 AM to 8 PM Saturday: 10 AM to 6 PM

Friday:
9 AM – 6 PM Sunday Closed

Revised February 16, 2006

PAGE PUBLIC LIBRARY INCIDENT REPORT

Date Of Incident: _____ Time: _____

Person Reporting Incident: _____ Witness: _____

Library Staff: _____

<input type="checkbox"/>	Theft	<input type="checkbox"/>	Illness / Injury	<input type="checkbox"/>	Assault
<input type="checkbox"/>	User Behavior/Policy	<input type="checkbox"/>	Vandalism	<input type="checkbox"/>	Other

Brief Description of Incident:

Name(s) and Address(es) of person(s) involved:

Action taken by staff:

Signature of Employee completing form:

Send completed form to the Library Director within twenty-four hours of the incident.

Follow-up Actions:

Approved February 16, 2006

CELL PHONE POLICY

The use of cell phones in the library can be disruptive to patrons and staff. All library users and staff are expected to respect those who desire quiet to conduct their library activities. The following restrictions apply to the use of cell phones at the Page Public Library:

- **Cell phones should be turned off or set to vibrate when entering the library.**
- **People making calls on a cell phone shall leave the library building to make the call.**
- **People receiving calls on a cell phone shall immediately leave the building to continue their conversation.**
- **Refusal to comply with this policy will result in the patron being required to leave the library.**

Adopted August 16, 2006

LOST AND FOUND POLICY

Patrons are responsible for their personal items when visiting the library. The library is not responsible for personal items left in the library by patrons.

The Page Public Library has a Lost and Found at the circulation desk.

Items of value from the Library Lost and Found are delivered weekly to the Page Police Department. It is patron's responsibility to check for lost items at the police department.

On a weekly basis, items are collected from the Library Lost and Found by Library staff and put into the Friends of the Library book sale, given to a charitable organization or discarded.

Requirements & Guidelines

- **Patrons whose items have been turned in to the Library and who can satisfactorily identify their items may claim their items from the lost and found.**
- **Not all items will be kept for one week. Perishable items remaining in the Library are collected and discarded daily.**
- **Library Staff does not log or track any Lost and Found items**
- **Library staff will attempt to contact customers regarding their found property if contact information is available.**

Adopted October 19, 2006

DETECTION SYSTEM POLICY

Should a person intentionally leave the library without properly checking out materials the staff will immediately notify the police with the name or description of the suspect. No attempt will be made to stop or pursue them.

LIBRARY SECURITY CAMERA POLICY

The library strives to maintain a safe and secure environment for its staff and customers. In pursuit of this objective, selected areas of the library premises are equipped with video cameras that are recording at all times. Signage will be posted at the library entrance disclosing this activity. The library's video security system shall be used only for the protection and safety of customers, employees, assets, property, and assist law enforcement.

Reasonable efforts shall be made to safeguard the privacy of customers and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms; employee break or changing rooms. The video security cameras will be positioned to record only those areas specified by the director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the director.

Only the director or employees designated by the director are authorized to operate the video security system. Access to video records shall be limited to authorized employees, who shall only access such records during the course of their regular duties. Library employees are to review and comply with this policy. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system.

Images from the library video security system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for approximately 30 days. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the director or other authorized employee. Any records produced by the video security system shall be kept in a secure manner, and managed appropriately by the library to protect legal obligations and evidentiary values.

USE/DISCLOSURE OF VIDEO RECORDS & PERSONNEL AUTHORIZED TO OPERATE VIDEO EQUIPMENT

- **Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.**
- **Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may, however, be waived by the director or authorized employees when appropriate. Video records of incidents can be retained and reviewed as long as considered necessary by the director.**
- **Video records may be shared with authorized employees when appropriate or, upon approval by the director, other library staff to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.**
- **Video records may be used, upon authorization by the director, as otherwise allowed by law.**
- **Only the director and employees designated as Persons In Charge shall be authorized to release any video record to law enforcement. Only the director shall be authorized to release any video record to any third-party other than law enforcement.**
- **Video records shall not be used or disclosed other than as specifically authorized by this policy.**
- **Only the director or employees authorized by the director shall operate the video security system.**
- **A record of an incident will only be stored longer than 30 days where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes.**

IN ORDER TO PROVIDE NOTICE TO INDIVIDUALS THAT VIDEO IS IN USE: Signage will be placed prominently along the perimeter of the surveillance area indicating that video surveillance is in use.

RECORD IDENTIFICATION

All records (storage devices) shall be clearly identified (labeled) as to the date and location of origin including being labeled with a unique, sequential number or other verifiable symbol. In facilities with a DVR that stores information directly on a hard-drive, the computer time and date stamp shall be understood to be this identification. In facilities with a VCR or other recording mechanism using a removable/portable storage device, the authorized personnel shall affix a label to each storage device identifying this information.

LOG BOOK

Each location shall maintain a logbook to record all activities related to video devices and records. Activities include all information regarding the use, maintenance, and storage of records and all instances of access to, and use of, recorded material, including the name of the person accessing the system. All logbook entries will detail staff name, date, time and activity. This logbook must remain in a safe and secure location with the video recording equipment. Only authorized personnel or director may remove this logbook from the secure location.

ACCESS TO VIDEO RECORDS

1. Access

Access to the video surveillance records, e.g. logbook entries, CD, video tapes, etc. shall be restricted to authorized personnel, and only in order to comply with their roles and responsibilities as outlined in the Security Video Surveillance Policy.

2. Storage

All tapes or other storage devices that are not in use must be stored securely in a locked receptacle located in an access-controlled area.

3. Formal Access Requests Process

With the exception of requests by law enforcement agencies, all formal requests for video records should be directed to the Library Director's office. Requests

are subject to the requirements of the Library's Access to Information and Protection of Privacy Policy.

4. Access: Law Enforcement

If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Disclosure of Personal Information Form and forward it to the Library Director's.

- (a) The date and time of the original, recorded incident including the designated name/number of the applicable camera and VCR/DVR;
- (b) The name of the authorized personnel at the time of the incident;
- (c) The time and date the copy of the original record was sealed;
- (d) The time and date the sealed record was provided to the requesting Officer; and,
- (e) Whether the record will be returned or destroyed after use by the Law Enforcement Agency.

5. Viewing Images

When recorded images from the cameras must be viewed for law enforcement or investigative reasons, this must only be undertaken by an authorized personnel, in a private, controlled area that is not accessible to other staff and/or visitors.

6. Custody, Control, Retention and Disposal of Video Records/Recordings

The library retains custody and control of all original video records not provided to law enforcement. Video records are subject to the access and privacy requirements which include but are not limited to the prohibition of all Library employees from access or use of information from the video surveillance system, its components, files, or database for personal reasons.

With the exception of records retained for criminal, safety, or security investigations or evidentiary purposes, the Library must not maintain a copy of recordings for longer than the recording systems' 30-day recording cycle.

The Library will take all reasonable efforts to ensure the security of records in its

control/custody and ensure their safe and secure disposal. Old storage devices must be disposed of in accordance with an applicable technology asset disposal process ensuring personal information is erased prior to disposal, and cannot be retrieved or reconstructed. Disposal methods may include shredding, burning, or erasing depending on the type of storage device.

7. Unauthorized Access and/or Disclosure (Privacy Breach)

Any Library employee who becomes aware of any unauthorized disclosure of a video record in contravention of this Policy, and/or a potential privacy breach has a responsibility to ensure that the library director is immediately informed of the breach.

8. Inquiries from the Public Related to the Video Surveillance Policy

A staff member receiving an inquiry from the public regarding the Video Surveillance Policy shall direct the inquiry to the Library Director's office.

ACCOUNTABILITY

The Library Director:

- (a) Is responsible and accountable for documenting, implementing, enforcing, monitoring and updating the Library's privacy and access compliance;**
- (b) Will report to the Board when video surveillance is being proposed for all locations;**
- (c) Preparing annual reports to the Board on all security video surveillance systems installed.**

Adopted February 4, 2011

PROGRAM ROOM POLICY

SCHEDULING AND PATRON USE:

- 1. Scheduling will be done by Library staff. Priority will be given to Library business.**
- 2. The room may be scheduled for use by any person or organization for any legal purpose, although an explanation of the activity may be required.**
- 3. A signed agreement will be submitted prior to the first use of the Program Room and will be kept on file at the library. Agreements must be renewed annually.**
- 4. Scheduling must be made in advance and verified before each meeting. Groups with regular meetings must reschedule monthly.**
- 5. After hours use may be granted at the discretion of the library director.**

ROOM CONDITION:

- 1. Set-up and clean-up will be the responsibility of the person or organization using the room.**
- 2. Refreshments may be served in the program room, but no food or drink will be allowed in the library. Only non-staining liquids are allowed in the program room**
- 3. Any damage to furniture, equipment, or the room itself will be paid for by the user.**
- 4. Unpaid damages or disregard of the clean-up policy will result in the person or organization being denied future use of the room.**

Revised March 15, 2007

EXHIBITS AND DISPLAYS POLICY

Groups and individuals are welcome to exhibit literary, artistic or cultural items of their creation or collection.

Potential exhibitors may reserve space with the Library Director up to one year in advance of the desired exhibition date. The library does not maintain a waiting list but there is a cancellation list for exhibitors who can be ready on short notice. The Library Director and staff must approve all exhibits.

EXHIBITOR'S RESPONSIBILITIES

- 1. Exhibitor must supply all necessary free standing display equipment.**
- 2. Normal exhibit length is two months. Exhibitor must set up exhibit on the first day of the first month and remove by the last day of the second month.**
- 3. To supply the library with an item by item inventory, which includes a current market value of each item.**
- 4. To sign a waiver at the end of this form and to provide insurance coverage, if desired. (The library is not responsible for items damaged or stolen).**
- 5. To display a business card sized sign clearly identifying the exhibitor.**
- 6. To provide a master price list of all items for sale.**

The Library will not be an intermediary between an exhibitor and a buyer. However, upon telephone notification, by the exhibitor, Library staff will mark an item sold. Any items sold during the exhibit must remain on display through the ending date of the exhibit.

- 7. To pose for a publicity photograph if requested.**

The Library adheres to the Library Bill of Rights and its interpretation adopted by the Council of the American Library Association, February 4, 1981, in regard to the display area being made available on an equitable basis, regardless of the beliefs or affiliation of individual or groups requesting their uses.

**PAGE PUBLIC LIBRARY
Page, Arizona**

INVENTORY

ITEMS DESCRIPTION	MARKET VALUE
1. _____	_____
2. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

To the fullest extent permitted by law, the EXHIBITOR shall defend, indemnify and hold harmless the City of Page, City of Page Library Board, its agents, officers, officials and employees from and against all tortuous claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the exhibition of EXHIBITOR'S works of art at the Page Public Library.

SIGNATURE

DATE

ACCEPTABLE USE OF ELECTRONIC INFORMATION SYSTEMS

I. INTRODUCTION

Page Public Library provides access to electronic information systems, including computers, computer peripherals, computer networks, software, and data, to library customers (hereafter "users") in accordance with its mission.

Use of the library's systems shall be consistent with its goals, policies, and procedures, and with applicable local, state, federal, and international laws.

Users of the library's systems shall not interfere with the operations, integrity, or security of those systems, nor otherwise inhibit normal library activities.

Page Public Library reserves the right to alter the provisions of this policy and to change the conditions of use of its electronic information systems, in accordance with its mission. The library reserves the right to terminate or change, without notice, the nature of access to specific electronic resources, in accordance with its mission.

II. LIMITATION OF LIABILITY

A. GENERAL DISCLAIMER

Page Public Library disclaims any warranty of the accuracy, authoritativeness, timeliness, or usefulness of the information obtained from its electronic information systems. Page Public Library shall have no liability for any direct, indirect, or consequential damages related to the use of the information contained in, or obtained through its electronic information systems. As is the case with printed materials, materials accessed through electronic information systems may not be accurate, complete, or current. The library encourages users to evaluate

electronic materials just as they do printed materials.

B. ACCESS TO EXTERNAL NETWORKS

Page Public Library provides access to external computer networks, such as the Internet World Wide Web, which may enable the library and its users to obtain information not contained in the library's own collection of resources. External networks offer access to material that is personally, professionally, and culturally enriching to individuals of all ages. However, the material may be unregulated and may contain information that is controversial, offensive, disturbing, erroneous, or illegal. Page Public Library has no control over the information on external networks and shall not be held responsible for the content, presentation, or use of that information.

Access for minors to the external networks shall be the responsibility of the minor's parent or legal guardian. A permission form must be signed before minors will be allowed access.

C. LINKS TO INTERNET SITES

Page Public Library, through its Internet home page, provides links to useful Internet World Wide Web sites, which, in turn, may be linked to other sites. In choosing links, Page Public Library follows generally accepted public library practices. However, due to the unregulated nature of the Internet, the library cannot monitor the sites to which it links, or any subsequent links, and cannot accept responsibility for the content or availability of those sites.

D. USE OF COPYRIGHTED MATERIALS

Page Public Library provides access to copyrighted materials, including copyrighted electronic materials. Responsibility for the consequences of copyright infringement shall lie with the user. Page Public Library

expressly disclaims liability or responsibility resulting from copyright infringement by users.

E. COMPUTER “VIRUSES” AND “WORMS”

External computers and networks may be unregulated and may contain “viruses” or “worms” potentially harmful to users’ computer systems. Responsibility for identifying and eliminating viruses and worms in data or files downloaded from the library’s electronic information systems shall lie with the user. Page Public Library expressly disclaims liability or responsibility for damages resulting from viruses and worms contained in transmissions, data, files, or programs obtained from or through the library’s electronic information systems.

The library recommends that users employ checking and scanning software to identify and eliminate viruses and worms in any data, files, or programs they obtain from sources that may be unregulated.

III. RESPONSIBILITIES

A. ETHICAL USE

Users of Page Public Library’s electronic information systems shall employ them in an ethical manner. Unethical behavior includes:

- violating the security of any computer system,**
- obtaining or employing, without authorization, computer access codes, passwords, or**
- removing, damaging, or destroying computer hardware and/or peripheral equipment and accessories,**
- using the library’s electronic information systems in ways that unnecessarily impede information gathering activities of others; such as monopolizing one or more computer workstations,**

- using the library's electronic information systems in ways that create a hostile environment for others, and
- violating the privacy of other users.
-

B. LEGAL USE

Users of Page Public Library's electronic information systems shall employ them for legal purposes. Illegal purposes include using the systems to:

- harass or stalk other persons,
- libel or slander other persons,
- violate Arizona law (ARS 13-2316) by damaging, destroying, or altering without authorization any computer or electronic equipment, software or data belonging to the library, other persons, or other organizations,
- violate the terms of the licenses under which the library offers the use of software and data,
- infringe copyrights of materials, or
- disrupt or monitor, without authorization, electronic communications.

C. CONDITIONS OF USE

To ensure that use of Page Public Library's electronic information systems is consistent with its mission and with the legal and ethical standards set forth above, the following conditions of use shall apply:

- Library cardholders shall have free access to the library's electronic information systems on a first come, first-served basis, one session per day. Sessions are 60 minutes. Non-library cardholders may purchase access to the library's electronic information systems for \$3.00 per half hour or \$5.00 per hour. Access to word processing is free.

- **Temporary cards may be purchased for \$25.00 entitling non-library cardholders to 6 months of access to the library's computers (no more than one session per day).**
- **Space is limited at the terminals; therefore, not more than 2 people may use any particular terminal at one time.**
- **Users shall not attempt to upload, install, setup, run, or execute any program or software not authorized by the library on any of the library's electronic information systems.**
- **In accordance with US law (US Code, Title 17), users shall not reproduce or distribute copyrighted materials without the permission of the copyright holder.**
- **In accordance with Arizona law (ARS section 13-3501 through 13-3512) and Addendum 4, users shall not employ the library's electronic information systems to access or display explicit sexual material.**
- **All library cardholders must present their patron library card to access the library's electronic information systems. Non-library cardholders must have some other identification to access the library's electronic information systems.**
- **No E-mail accounts will be issued by the library.**
- **The library will post the above Conditions of Use in several prominent places in the Library.**

Revised June 21, 2007

IV. SANCTIONS

Users who violate Page Public Library's Ethical use or Legal use policies, or who refuse to comply with the Conditions of Use will be asked to leave the library, and will lose library electronic information system privileges. Users who employ the library's electronic information systems to commit illegal acts may also be subject to prosecution by local, state, or federal authorities.

V. RESPONSIBILITIES OF THE LIBRARY

A. CONFIDENTIALITY OF USE

Transaction logs and any other information that can be used to identify a user with specific data, files, or programs, or other electronic materials, are considered by Page Public Library to be confidential and shall not be divulged to anyone other than the user, except as otherwise provided herein.

All users are advised that such records shall not be made available to any agency of local, state, or federal government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, local, state, or federal law relating to criminal, civil, or administrative procedures or legislative investigatory power.

B. NOTICE

Page Public Library shall provide notice of the provisions of this policy and will make available paper copies of this policy.

VI. ACKNOWLEDGMENTS

Page Public Library gratefully acknowledges those public libraries from which it received advice in developing this policy, and from which it adapted some of the language used in it. Thanks are owed to St. Joseph County Public Library (South Bend, Indiana), Kansas City Public Library, Sacramento Public Library, Seminole County Public Library (Florida), Berkeley Public Library, and Spokane Public Library, and, in Arizona, Flagstaff Public Library, Glendale Public Library, Prescott Public Library, Maricopa County Public Library, and Phoenix Public Library.

INTERNET DISCLAIMER NOTICE

The Internet is a global electronic information network which is not regulated by any local, state, federal, or international authority. Materials found on the Internet may contain information that is controversial, offensive, disturbing, erroneous, or illegal. Page Public Library disclaims any warranty of the accuracy, authoritativeness, timeliness, or usefulness of the materials, and shall have no liability for any direct, or indirect, or consequential damages related to the use of these materials.

Users who access the Internet at Page Public Library are required to conduct themselves in an ethical and legal manner, and to adhere to the Conditions of Use set forth in the library's policy on Acceptable Use of Electronic Information Systems. Access to, or use of, the Internet by minor children requires parents to sign a permission form before they will have access to the Internet (Addendum 1).

**INTERNET USE
PERMISSION/RELEASE FORM**

In today's world of constant change, the Internet/World Wide Web is a great way to stay current on all sorts of information. The Page Public Library feels that it is important to offer this service to the community. The library does feel, however, that as a parent or guardian of a minor, you need to be aware that there are no controls on what is put on the Internet. As a result, some things that would be interesting or informational to some adults may be inappropriate to a minor.

Although there are various screening programs available which would block some of these web sites, the library has chosen – in accordance with the American Library Association Policy and a recent decision of the Supreme Court regarding censorship of the Internet – to not use this type of software at the Page Public Library. Thus the library requires a signature, on the form below, of a parent or guardian of any minor wishing to use the Internet. This form releases the City of Page and the Page Public Library from liability for any information your minor may access which you would not feel to be appropriate.

To address the issue of safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, as well as unauthorized disclosure, use and dissemination of personal identification information regarding minors, 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.
- ◆ Remember that people online may not be who they say they are.
- ◆ Remember that not everything one reads may be true.

INTERNET RELEASE FORM

I, _____, the parent/guardian of _____
give my permission for him/her to access the Internet and release the City of Page and the Page Public Library from liability for whatever, he/she should view, copy, or download.

Signature of Parent/Guardian

Date

Revised March 16, 2006

RESPONSIBILITIES OF USERS OF THE ELECTRONIC INFORMATION SYSTEMS

Users who access the Internet or any other electronic information system at Page Public Library are required to conduct themselves in an ethical and legal manner, and to adhere to the **Conditions of Use** set forth below and incorporated into the library's comprehensive policy on **Acceptable Use of Electronic Information Systems**. This policy may be viewed at the Circulation and Reference Desks.

Conditions of Use

- Library cardholders shall have free access to the library's electronic information systems on a first come, first served basis, for one (1) session per day. Sessions are 60 minutes. Non-library cardholders may purchase access to the library's electronic information systems for \$3.00 per half hour or \$5.00 per hour, with a limit of two (2) sessions per day. Access to word processing is free and limited to one (1) session per day.
- Temporary cards may be purchased for \$25.00, entitling non-library cardholders to 6 months of access to the library's computers (no more than two sessions per day).
- Users shall not attempt to upload, install, set up, or execute any program or software not authorized by the library on any of the library's computer workstations.
- In accordance with US law (US Code, Title 17), users shall not reproduce or distribute copyrighted materials obtained from any source without the permission of the copyright holder.
- Users of the Internet are **prohibited** from accessing and displaying explicit sexual material pursuant to Arizona Statute (ARS section 13-3501 through 13-3512).
- All library cardholders must present their patron library card to access the library's electronic information systems. Non-library cardholders must have some other identification to access the library's electronic information systems.
- No e-mail accounts will be issued by the library.

Failure of any library user to act in an ethical and legal manner or to adhere to the Conditions of Use set forth above may result in expulsion from the library, loss of library electronic information system privileges, and/or prosecution in a court of law.

I agree to abide by the Conditions of Use set forth in this policy. I understand that if I violate the Conditions of Use that I may be asked to leave the library, lose my library electronic information system privileges, and/or be prosecuted in a court of law.

Signature of User

Date

PRINT FULL NAME

Revised March 16, 2006

NOTICE

These workstations are for citizens to access the Internet for the sole purpose of obtaining information and resources. The Page Public Library prohibits the accessing of nudity and/or sexually explicit material through the Internet in accordance with ARS section 13-3501 through 13-3512. Anyone observed violating any of these restrictions will be asked to stop immediately and will lose the privilege to access the Internet at the Page Public Library in the future.

TIME LIMIT

Library cardholders shall have free access to the library's electronic information systems for one (1) session per day.

Sessions are 60 minutes. Non-library cardholders may purchase access to the library's electronic information systems for \$3.00 per half hour and \$5.00 per hour, with a limit of two (2) sessions per day.

PRINTING

**There is a charge of \$.25 per page.
\$1.00 color per page**

WIRELESS INTERNET ACCESS POLICY

The Page Public Library now allows for personal computer equipment to access the internet via a wireless network.

1. Persons utilizing the wireless connection agree to comply with all provisions of the current Page Public Library Internet Policy.

For our Library policies on Internet access, see our Acceptable Use of Electronic Information Systems Policy.

2. The Library's wireless connection is unencrypted, unprotected, and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors, viruses, spyware, and hacking are an inherent risk associated with any wireless and internet service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking, internet threat or other unauthorized use or access into the patron's computer.

3. Library staff cannot provide technical assistance to patrons using the library's wireless network.

4. The Library only supports 802.11b and 802.11g wireless networking specifications.

5. Illegal or inappropriate use of the Internet is not permitted. If inappropriate images are displayed in view of others in the Library, the offending party will be asked to leave the building. Repeated inappropriate use can result in loss of Internet use privileges.

6. There is no guarantee that a wireless connection can be made or maintained.

7. Printing is not available over the wireless network at this time. Patrons may print from a library-owned computer, and applicable printing fees will be charged.

8. The library reserves the right to terminate a wireless Internet session at any time.

9. The library wireless hotspot only supports http and https.

10. Patrons are urged to use the latest versions of spyware protection, anti-virus software, and a personal firewall software while using the library's wireless connection.

WARNING: The Library is not liable for the consequences of wireless network use in any way, including the transmission of computer viruses, loss of data or e-mail, security breaches of personal/private information, or any harm resulting from the use of an unsecured server.

BY-LAWS OF THE LIBRARY BOARD

ARTICLE I.

Pursuant to the conditions of section 2-4-7 of the Code of Page, Arizona and the following Section 9-414 of the Arizona Revised Statutes, the City of Page, Arizona establishes a Library Board of seven members, each serving for a three year term.

ARTICLE II.

The regular meeting of the Library Board shall be held on the third Thursday of each month at a place publicly designated by the Board President and the Library Director.

The annual meeting shall be held at the time of the regular monthly meeting in July.

No regular meeting of the Library Board will be held in the month of December.

Special meetings may be called by the President, or upon request of other Board members conferring with the President.

Notice of meetings shall be publicly posted twenty-four hours in advance of the meeting in compliance with the Arizona Open-Meeting Law-ARS 38-431.

Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term.

The Library Director shall be present at all Board meetings.

ARTICLE III.

Officers of the Board shall be chosen at the annual meeting of the Board, and shall be as follows: President, Vice President, Corresponding Secretary, and Recording Secretary.

The President shall preside at all meetings, suggest the agenda, appoint special committees as required, authorize call for any special meetings, and act as spokesman for the board to officials and the public on issues decided upon by the board.

The Vice-president assumes the duties of the President in the absence of the President and performs such other duties as assigned.

The Corresponding Secretary shall handle correspondence of the board as assigned and take minutes in the absence of the Recording Secretary.

The Recording Secretary shall take written minutes at all meetings. He/she will also prepare, type, and submit minutes of all meetings to Library Director for distribution to Board Members. Approved minutes shall be signed by the Recording Secretary and the President. The Library Director maintains both the file of approved minutes and the tapes of the minutes at the library.

The Library Board shall make recommendations to the Mayor and Council for the appointment and reappointment of members of the Library Board.

ARTICLE IV.

Special committees for the study and investigation of special problems may be appointed by the President, such committees are to serve until the completion of the work for which they were appointed. All committees must make a progress report to the Board at each meeting.

ARTICLE V.

A quorum for the transaction of business shall consist of a majority of the

members of the board, following “Robert’s Rules of Order”.

ARTICLE VI.

The Library Director shall be an ex-officio member of the Board and shall have sole charge of the administration of the library under the direction and review of the City Manager. The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff under the direction of the City Manager, for the efficiency of the library’s service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

ARTICLE VII.

The duties of the Library Board shall include the following:

It shall encourage the development of public libraries.

It shall recommend to the Mayor and Council policies and programs for the advancement of the library.

It shall review the annual budget for the library prior to submission of the budget to the City Manager.

It shall cooperate with all other public and private groups in advancing the best interest of the public library.

It shall render to the Library Director all recommendations it considers advisable regarding the library.

ARTICLE VIII.

The order of business at the regular meeting shall be as follows:

Call To Order

Roll Call

Approval of Minutes of Previous Meeting

Report Of The Correspondence

President’s Report

Library Director's Report
Report of Committees
Unfinished Business
New Business
Adjournment

The President and the Library Director in consultation shall prepare the Agenda of Business for each Board meeting and present a copy of it to each Board Member prior to the meeting date.

ARTICLE IX.

These by-laws may be amended at any regular meeting of the board by a two-thirds vote of the entire membership. Following "Roberts Rules of Order", a month's notice of intent is required before action can be taken on amendments.

**STATEMENT OF A.S.A. COUNCIL RELATED TO
THE FIRST AND FOURTEENTH AMENDMENTS OF
THE CONSTITUTIONS OF THE UNITED STATES
(AND DEPENDENT CONCERNS).**

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

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

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

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We

believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

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 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

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

Adopted August 16, 2007

Library Policy Manual Amended October 18, 2007 by the Page Public Library Board
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