POLICIES

OF THE

DAVIS COUNTY LIBRARY

Revised 4/16/19

ALPHABETICAL INDEX

Access to Electronic Information 300

Details acceptable uses of public Internet access provided by Davis County Library, and regulates conformity with applicable state and national laws and the Children's Internet Protection Act (CIPA); guides management of the public space by balancing patron rights with necessary legal and practical limitations.

Book Sale Procedures 240

Outlines the process for Davis County Library book sales and for disposing of library-owned magazines.

Borrowing Privileges of Staff and Board Members 140

Details regulations for library cards issued to library staff and board members.

Bulletin Board and Display Policy 260

Defines the purpose and scope of Davis County's public bulletin boards and public display spaces; provides a process for their maintenance.

Circulation 120

Regulates the use of Davis County Library materials, patron accounts, and the Library's use of legal remedies.

Compliance with County Policies 220

Confirms Davis County Library's compliance with Davis County policy and procedures and details the process for considering variations based on specific circumstances.

Cooperative Agreements, Partnerships and Alliances 270

Guides Davis County Library's participation in cooperative agreements with other organizations, associations, and agencies.

Disposal of Public Property 230

Details Davis County Library's process and methods for disposing of public property.

Distribution of Literature, Solicitation and other Uses of Library Property 310

Defines the nature of library property and outlines the process for distributing literature and soliciting signatures.

Donations and Display of Art Works 250

Describes the nature of art works displayed in Davis County Library and details the process for donation.

Guidelines for Proving Special-Needs Services 170

Establishes guidelines for providing services in compliance with the Americans with Disabilities Act (ADA).

Hazard Communication Plan 280

Confirms Davis County Library's compliance with Davis County's OSHA Written Hazard Communication Program, details a communication process, and specifies locations for sharing related information.

Inter-Library Loan 190

This section covers expectations for patrons using interlibrary loan (ILL) services and guides how Davis County Library works within state and national ILL codes.

Inter-Library Loan Procedures 200

Outlines Davis County Library procedures for patrons using interlibrary loan (ILL) services.

Internet Safety Policy for Minors 301

Describes policy and process for protecting minors from viewing harmful information or disclosing personal information via the Internet in public library spaces; confirms Davis County Library's compliance with the Children's Internet Protection Act (CIPA), state and national laws; this policy is regularly reviewed and readopted by the Library Board.

Letter and Court Action 121

Details the process for initiating court action or sending letters related to patron accounts.

Library Records 150

Details the process for handling requests for information, including responding to public records requests; confirms compliance with Davis County ordinances, Utah State Code, and the Patriot Act regarding disclosure of public and patron records.

Meeting Room Policy 290

Defines the nature and location of public meeting spaces in the Davis County Library and details the process and fees for reserving and using auditoriums and other meeting rooms, including compliance with local fire codes.

Mission Statement and Management of the Library As a Public Space 50

Defines the library as a public space and establishes the library's purpose, goals, and philosophy of service.

Photography and Filming Guidelines 311

Provides for Davis County Library's use of photos and videos taken during public library programs and events; details the process for photo permissions, filming, and photography on library property.

Registration 110

Defines the requirements, process, and options related to obtaining a Davis County Library card.

Residency 100

Establishes requirements for Davis County Library residency based on Utah State law and as approved by the Library Board.

Schedule of Average Replacement Costs 130

Describes the process for assessing charges on items without a known cost, includes a chart of average costs.

Schedule of Charges for Damage 122

Gives examples and methods used to assess charges for damaged library materials.

Schedule of Loan Periods, Renewal Periods, Fines and Fees 123

Compares the loan periods, renewal periods, fines, and fees assessed for materials held in library collections.

Service to Patrons with Disabilities 160

Describes guidelines for providing library services to patrons with special needs in compliance with the Americans with Disabilities Act (ADA).

Theft and Mutilation of Library Materials 180

Details options for the Davis County Library when library materials are stolen or damaged; guides compliance with Utah State Code and other relevant laws.

Volunteers 210

Confirms Davis County Library's compliance with Davis County volunteer policies and procedures and establishes the purpose, processes, programs, and qualifications for Library volunteers.

Policies were approved 9/19/17 by Library Board to update Branch Librarian to Branch Manager.

MISSION STATEMENT AND MANAGEMENT OF THE LIBRARY AS A PUBLIC SPACE

The Davis County Library serves the community as a prominent public space that strives to accommodate the differing needs and expectations of a diverse populace. Accordingly, the Library commits itself to managing the library branches as public spaces that meet the community's general expectations for visual interest, comfort, safety, functionality and efficiency. The Library strives to achieve this goal through effective investment in buildings, utilities, furnishings and electronics. In addition, the Library establishes policies, in conformity with Davis County policies and applicable law, and trains staff to advance the community's interest in operating the branch libraries as inviting and vibrant public spaces.

Reflecting these goals and the commitments, the Davis County Library adopts the following mission statement:

Mission Statement of the Davis County Library

In fulfillment of its responsibility as a vibrant public agency vital to the quality of life of the citizens of Davis County, the Davis County Library commits itself:

- **To provide the diverse community it serves with cost-effective access to information in formats that most clearly meet the needs of the citizens it serves;**
- **To develop programs, collections and policies based on a broad vision of what constitutes "library services" and do so in a manner which invites patrons to explore the ways in which the library can be of value in their lives;**
- **To add value to library services through quality person-to-person assistance; and,**
- **To manage library resources efficiently, effectively and with full accountability for the stewardship of a valued public service.**

The Library also engages in a continuous process of assessment, evaluation and strategic planning to facilitate on-going improvements to the branch libraries as public spaces and to advance compliance with the commitments and goals expressed in this policy. Finally, through signage and public relations efforts, the Library will invite patrons, including those using the general public areas of the branch libraries, the meeting rooms, the grounds and the Internet, to utilize all library resources in a manner appropriate to a shared public space. Consistent with the mission defined above, patrons are encouraged to manage their own use of library resources in a manner that advances their personal free and open inquiry while also accommodating a variety of users, including minors, and that is respectful of the needs, diverse expectations and investment of all library users and the community as a whole. **Approved by Davis County Library Board, November 24, 2009.**

RESIDENCY

The primary mission of the Davis County Library is to provide library facilities, services, staff and materials to meet the needs of residents. In accordance with Utah State law, a resident is anyone who resides in any area of Davis County which is taxed for county library service. In addition, individuals who reside outside the Library's taxing jurisdiction, but who own property that is taxed by the Davis County Library are also considered residents for purposes of receiving library services. The rights and privileges established under the policies of the Davis County Library are reserved for residents as herein defined, except as provision is made by the Board of Directors to extend services to non-residents.

Approved by Davis County Library Board, February 25, 1992.

REGISTRATION

1. All residents, as defined in the policy on "Residency," are entitled to register for and receive a Davis County Library card, subject to the provisions of this policy.

2. Residents may register for and receive library cards free of charge. Residents will be charged fees only for replacing lost and damaged cards, as established in the appropriate policy.

3. To register for a library card~~,~~ individuals must provide proof of identification and residency. Two forms of identification are required, one of which will be a photographic identification, such as a driver's license, the second will be a proof of residency**.** Proof of residency will be current, and will include the name of the individual and his or her address. A post office box number may be used for mailing purposes, but is not sufficient as proof of residency. The following types of documents may be used to prove residency: driver's license, check book, current utility bills, letters which have been delivered within the past sixty (60) days through the United States Postal Service and property tax notices. Verbal confirmation of address, made by family members, friends, employers or others, in person or by telephone, does not constitute proof of residency for the purposes of this policy. When a card is replaced after being lost or destroyed, the staff will take appropriate measures to verify that the individual replacing the card is the individual to whom the account is registered, and may require re-verification of identification or residency at that time.

4. Individuals 18 years of age or older may register for library cards for themselves, for their children, and for others for whom they have legal guardianship or custody. An individual under 18 years of age may register for a library card only: a) if he or she is an emancipated minor as defined in Utah State Code, Annotated, 15-2-1, which states, "The period of minority extends in males and females to the age of eighteen years; but all minors obtain their majority by marriage;" or, b) if the individual has been declared emancipated by a court of competent jurisdiction in accordance with Utah State Code, Annotated, 78-3a-1001 through 78-3a-1005. The Library also recognize**s** minors emancipated in accordance with laws of other states upon presentation of adequate documentation from the state of Utah.

5. Parents and legal guardians may register their children under the age of 18 for either full-access or selected-access cards. A full-access card allows checkout from any of the circulation collections in the library. However, parents may choose to apply a Parent Initiated Limitation with the full-access card which prohibits the following: a) the checking out of videorecordings which are voluntarily rated by the film industry as "R", the television industry as "TV-MA" or unrated foreign films**,** b) other categories as outlined in Table 1, and c) additional categories of materials which may in the future be added to the Parent Initiated Limitation option by the Library Board of Directors.

Parents or guardians may change their children's card types without charge. To close a child's account a parent or guardian must notify the Library and request that the account be closed. Following such notification the child's card and account will be deleted from the circulation system and no additional cards will be issued to that child unless a new registration is completed and signed by the parent or guardian.

6. An individual will be denied registration for a library card if his or her immediate family—including spouse, children who accrued fees while under the age of 18, and children who remain under the parent's guardianship past the age of 18—have fees and charges with the library totaling $150 or more. However, an individual will not be held accountable for fees accrued by an ex-spouse or, following a divorce or legally recognized separation, for fees accrued by children not within his or her legal custody.

7. When family arrangements occur which are not defined in this policy, the Director, or other library administrator, will determine registration and requirements and limitations after giving due and fair consideration to the circumstances involved.

8. Non-residents, who are residents of the State of Utah, may register for a Davis County Library card for $65 for one year in 2018, $70 in 2019 and $75 in 2020. After that time the library will reassess the non-resident fee. This charge relates to the amount that a Davis County resident pays each year on their tax notice. The non-resident fee entitles the registrant to one account, and one card.

9. Patrons who are responsible for debt evidenced by unreturned library materials which debt is included in a legal declaration of bankruptcy may have limitations imposed on their borrowing privileges by the Director or other library administrator. The limitations will have the sole purpose of decreasing the exposure of the library to further losses of materials, and will be lifted when the Director or other library administrator is satisfied that such exposure is minimal.

10. Out of State residents are limited to checking out two items at a time. They are further required to leave with the library a cash deposit equal to the price of each item as listed in the library's database plus $4.00 per item. The deposit will be refunded upon return of them items, minus any charges assessed in accordance with the library's standard circulation policies. In addition to these stipulations, the non-resident fee will be charged upon the third use of this privilege by a patron in any 12 month period.

Approved by Davis County Library Board April 28, 1992; revised April 25, 1997; revised September 26, 2000; revised July 16, 2002, revised June 20, 2006, revised May 18, 2010; revised May 24, 2011; revised January 15, 2013; revised April 15, 2014; revised March 15, 2016; revised December 5, 2017

Table 1: Options for Parent Initiated Limitations on Circulation Privileges		
Options	Checkout limits	
Child may check out from Library's full collection	10	35
Child may check out Children's materials only	10	35
Child may check out all materials except videorecordings voluntarily rated by the film industry as at a restriction level of R or higher, and unrated foreign films; additional restrictions may be added to this category in the future	10	35
Child may check out all materials except for **Adult audiovisual (AV) materials.**	10	35

Approved by Davis County Library Board June 20, 2006; revised April 15, 2014; revised March 15, 2016

CIRCULATION

GENERAL

Library materials circulate according to the accompanying schedule of loan periods, renewal periods and charges. Patrons must present a valid library card to check out library materials. A patron who does not bring his or her library card may be permitted to check out materials by presenting a scanned image of his or her library card or by choosing to permit his or her Utah issued state identification card, or Utah issued driver's license to be used as an alternate form of identification. A patron who cannot or does not wish to take advantage of these options may be permitted to check out a limited number of items in accordance with procedures established by the Library Director.

Some items may circulate for less time than indicated in the schedule. These items may include, but are not limited to, bestsellers and other current books in high demand, books in subject areas in temporary high demand, and holiday books up to six weeks before a particular holiday occurs. In rare cases, such as a book of unusual length, a longer loan period may be deemed appropriate. The decision to make exceptions to established loan periods rests with the Director. The Library Director may also establish circulation rules and methods, use guidelines and fines for unique items and those which are not traditionally considered library materials, but which the Library may choose to loan to the public as a community service. The fines for such items will be approved by the Board and submitted to the Davis County Commission for approval, but will not be included as an amendment to Library Policies as the items may be owned for a short period of time and similar items may not be acquired on an on-going basis.

BLOCKED ACCOUNTS

When a patron has accumulated over $15.00 in charges, the account is blocked and no further library materials can be checked out on the card. The Director, or authorized staff, may make payment arrangements with patrons who have blocked accounts. These arrangements may include the establishment of a payment plan (see Payment Plan section below for specific details) or, in some instances, the waiving of fines/charges on the patron's account. An authorized staff member may also override the blocked status of a patron's account for reasonable causes. In these instances, documentation of any arrangement will be noted on the patron's record and associated paperwork will be retained according to an established GRAMA schedule related to patron financial files.

DAMAGE FEES

Patrons are charged for damage done to materials checked out to them. Damage fees are assessed according to the accompanying schedule and based on the following factors: the extent of damage in terms of the future usability of the item; the staff time and materials necessary to repair the damage; the age of the item; and if it can be determined, the condition of the item at the time it was loaned to the patron.

Damage fees may vary from minimal to the full price of the item. The full price of the item will be assessed when the item is clearly damaged beyond future usability and the

damage clearly occurred while the item was checkout out to the patron.

If the full price of an item is assessed it is thereby declared surplus and of no future value to the Library. The Library may therefore dispose of the item by allowing the patron to retain it. Should the item be disposed of in this manner, it will be prepared for discard at that time in accordance with appropriate procedures.

When the full price of an item is assessed due to damage, a non-refundable processing fee of $4.00 is charged, which does not vary with the price of the item. The processing fee includes any late fines on the item.

When less than the full price of an item is assessed, damage fees are charged in addition to any late fines. In cases in which a patron disagrees with a staff member's assessment of damage, the Director will review the item in question and make a final determination of charges.

LOST ITEMS

Items are set to lost when they are 45 calendar days overdue, at which time a $4.00 non-refundable processing fee per item is assessed, along with the list price of the lost item. However, this does not apply to Interlibrary Loans which follow a separate schedule as indicated in the "Schedule of Loan Periods, Renewal Periods, Fines and Fees." As noted above, when an item is lost, the list price of the item, as entered in the Library's database, will be charged. When a specific list price for an item is not entered in the database, the average replacement cost for the type of item, according to the accompanying schedule, will be charged.

A patron who loses or does not return one audio tape or CD in a multi-tape or multi-CD set will be charged for the entire set if the single missing tape or CD cannot be replaced.

PROCESSING FEE

A non-refundable $4.00 processing fee is assessed on each lost item. The charge does not vary with the price of the item. Items that are part of the Interlibrary Loan service follow a separate schedule for fines as indicated in the "Schedule of Loan Periods, Renewal Periods, Fines and Fees".

REFUNDS

If a lost item is paid for and later found and returned, the full price of the item will be refunded. The processing fee will not be refunded, except for rare circumstances where the Library Director determines that the particular circumstances warrant a full refund of both the list price and the processing fee.

LOST CARDS & DAMAGED CARDS

It is the responsibility of the patron to notify the Library when his or her library card is lost or stolen. The patron is responsible for all materials checked out on his or her card until the time that the Library is notified of such loss or theft. However, when a patron's

card is lost or stolen while still valid, and such card is used illegitimately by another individual, the Director may, after assessing the evidence and circumstances, waive all or part of the patron's financial responsibility.

The replacement charge for a lost card, or a card damaged beyond use, is $l.00. An authorized staff member may override this charge for reasonable causes.

PAYMENT PLANS

Payment plans are intended to help patrons regain "good standing" status with the Library. They are also intended to ensure that the Library receives payment for monies owed in conjunction with a good-will effort to restore borrowing privileges to a patron. Payment plans may be utilized in circumstances where patrons can only clear their account with the Library over the course of several payments. This understanding is balanced by the principle that the restoration of borrowing privileges develops commensurate with performance on the part of the patron. Payment plans may be established by designated staff using guidelines approved by the Director. Payment plans may be created when the account balance is less than $50.00 or after the account has been referred to the commercial collection agency. Payment plans must be completed within six months of the signing date unless an alternate timeframe is approved by an administrator.

USE OF LEGAL REMEDIES

The Library may utilize a variety of remedies to recover amounts owing and unreturned library materials. These remedies may include use of a commercial collection agency, or criminal actions, depending on the amount owing. In all cases, the Library will send notice to a patron that an action will be taken if charges are not cleared and will allow the patron a reasonable length of time to respond before proceeding. Notice of a potential action will be sent to the patron at the last address that the patron has provided to the Library. However, the Library may still pursue remedies when a patron does not accept delivery of any notice sent by the Library, or when a patron cannot be provided with notice due to his or her failure to notify the Library of a change of address.

In order to recover amounts assessed for unreturned materials and fees, the Library may refer, to a commercial collection agency, any accounts in which the amount owing equals or exceeds $50.00.

Referral to the collection agency will be made when materials are sixty (60) days past due. Prior to the referral being made, the Library will e-mail overdue notices to patrons in accordance with the Library's established notice schedule. The Library will also mail one letter, signed by the Library Director, that specifically indicates the remedy that will be pursued if materials are not returned or the account resolved. In the case of an account in the name of a minor, the letter from the Director will be mailed in the name of the adult(s) responsible for the account. If the account is referred to the collection agency, a $10.00 service charge will be added to the account.

Once an account has been referred to the collection agency, account balances must be resolved to a zero balance. Accounts that are not resolved by the commercial agency may be reported to national credit bureaus.

Criminal Court action may be taken when the cost of the unreturned items, minus fees, equal or exceed $300.00. Accounts meeting this established criteria may be referred to the Davis County Attorney's Office for review and prosecution.

METHOD OF PAYMENT

All payments of charges owed must be made in cash, personal check, debit or credit card, or by money order. The Library does not accept books or other items in exchange for charges owed, including as replacement for lost items. However, at the sole discretion of the Library, and under guidelines established by the Director, the Library may accept a new, identical copy of a lost item in lieu of payment for the item. In such a case, the patron will acknowledge that recovery of the original lost item does not entitle him or her to a refund or payment from the Library in any form whatsoever. The patron also remains responsible for the "processing fee", which covers processing costs for the original lost item and for adding the new copy, and any overdue fine for the period the item is unavailable to other patrons.

Approved by Davis County Library Board March 31, 1992; revised April 28, 1999; revised August 28, 2001; revised April 9, 2002; revised July 16, 2002; revised October 25, 2005; revised November 21, 2006; revised February 19, 2008; March 17, 2009; April 28, 2009; revised April 15, 2014; revised May 20, 2014; revised January 19, 2016; revised December 5, 2017

LETTERS AND COURT ACTION

LETTERS

FIRST LETTER
Sent on all fines for unreturned materials over $50.00 when items are set to lost or when Circulation Clerks find an individual with over $50.00 in fines. No further letters are sent on accounts under $150.00 after the first letter. If fines and fees exceeding $50 on a single account remain, that account is allowed to be picked up by the Library's commercial collection service.

If the amount owed on an individual account exceeds $150 in charges, all accounts related to that account through legal signatures may also be barred. Related accounts include those of a spouse, except in cases of legal separation and divorce as defined elsewhere in these policies, and accounts of all minor children. A message is place on each account indicating all fines must be paid in full or a payment agreement must be signed before any account may be used. A barred account cannot be used to check out materials or to access electronic resources through the Library's website.

CRIMINAL COURT LETTER
Sent when a patron owes over $300.00 on unreturned items minus all fees and if there has been no response to FIRST LETTER.

RESPONSE LETTER
Sent if some items on letters previously sent have been returned and the amount owed is reduced but there are still outstanding items (for accounts that were originally over $50.00.) This letter is not sent if the account has been picked up by the Library's commercial collection service.

CLEARED ACCOUNTS
Accounts that have been cleared in full are not sent a RESPONSE LETTER. If all items have been returned and fines have not been paid, it is assumed that a patron will either clear the account or fines will eventually be waived. We send no response if only fees remain.

Letters will be discarded if all items are returned. Letters are kept on file if there is no response and there are unreturned items (rather that just fines), for at least three years (if person letter is addressed to is also the person that has the fines.) It may be discarded after three years in this case, if space is limited. However, the Library will try to keep letters on file with unreturned items as long as possible. If there is no response and other family members have fines other that the addressee, the letter may be kept on file indefinitely for ease in finding all family members.

COURT ACTION

SATISFACTION OF JUDGMENT
This is filed when a patron clears all debt after a judgment has been given to the Library. After the Library files this, a check is issued to pay the court the filing fee.

CRIMINAL ACTION
Criminal Court action is taken when unreturned items, minus all fines and fees, equals or exceeds $300.00. The case is then turned over to the County Attorney's office.

All court papers are kept on file for at least one year after they are cleared by dismissal or satisfaction of judgment, or when the debt has been paid in full.

If the Library has dismissed a case or filed a satisfaction of judgment either because the amount owed is minimal, or because the time elapsed has been significant, the remaining money owed can be waived. Normally this will occur when the amount owed is for fines only, and the amount would be waived in accordance with the established guidelines for fine waivers, or when the time elapsed has been more than two years.

For cases on which judgments were received after the Library incurred court filing fees, a satisfaction of judgment will not be filed until the patron has paid the Library the cost of the filing fees. This is necessary as once a satisfaction of judgment is filed, the court filing fees must be paid in full and immediately by the Library.

Revised January 11, 2002; revised July 19, 2002; revised May 6, 2003; revised July 20, 2006; revised August 16, 2011; revised December 5, 2017

SCHEDULE OF CHARGES FOR DAMAGE

CATEGORY AND CRITERIA		**Moderate Damage:** Detailed staff work required to repair item; long-term usability and attractiveness of item is reduced.	**Serious Damage:** Damage will require significant staff time and materials to repair, or will need to be rebound in order to be returned to usability.	**Unsalvageable:** Damage cannot be repaired with reasonable cost, if at all.
EXAMPLES	Barcode or pocket requires replacing; pen, pencil, crayon, etc. that does not impede use of text; plastic cover needs replacing.	Damage to audiocassette requiring splicing, significant damage to several pages of a book, e.g., parts of pages torn off, limited water damage, etc.	Extensive water damage to major portion of book; cover has been damaged to the point of needing replacing, e.g. from chewing, being left on a burner, warped or mildewed from being left in a damp area, etc.	Cover and pages are badly warped; pages have been shredded; videocassette broken and irreparable.
RANGE OF CHARGES	$.25 for barcode, pocket or similar minor damage to $1.00 for replacing plastic cover.	$1.00 for single splice to $3.00 for significant damage to several pages.	$3.00 to ½ the price of the item.	½ the price of the item to full cost.

Incline toward lower charges ← ---------- **BACKGROUND CRITERIA** ---------- → Incline toward high charges
Older ← ---------- Age of Item ---------- → Newer
Significant ← ----------Pre-existing Condition ---------- → Minimal
Minimal ← ----------Resources to Repair ---------- → Significant
Significant ← ----------Future Usability ---------- → Minimal

Approved by Davis County Library Board March 31, 1992

SCHEDULE OF LOAN PERIODS, RENEWAL PERIODS, FINES AND FEES

TYPE OF LOAN	LOAN PERIOD	RENEWAL PERIOD	NUMBER OF RENEWALS	NO FINES CHARGED ON MOST ITEMS	FINES ONLY CHARGED ON ILL ITEMS	FINES ONLY ACCRUED ON ILL ITEMS	MAXIMUM PROCESSING FEE WHEN SET TO "LOST"
Audiocassettes	21 days	21 days	3	No fines			$4.00 per item
Books	21 days	21 days	3	No fines			$4.00 per item
Books on CD	21 days	21 days	3	No fines			$4.00 per item
Books on Tape	21 days	21 days	3	No fines			$4.00 per item
CD Rom Materials	21 days	21 days	3	No fines			$4.00 per item
Compact Discs	21 days	21 days	3	No fines			$4.00 per item
DVD	21 days	21 days	3	No fines			$4.00 per item
Encyclopedia	21 days	21 days	3	No fines			$4.00 per item
Interlibrary Loan	Varies	Set by lending library	Set by lending library	1st day overdue	$1.00	$.50 per day	$20.00 per item
Magazines	21 days	21 days	3	No fines			$4.00 per item
Maps	21 days	21 days	3	No fines			$4.00 per item
Pictures	21 days	21 days	3 Under pamphlet i-type	No fines			$4.00 per item
Reference Books	None	None	0	N/A	N/A	N/A	N/A
Video Cassettes	21 days	21 days	3	No fines			$4.00 per item

Approved by Davis County Library Board March 31, 1992; revised April 28, 1999; revised February 22, 2000; revised December 11, 2001; revised August 28, 2001; revised April 21, 2003; revised June 20, 2006; revised November 11, 2006; revised December 5, 2017

SCHEDULE OF AVERAGE REPLACEMENT COSTS

When a price has not been entered for a specific copy of a title, which will occur most commonly for older items and gifts for which prices are not known, the computerized circulation system supplies an average replacement cost for that type of item. This cost is assessed should a patron have to replace an item. For any formats for which an average replacement price is not established in policy, the library director may establish a reasonable average replacement price based on recent acquisitions in that format. That price may be used as necessary until such time as the board of directors incorporates it into the formal schedule as a matter of policy.

Adult Book	$15.00
Adult Paperback	$3.00
Audiocassette	$10.00
Book on Compact Disc	$8.00 per disc
Children's Book	$8.00
Children's Paperback	$3.00
Compact Disc	$15.00
DVD	$15.00
Encyclopedia (per volume)	$30.00
Interlibrary Loan Book	$30.00
Magazine	$2.00
Non-Circulating item	$30.00
Other Non-print	$10.00
Playaway	$15.00
Videocassette	$15.00
Young Adult Book	$8.00
Young Adult Paperback	$3.00

Approved by Davis County Library Board March 31, 1992; revised July 16, 2002; revised May 21, 2013

BORROWING PRIVILEGES OF STAFF AND BOARD MEMBERS

1. All staff members and members of the Board of Directors may register for and obtain a library card. The circulation rules contained in this policy apply to the use of such cards so long as the individual is on the staff or the Board of Directors. However, upon leaving the staff or Board of Directors, individuals must return all materials checked out under the provisions of this policy and are thereafter subject to the Library's standard registration and circulation policies.

2. All materials will be circulated to staff and Board members for the relevant standard time periods. However, no overdue fines will be assessed for materials returned late. It is nevertheless expected that all materials will be returned within a reasonable length of time, not to exceed thirty days after the due date. An individual who repeatedly abuses his or her staff or Board check-out privileges may have them suspended by the Director following appropriate warning.

3. Staff and Board members are subject to all regulations concerning use of the interlibrary loan system, including the time and use conditions set by the loaning library and the relevant fines and fees for late return of materials.

4. Except as specified in this policy, all other policies and procedures related to registration and circulation apply to staff and Board members. The particular privileges outlines in this policy apply only to staff and Board members, not to members of their families.

Approved by Davis County Library Board February 25, 1992; revised July 16, 2002

LIBRARY RECORDS

1. The Davis County Library retains administrative, financial, operational, and personnel documents and records, and makes them available to the public, in compliance with Davis County ordinances and relevant Utah State and federal laws.

2. In accordance with Section 63-2-302 (1) ©, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, which defines as private "records of publicly funded libraries that when examined alone or with other records identify a patron," the Davis County Library will disclose the following records only when requests comply with the conditions established in Section 63-2-201 (5), Section 63-2-202, or Section 63-2-206, Utah Code Annotated or such other provision as may be adopted by the Utah legislature or the federal government:

   Registration Records, including but not limited to the names, addresses, telephone numbers, names of spouses and dependents of individuals who have applied for library cards.

   Circulation Records, including but not limited to materials checked out to a patron, materials checked out in the past to a patron, the names of patrons to whom a particular title is or has been checked out, the library borrowing patterns of a patron, and materials on in-house loan to a patron.

   Patron Financial Records, including but not limited to a patron's fine history, amounts paid, methods of payment and dates of payment.

   Operational Records related to patrons, including but not limited to registration for programs, documentation on patron-related circulation and behavior problems, and correspondence on patron-related circulation and behavior problems.

3. When in response to a patron's request for information, the patron's registration, circulation, financial, or operational records are discussed in a public area with the patron, an individual with legal responsibility for the patron, or an individual authorized to use the patron's library card, the conversation is not considered "disclosure" of a private record in terms of this policy. The Library will share information regarding materials on hold for a patron with another individual, when the patron has authorized the individual to check out materials on his or her behalf as evidenced by a) item-specific information shared by the patron that identifies the materials or b) when the individual is in possession of the patron's library card. In

such instances, possession of item-specific information or the library card under which items are being held is construed as consent to access information about and check out items. This policy will be implemented based on guidelines established by the Library Director.

4. In accordance with Section 63-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the Davis County Library may pursue available legal remedies against an individual who by false pretense, bribery, or theft, gains access to any private, controlled, or protected record retained by the Library. The decision to pursue legal remedies is made in consultation with the Office of the Davis County Attorney. When legal action is taken under the provisions of this policy, the Board of Directors will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.

5. In accordance with Section 63-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the Davis County Library may pursue available legal remedies against a Library staff member who intentionally discloses or provides a copy of any private, controlled, or protected record retained by the Library to any person knowing that such disclosure is prohibited. The decision to pursue legal remedies is made in consultation with the Office of the Davis County Attorney. When legal action is taken under the provisions of this policy, the Board of Directors will be so notified and if circumstances so warrant, will be asked by the Library director to formally approve the action.

6. All requests made for records made under the Patriot Act need to be referred to the Director or a designated library administrator.

Approved by Davis County Library Board June 2, 1992; revised August 20, 2002; revised June 20, 2006; revised August 19, 2008; revised November 20, 2012; revised November 15, 2016

SERVICE TO PATRONS WITH DISABILITIES

1. The Davis County Library complies with Davis County policies regarding the employment of, and provision of County services to citizens with disabilities, as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

2. The Davis County Library makes reasonable accommodations to provide services to citizens with disabilities on an equitable basis, and in accordance with the requirements of the Americans with Disabilities Act.

3. The Director will establish procedures to facilitate the provision of library services to citizens with disabilities in accordance with the principle of reasonable accommodation, and within the scope of the Library's mission, goals, and resources.

Approved by Davis County Library Board June 2, 1992; Revised August 20, 2002

GUIDELINES FOR PROVIDING SPECIAL-NEEDS SERVICES

It is the policy of the Davis County Library to comply with the provisions of the Americans with Disabilities Act. As part of that policy, the Director is required to "establish procedures to facilitate the provision of library services to citizens with disabilities in accordance with the principle of reasonable accommodation and with the scope of the Library's mission, goals, and resources."

The following guidelines and procedures are established in fulfillment of this requirement. They are intended to be applied by all staff members in carrying out the public service functions of the Library. Staff members uncertain about how to apply the guidelines in a particular situation should, if feasible, consult with a designated library administrator, or the Director.

General Services

Individual patrons may require assistance in order to utilize the services of the Library. Cases in which such assistance may be required include, but are not limited to:

1. Sight-impaired patrons requiring assistance in reading terminal screens or reading reference materials.
2. Patrons in wheelchairs requiring assistance in retrieving books from high shelves.
3. Patrons with arthritis requiring assistance in using a keyboard.

In these and similar cases, the staff member will:

A. Evaluate the type of assistance needed and provide it with as much thoroughness as immediate demands for services from other patrons make possible. The same standard for allotting time to assist a patron with a reference or reader's advisory question under similar circumstance should be applied. Most requests for assistance will require no more time than many reference or reader's advisory questions, and will be treated accordingly.

B. In cases in which a significant amount of staff time is required to meet the request for assistance, and neither the librarian not another staff member is able to commit the time to provide the service under the circumstances, the librarian will attempt to arrange a designated time when the service can be rendered. Extensive reading from reference materials may be such a case. In situations in which it is possible, patrons requiring extensive assistance can be encouraged to contact the staff to make arrangements before coming to the Library. If a patron will need extensive assistance on a routine basis, the staff

may try to arrive at less time-intensive methods for providing service. For example, the solution may require the Library to purchase an assistive device, or to refer the patron to another agency, such as the Library for the Blind at the State Library.

C. The staff is not required to provide special services beyond those dictated by the patron's special need and the limits of normal on site library services. Staff members are not required or authorized to alter policies to accommodate a patron's special needs.

D. The staff should not provide special-needs assistance to patrons which could result in physical injury to the patron or the staff member. Such assistance could include, but not be limited to, helping a patron move from a wheelchair to a car or supporting a patron on the stairs to the basement. This provision does not preclude staff members from providing assistance in emergency situations, similar to the assistance they would provide other patrons under like conditions. For example, staff members may assist patrons who fall to regain their feet or seat when in their judgment they can do so without risk of injury to themselves or the patron.

Programs

Individuals may require certain accommodations in order to participate in a library-sponsored program. Cases in which such accommodations may be desired include, but are not limited to:

1. A sign language interpreter for the hearing impaired.

2. Magnifying devices to make overhead projections clear for the visually impaired.

3. Special assistance for a physically-impaired child to participate in a hands-on program activity.

Within the context of reasonable accommodation, the Library will attempt to meet the special needs of patrons to permit them to participate in Library sponsored programs. When the Library sponsors a program, its advertisement will include notice that special accommodations may be made if an interested patron notifies the Library before a given date. Upon receiving a request to make an accommodation, the Library will investigate feasibility and cost. The Library will notify the patron of its findings, and will make appropriate arrangements if the accommodation is judged to be feasible and reasonable.

Appeals

A patron who believes that a reasonable accommodation was not, or is not being made for their special service needs should contact the Branch Manager or the Director. The final decision regarding service accommodations rests with the Director. A patron wishing to receive a formal reply following denial of a service accommodation must submit a written request for the accommodation to the Director, who will respond in writing within five work days.

Approved by Davis County Library Board February 23, 1993; revised August 20, 2002; revised November 15, 2016

THEFT AND MUTILATION OF LIBRARY MATERIALS

When Library material is mutilated, damaged, or stolen, as defined within Utah law, it is the policy of the Davis County Library to pursue available legal remedies, either civil or criminal, as the circumstances warrant. The decision to pursue legal remedies is made in consultation with the Office of the Davis County Attorney. When legal action is taken under the theft and mutilation provisions of Utah law, the Board of Directors will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.

The Director is authorized to establish and the staff authorized to enforce procedures necessary to protect library property, including materials, from theft, damage and mutilation, and to document such activities when they occur. Such procedures will conform to the requirements of relevant laws, particularly those established in Utah Code Annotated 76-6-801 through 76-6-804 or such other provisions as may be adopted regarding library theft.

Approved by Davis County Library Board April 28, 1992; revised May 29, 1997; revised August 20, 2002

INTER-LIBRARY LOAN

1. The Davis County Library provides inter-library loan services to patrons in accordance with the provision of this policy, and in conformity with national and state interlibrary loan codes.

2. A fee of $1 is charged to process an inter-library loan request for each item to defray postage and technology costs. Patrons are also charged, with their prior consent, any fees assessed by a loaning library.

3. If a patron returns an interlibrary loan item after its established due date, late charges are assessed in accordance with the "Schedule of Loan Periods, Renewal Periods, Fines and Fees," established in these policies. If a patron loses an interlibrary loan item, the patron is assessed the maximum fine established in the schedule in addition to any and all charges and processing fees assessed by the loaning library.

4. The Davis County Library does not charge a fee when loaning materials to other libraries.

5. The Davis County Library borrows the following types of materials through the inter-library loan procedures.
   A. Books
   B. Microfilm
   C. Microfiche
   D. Articles from periodicals in accordance with the Procedures established below.

6. The Davis County Library does not loan the following types of materials:
   A. Nonprint items including but not limited to sound recordings, spoken work recordings, videocassettes and DVDs.
   B. Books and other materials which would not normally be loaned to library patrons including but not limited to reference materials, microfilm and items held in the locked case collection.

   The Library also reserves the right not to fulfill requests for photocopies that exceed fifty (50) pages.

7. Patrons who do not pick up an inter-library loan which they request, after they have been notified the item is available, are responsible for inter-library loan charges accrued, including the $1 initial fee for the request. In addition, patrons who do not pick up inter-library loans twice within a twelve-month period may have their inter-library privileges suspended for up to six months.

8. In compliance with the "Interlibrary Loan Code for the United States," Section 4.10, the Davis County Library requires that patrons return items they have borrowed through the interlibrary loan system in accordance with the due dates assigned by the loaning institution. To reinforce its commitment to complying with the "Code," the Davis County Library has established a higher schedule of fines for interlibrary loan items that are returned late and begins assessing fines for these items on the first date they are overdue. In addition, a patron who does not return an interlibrary loan item within 10 (ten) days of its due date will be notified by letter that the item must be returned immediately, that if it is not returned within 15 (fifteen) days of the date of the letter, his or her interlibrary loan privileges may be suspended for up to 3 (three) months by the Library Director
9.
10. . If a patron received a second such letter within a 12 (twelve) month period, his or her interlibrary loan privileges may be suspended for up to 12 (twelve) months by the Library Director. These rules do not apply during any time in which a formal renewal request has been made to a loaning library and the Library has indicated to the patron that the item may be retained pending a response from the loaning library.

11. The Director, with the approval of the Board, will establish procedures, including limitations on the number of inter-library loan requests a patron may have active at a given time, to facilitate the efficient and effective operation of the inter-library loan system and to assure compliance with national and state interlibrary loan codes.

12. Due to the fee charged for use of the interlibrary loan system and the potentially significant charges which may accrue when items borrowed through the system are returned late or are lost, the Library will obtain permission from a minor's parent or legal guardian before initiating an interlibrary loan request on behalf of the minor.

13. The replacement cost for a lost book on loan to another library will be the list price of the book plus a non-refundable $20.00 service charge.

14. Interlibrary loan services are available to residents of Davis County and those patrons who purchase non-resident library cards. Interlibrary loan services are not available to non-resident patrons who take advantage of reciprocal borrowing agreements between Davis County and other cities or counties within the state.

Approved by Davis County Library Board June 2, 1992; revised October 27, 1992; revised January 21, 2003; revised April 26, 2011

INTER-LIBRARY LOAN PROCEDURES

In accordance with the "Interlibrary Loan" Policy of the Davis County Library, the Director establishes, with the approval of the Board of Directors, the following procedures to facilitate the efficient and effective operation of the interlibrary loan system.

1. Patrons may have up to five (5) interlibrary loan items checked out at any given time. In addition, the patron may have up to five (5) requests entered into the interlibrary loan system database at any given time. As items are returned, others that have arrived may be checked out; as requests are filled through the interlibrary loan system, other requests may be submitted, so long as the above limits are maintained. The limit on checkouts serves the purpose of limiting the Library's exposure to loss and its subsequent standing with loaning libraries. The limit of the number of pending requests helps assure an reasonable flow of items available for the requesting patron to checkout and limits the potential for items to arrive which the patron cannot use within the checkout period established by the loaning library. Exceptions to these limitations may be approved by a designated library administrator or the Director when circumstances so warrant.

2. Fees for an interlibrary loan are due at the time a patron checks out the item or uses it in the library. However, failure to checkout or use an interlibrary loan item after proper notification by the Library does not relieve the patron of fees associated with the loan. These specific interlibrary-loan related fees will be assessed against the patron's record and, if they exceed $5.00, which is consistent with the number of interlibrary loan items that may be checked out at one time. This amount must be paid in full before any further interlibrary loan requests will be processed or any further interlibrary items are loaned to the patron.

3. Some materials borrowed through the interlibrary loan system may be renewed. However, the decision to permit renewal rests with each loaning library, and the request to renew must be submitted through the Library separately on an item-by-item basis. If the renewal is submitted early enough that it is approved by the loaning library before the original due date, the patron will be informed of the new due date by the library staff and the patron's record will be changed accordingly. If the renewal is approved after the original due date and the patron chose to retain possession of the item during the renewal process, the late fines accrued with the Library for the item will be waived. If the renewal is not approved and the patron chose to return the item to the library before the original due date and pending the outcome of the renewal process, no late fines will be charged. If the renewal is not approved and the patron chose to retain possession of the item during the renewal process, late fines will be charged from the original due date and all policies related to late return of interlibrary loan items will apply. Patrons will be informed of these options at the time the renewal request is made.

4. The Library will submit interlibrary loan requests for articles from periodicals or microfilm in accordance with the following guidelines:

    A. The Library will submit requests for up to five (5) articles per week for a patron. The interlibrary loan fee of $1 per item applies to each article in addition to any charges that are assessed by the loaning library for any of the articles it supplies.
    B. The Library will accept email attachments or faxes of articles from a loaning library once a formal interlibrary loan request has been submitted. The patron will be charged the $1 interlibrary loan fee plus $.05 per page if photocopying or fax copy charges apply. There is no charge for forwarding email attachments. The Library reserves the right not to accept a faxed article that exceeds 25 (twenty-five) pages. The Library will work directly with the loaning library in submitting the interlibrary loan request for faxes or email attachments and only the Library may give permission to use this option. The patron is expected to pick up any faxed articles within 10 (ten) days of their receipt. Charges for any items not picked up will accrue to the patron's account and must be paid, if they exceed $5.00, before any additional interlibrary loans will be processed for the patron.

Revised April 26, 2011; revised November 15, 2016

VOLUNTEERS

1. It is the policy of the Davis County Library to recruit and utilize volunteers in accordance with applicable Davis County Policies and Procedures and as deemed necessary and advantageous to the operation of the Library.

2. All volunteers, and all tasks, projects and programs in which they are to participate, will be approved by the Director. When appropriate, the Director will seek the approval of the Board of Directors regarding plans and procedures for use of volunteers in major projects and programs. The Director is responsible for administering procedures for the recruitment, selection, training and utilization of volunteers and for maintaining appropriate records on all volunteers and all projects and programs in which they participate. When deemed appropriate to the program or project in which the volunteer will participate, the Director may require more stringent selection procedures be followed, which may include formal interviews and reference and background checks.

VOLUNTEER PROGRAM
SUMMARY

The Davis County Library utilizes volunteers in accordance with Davis County policies and the following policy adopted by the Library Board of Directors:

1. It is the policy of the Davis County Library to recruit and utilize volunteers in accordance with applicable Davis County Policies and Procedures and as deemed necessary and advantageous to the operation of the Library.

2. All volunteers, and all tasks, projects and programs in which they are to participate, will be approved by the Director. When appropriate, the Director will seek the approval of the Board of Directors regarding plans and procedures for use of volunteers in major projects and programs. The director is responsible for administering procedures for the recruitment, selection, training and utilization of volunteers and for maintaining appropriate records on all volunteers and all projects and programs in which they participate. When deemed appropriate to the program or project in which the volunteer will participate, the Director may require more stringent selection procedures be followed, which may include formal interviews and reference and background checks.

Volunteers are used in two primary capacities. They may be “general volunteers” who perform a miscellany of minor tasks that require minimal training and supervision. A very few are “special projects” volunteers who tell stories to children, lead discussion groups or assist in setting up for a booksale. The attached job descriptions describe the work performed by volunteers in both categories.

Volunteers come to the Library from a variety of sources. Many volunteer because they are interested in improving the services of the Library and bettering the community in which they live. Others volunteer to fulfill requirements of a school or social affiliation. Some high school students volunteer in order to enhance their college entry and financial aid applications. These latter individuals participate in a specially designed series of tasks and their work is recognized by both a letter and certificate they can use as they pursue their college careers. A very few volunteer as part of a work-training program, often offered through a school, and perform their work under the direction of a job coach. Whatever the reasons for volunteering, the Davis County Library gains greatly from the services provided by individuals who contribute their time to assist in our work.

The Davis County Library does not accept as volunteers individuals ordered by a court to complete community service hours as part of their sentence, probation or obligation to the Court.

In order to volunteer for the Library, individuals must meet the minimum qualifications, be interviewed by a staff member, and read, complete and sign the following documents:

>> The Davis County Volunteer application form. Volunteers under the age of 18 must have the Davis County Volunteer application signed by a parent or legal guardian.
>> Davis County Code of Conduct - Volunteers
>> Davis County Library Volunteer Essential Functions Checklist Form

Volunteers are held to performance standards and to a dress code. Their work is overseen by a staff member to assure that their time is productive and that their work is performed consistent with Library guidelines and expectations.

The following documents are integrated into the Library's volunteer program. They include:

>>Job descriptions for General Volunteers and Special Projects Volunteers
>> Davis County Volunteer Application
>>Guidelines for Volunteer Conduct
>>Volunteer Procedures
>> Essential Functions Checklist Form for Volunteers
>> Students in Service to Libraries (SISL) Program Outline

These documents are reviewed and updated as necessary based on issues that arise in utilizing volunteers. They are administered uniformly across all branches of the Davis County Library.

DAVIS COUNTY LIBRARY VOLUNTEER PROCEDURES

Volunteers for the Davis County Library, whether they are volunteering for general tasks or special project tasks, will be managed in accordance with the following procedures:

>All volunteers will complete an application that will be first approved at the branch level and then approved by the Director or a designated library administrator. Volunteers will be accepted if they comply with the Davis County and Davis County Library volunteer policies and if the branch where they wish to perform their service is able to provide appropriate tasks and adequate supervision for their work. All volunteers will read the job description appropriate to the tasks they will be assigned and the guidelines for conduct and dress established for all volunteers prior to signing the volunteer application.

>The Library retains the option to accept volunteers based on factors defined in Davis County and Davis County Library policies, on available tasks, and on the number of hours of service needed by the volunteer. The Library may be able to accommodate only a portion of needed service hours if they are high depending upon the tasks available and the number of volunteers waiting to perform service.

>Appropriate paperwork for volunteers approved for service in the Library will be submitted to the Davis County Personnel Department; this paperwork will contain all information required by Davis County policies. When a volunteer completes his or her scheduled service, the volunteer's application including the work record, will be retained by the Library for a period of three years, in accordance with Davis County policies.

>Schedules will be established for all volunteers accepted for service and their work hours will be recorded on the appropriate portion of the volunteer application. Failure to report to work or complete a shift in accordance with the established work schedule will be noted on the work sheet. A second instance of non-compliance with the established work schedule may result in the termination of the volunteer's service, as determined by the Library Directory after consultation with the Branch Manager at the library involved or with the staff member assigned to supervise the volunteer's work. Volunteers will be provided with appropriate badges to indicate that they are volunteers. The badges will be worn during, and only during scheduled hours of service.

>Problems with a volunteer's performance, or noncompliance with Library policies regarding volunteers, including guidelines for conduct and dress, will be brought to the volunteer's attention and noted. Continued problems with performance and noncompliance may result in the termination of the volunteer's service, as determined by the Library Director after consultation with the Branch Manager at the library involved or with the staff member assigned to supervise the volunteer's work.

DAVIS COUNTY LIBRARY GUIDELINES FOR VOLUNTEER CONDUCT

Volunteers for the Davis County Library agree to comply with the following guidelines for conduct and dress:

Volunteers follow the direction of the staff member(s) assigned to supervise their work; they ask for clarification when they have uncertainty about their assignments; they restrict their work to those tasks assigned to them; they interact with patrons of the Library only as authorized to do so by Library staff members;

Volunteers arrive punctually to perform their work as scheduled and remain throughout their scheduled volunteer shift; if they are unable to report as scheduled, or they need to request to leave earlier than scheduled, they notify the staff member(s) assigned to supervise their work before their scheduled work time begins.

Volunteers wear badges provided by the Library to indicate that they are volunteers; badges are worn during and only during hours of scheduled service;

Volunteers apply themselves fully to the tasks assigned to them; they limit social conversation except during scheduled breaks or as authorized by Library staff members; they recognize that it is not appropriate to have friends or family members, including minor children, accompany them to the Library or to socialize with them during their scheduled volunteer work schedule;

Volunteers perform the tasks assigned to them safely and in an appropriate manner as prescribed by Library staff members; as equipment, materials and supplies provided to them are handled with care and used only in the manner intended; personal protective equipment is used in an appropriate manner and as prescribed by Library staff members;

Volunteers comply with the following dress standards, which are drafted in accordance with Davis County policies and the dress standards established for staff of the Davis County Library:

>Volunteers must wear shirts or blouses long enough to cover midriff (no bare stomachs); volunteers may not wear tank tops or spaghetti strapped shirts or blouses;

>Graphics on clothing worn by volunteers must be appropriate for a public service environment in terms of both printed language and visual images;

>Volunteers may not wear hats or caps of any kind during their schedule work hours;

>Volunteers may not wear shorts of any kind during their scheduled work hours;

>Volunteers must wear shoes during their scheduled work hours, and all open-toed shoes or sandals must be worn with socks;

>All clothing must be clean and in good repair;

>Variations in these guidelines may be made for volunteers assigned to work outside.

DAVIS COUNTY LIBRARY VOLUNTEER

General Purpose

General volunteers perform tasks requiring minimal training that assist the staff of the Library in completing their work and improving the quality of service they provide the public. Volunteers are supervised by staff members of differing ranks depending on the duties assigned to the volunteer.

Example of Duties (Any volunteer may perform one or several of the duties listed; other duties than those listed may also be assigned.)

Cleaning: Pick up and clean debris from parking lot and around perimeter of library; sweep entranceways; clean chairs in the auditorium; clean table tops; dust and straighten library shelves and display units; clean and tape materials; bundle and tie newspapers; sort and cut discarded copy paper for scratch pads.

Shelving: Shelve picture book cart and straighten the shelves; shelve adult fiction, children and young adult paperbacks in respective areas; shelve adult fiction cart and straighten shelves; shelve paperbacks, periodicals and newspapers.

Library Functions: Line ledgers and sign-up tablets for typewriter and Internet use; label selected periodicals and barcode periodicals for checkout; check display books for expired red dots, clean and shelve; make copies of booklists and forms; do computer searches for librarians; prepare materials for storytimes; check shelves for trace and transit lists; weed ragged paperbacks, pull books on recall lists.

Minimum Qualifications

Must meet qualifications set in the Davis County Library policy on "Volunteers."

Must be able to perform assigned duties accurately with minimal supervision and training from the staff; those unable to meet this requirement may be accepted as a volunteer if he or she is accompanied while volunteering by a job coach.

Age Qualifications

- The minimum age for volunteers is 14
- Those volunteering as part of a group project must be supervised by a qualified and responsible non-staff adult.
- Volunteers under the age of 16 are limited to the number of hours they may volunteer as per these guidelines:

- Up to 3 hours per day on school days for a maximum of 18 hours a school week.
- No more than 8 hours a day on non-school days; and, no more than 40 hours a week in non-school weeks.
- Volunteers under the age of 16 volunteering as part of a group project must be supervised by a qualified and responsible non-staff adult.

Special Qualifications, Knowledge and Skills

Abilities, knowledge and skills must be consistent with tasks available to be performed. Staff may require individual to demonstrate abilities, knowledge or skill before assigning to him or her a specific available task.

Students in Service to Libraries Program

The Students in Service to Libraries program is designed to help students (ages 14-18) with community service requirements on college admission and scholarship applications. This program is not intended for students trying to make up U's. Each volunteer follows a three-phase plan consisting of twenty-four hours. The time period for completing the program is three months. The number of volunteers participating in the program at one time is to be set by the Young Adult Librarian in each branch; however, a guideline of 1-2 is recommended.

The three-phase program is designed to orient students, first to the library layout and shelving system and then to other library activities that provide service to the community.

Phase 1 – 8 hours

- Shelving Picture books, Easy readers, Board books, and paperbacks (alpha-numerical)
- Shelving Fiction (alphabetical)
- Shelving non-fiction both children and adult (Dewey Decimal)
- Shelving all other materials including periodicals and audio-visual materials
- Desk experience – lining of fine books, copying forms and booklists, putting DVDs and CDs in drawer, cutting scrap paper

Phase 2 – 10 to 12 hours

- Labeling periodicals in top left corner for easier retrieval.
- Shelf reading, facing and shifting, as needed.
- Computer searches for collection holding and possible book lists.
- Assistance in preparation for story time and other library programs
- Other tasks which assist both desk and reference librarians in better serving the public
- Setting up displays planned by librarians or refilling current displays

Phase 3 – 4 to 6 hours (please get prior approval from the Branch Manager)

- Planning and preparing a story to be presented at story time with training and approval of children's librarian
- Planning and preparing book reviews to be included in a file youth can browse through when looking for books to read
- Helping YA librarians prepare and carry out a YA program
- Carrying out an individual project which assists the library

The Young Adult Librarian at each branch will maintain a task sheet on which staff will write proposed tasks that volunteers can assist them in completing. This will enable librarians to be prepared whenever the students come in to work on their hours. The worksheets will indicate on which phase the volunteer is currently working.

When a student has completed the required twenty-four hours of volunteer service in the three
phases, his or her worksheet and agreement form will be sent to Headquarters and a letter of
recognition of the achievement will be issued by the director.

Information about this program will be left with the school counselors and media specialists at each junior high and senior high school in Davis County as well as at the information desk at each Library branch.

Approved by the Davis County Library Board February 25, 1992; revised May 29, 1997; revised September 17, 2002; revised July 27, 2004; revised January 19, 2010; revised February 16, 2010.

COMPLIANCE WITH COUNTY POLICIES

The Davis County Library complies with the established financial, personnel and administrative policies and procedures of Davis County. Variations in policies necessitated by the particular circumstances of the Library will be approved by both the Library Board of Directors and the Davis County Commission. Variations in procedures necessitated by the particular circumstances of the Library will be negotiated between the Library Director and the appropriate departments.

Approved by Davis County Library Board February 25, 1992; revised August 20, 2002

DISPOSAL OF PUBLIC PROPERTY

The Davis County Library disposes of its surplus property in accordance with written policies and procedures and relevant County ordinances regarding disposal of public property. The Library may, at the determination of the Director, dispose of discarded materials by placing them in a Library-sponsored sale or donating them to other government agencies and non-profit organizations. The Library may dispose of discarded issues of magazines by making them available to the public on an equitable basis and in accordance with written procedures. The Library may dispose of paper products by donating them to non-profit organizations for recycling. The Library does not sell its materials or property to individuals or organizations. For purposes of this policy, library materials paid for as "lost," when so declared by a patron, are not considered as being sold. Materials determined to be damaged beyond future usability, in accordance with policies established by the Board of Directors, are considered surplus in terms of Davis County policies regarding disposal of public property.

Approved by Davis County Library Board March 31, 1992; revised January 15, 2002; revised August 20, 2002

BOOK SALE PROCEDURES OF THE DAVIS COUNTY LIBRARY

1. Materials are withdrawn from the Davis County Library collection when they are dated, worn beyond reasonable repair or binding, or unused by the public for an extended period of time. This withdrawal process is conducted in conformity with general principles of library collection management and in accordance with established written criteria. The decision to discard an item from the collection is made by a staff member of at least the Library Associate classification. Upon withdrawal, all markings indicating ownership by the Davis County Library are defaced, book-card pockets and barcodes are removed, and items are stamped as "discarded." Due to condition, some items will be immediately discarded rather than placed in the book sale.

2. The Davis County Library accepts from the public gifts of books, and other types of materials which support its collections. Materials may be added to the collection if they meet the selection standards of the Library (as established in the Selection Policies of the Davis County Library). The decision to add an item is made by an employee of at least the Library Associate classification. Materials not added to the collection may be immediately discarded, donated to other county departments, donated to other government or non-profit organizations, or placed in the book sale.

3. Books and other materials placed in the book sale are stored by the Library. Book sales are usually held on Library property, generally on a semi-annual basis, although smaller sales may be held more frequently and may be held as part of community events away from the branch libraries. All book sales are advertised in the branch libraries; larger book sales are also advertised in local and regional newspapers.

4. Materials may be priced and sold at the book sale in a variety of methods which may vary by type of material and throughout the duration of the sale. All methods of pricing and sale are common to library book sales and include:

    A. A list of standard book sale prices, initially approved by the Board; thereafter, the Director may make adjustments to pricing/quantities as warranted.
    B. Price will be set by type of item e.g., paperback, hardback, DVD, etc.: quantity pricing will include pre-determined specifications, e.g., a bundle of a maximum of 5 "like" items, or a mid-size box, with dimensions no larger than 24" by 24". Sets of items will be individually priced.

The public is admitted to the book sale at a specified time, with sales on a "first come, first served" basis. Advertisement for public assistance in the book sale will be made as needed. In some cases, those individuals who assist as volunteers to prepare the book sale may be given early access to book sale materials in exchange for their work contribution.

Following the book sale, unsold materials may be donated to government or non-profit organizations willing to remove the materials from the Library with the intent to use them as part of their services or to sell them through retail operations. All such donations will be made in accordance with the policy on "Disposal of Public Property." Disposal of unsold materials may also be made at local landfills and waste reclamation centers.

5. Receipts from the book sale are deposited in the Library's "Sundry Revenue" budget line and expended in accordance with established Davis County financial procedures. Sales tax is paid on all book sale revenue in accordance with Utah State law.

6. The Library may dispose of discarded magazines by making them available to the public on an equitable, "first-come, first-served" basis, and at no charge. When the Library exercises this option, the magazines will be made available for a specified period of time before final disposal. The titles and dates of magazines being discarded at a branch will be posted at that branch at least two weeks before the first day of availability for the public. The Director may adopt additional procedures to facilitate the orderly disposal of magazines in accordance with the intent of this policy.

Approved by Davis County Library Board April 23, 1991; revised September 19, 1995; revised May 29, 1997; revised January 15, 2002; revised August 20, 2002; revised April 16, 2013; revised May 16, 2017

DONATIONS AND DISPLAY OF ART WORKS

1. The Davis County Library does not actively solicit, or routinely accept, donations of art works for permanent display in the Library. Such donations are accepted only when warranted by a clear and specific need of the Library, or by the circumstances related to a given work which make it of particular long-term interest or value to the Library.

2. All donations of art work must be accepted by the Library Board of Directors. The Board of Directors reserves the right to appoint an independent advisory committee of qualified individuals to evaluate, and make recommendations regarding potential donations in terms of:

---

1. the appropriateness and security of display space in the Library;
2. the appropriateness of the work for the available space;
3. the costs of installation; and,
4. the artistic merit and long-term value of the work to the Library.

All donations are proffered to the Library Director, who will advance to the Board of Directors those recommended for acceptance based on the above criteria.

3. Upon acceptance of a donation, it is understood that the donor relinquishes ownership and control and the donated item becomes the property of the Davis County Library. As such, the Library has no obligation to repair, replace, or compensate the donor in any way in the event of damage or destruction of the donation. The Board of Directors may display or dispose of the gift as it deems appropriate, subject only to such terms as are expressly agreed to in a donation agreement duly signed by the donor, the Chair of the Library Board of Directors, acting with the authorization of the Board and the Davis County Commission.

4. Tax receipts shall be provided to the donor upon request. However, it shall be the responsibility of the donor to keep records necessary and to pay for any appraisals required to document the value of each donation for the Internal Revenue Service.

5. Art work displayed within the libraries will be owned by the Library or other governmental agencies. Upon the request of the Davis County Art Advisory Committee, the Director may approve the temporary display of art work that is part of an ongoing exhibit sponsored by that Committee. All items displayed in

the Library, including those owned by the Library, will fall within the bounds of visual appropriateness, based on prevalent community standards and practices, for an institution serving both adults and minors.

Approved by Davis County Library Board October 17, 1991; revised September 17, 2002; revised August 19, 2014

BULLETIN BOARDS AND DISPLAY POLICY

Preamble

Bulletin Board and display areas are available in each branch of the Davis County Library. The primary purpose of these areas is to provide the public with information about educational, cultural and civic events. Consequently, public rather than private benefit is the primary value which governs the interpretation and application of the following policies.

---

1. Notices will be posted and materials displayed only in designated areas and with the approval of the Branch Managers. Space limitations generally require that notices be 8 ½ inches x 11 inches or smaller. Larger notices may be posted if space is available. Items such as brochures and booklists will be displayed as space permits, provided they meet the criteria of these policies. In all cases, Library notices and display materials are given priority. The Library does not distribute commercial periodicals, apartment listings, want ads, organizational newsletters or similar publications.

2. Notices will be posted and materials displayed if they announce or promote civic, educational or cultural events, or services provided by governmental or other non-commercial agencies. Notices will not be posted or materials displayed if they announce or promote businesses or business activities, activities that are social in nature, or if they convey personal messages or options.

3. Dated notices and materials will be removed promptly and disposed of once the date of the event has passed. Undated notices and materials will be removed after being posted or displayed for sixty (60) days as space is needed.

4. Display areas not designated for public use are used solely to promote the use of the Library, library services, and library materials. These areas include, but are no limited to, encased spaces in foyers, book display units, and counter, desk and shelf surfaces.

5. All items displayed in the Library, including those owned by the Library, will fall within the bounds of visual appropriateness, based on prevalent community standards and practices, for an institution serving both adults and minors.

Approved by Davis County Library Board September 29, 1992; revised November 28, 2000; revised January 23, 2001; revised September 17, 2002

COOPERATIVE AGREEMENTS, PARTNERSHIPS AND ALLIANCES

1. The Davis County Library enters into cooperative agreements, partnerships and alliances with other organizations, associations and government agencies when, in the judgment of the Board of Directors, the following conditions exist:

    A. The missions and goals of the organization, association or government agency are consistent with those of the Davis County Library;
    B. The arrangement results in a net gain in the quality or scope of service for the citizens served by the Library, while at the same time not having a significantly adverse impact on service to any clear segment of the Library's community;
    C. The cost to the Library does not cause significant resources to be diverted from other programs and services critical to the Library's mission and goals; and,
    D. The Library retains adequate flexibility to restructure or remove itself from the arrangement should the situation so dictate.

2. These standards apply to both the initial consideration of an arrangement and consideration for renewal of an arrangement.

3. Formal documents establishing cooperative agreements, partnerships and alliances will be reviewed by the Office of the Davis County Attorney, who will approve, disapprove or suggest modifications to the arrangements, and will determine those which need to be advanced to the Davis County Commission for their formal approval.

Approved by Davis County Library Board October 1996; revised September 17, 2002

HAZARD COMMUNICATION PLAN

1. The Davis County Library complies with the "OSHA Written Hazard Communication Program" adopted by Davis County.

2. In accordance with the requirements of the "OSHA Written Hazard Communication Program," the Davis County Library will:

    A. Purchase hazardous materials only from vendors who supply Material Safety Data Sheets (MSDS);
    B. Designate an employee to be responsible for compliance with the program;
    C. Follow all requirements for establishing and maintaining a Written Hazard Communication Program;
    D. Provide access to the Written Hazard Communication Program for all employees upon request; and,
    E. Comply with the requirements for employee information and training on an annual basis.

3. A copy of the "OSHA Written Hazard Communication Program" of Davis County will be kept in the office of the Branch Manager in the branch libraries of the system, and in the Director's Office of the Headquarters Library. It will be made available to employees upon request.

4. A copy of the MSDS file for each library will be kept in the office of the Branch Manager in the branch libraries of the system, and in the Director's Office of the Headquarters Library. It will be available to all employees. All MSDS files will be maintained in compliance with requirements of the "OSHA Written Hazard Communication Program" of Davis County.

5. A list of current compliance officers for each branch library is attached as Appendix A to this policy.

Approved by the Davis County Library Board August 1994; revised September 17, 2002

MEETING ROOM POLICY

Preamble

The Davis County Library maintains meeting rooms and makes them available for public use in order to advance the public benefit which occurs when information, ideas, culture, and community events are shared. Consequently, public rather than private benefit is the primary value which guides the interpretation and application of the following policies and regulations.

1. The Library encourages the use of its auditoriums and small conference rooms for public meetings of an informational, educational, cultural or civic nature. Meeting rooms are available to individuals or groups on an equitable basis, regardless of their beliefs or affiliations. All meetings and programs not related to library business will be open to the public within the provisions established in these policies and regulations.

2. The granting of permission by the Library for the use of its meeting rooms does not constitute endorsement by the Davis County Library of any points of view expressed by participants in any meeting, program, or promotional literature. No advertisement or announcement claiming or implying such endorsement is permitted.

3. Meeting rooms shall be used during hours when the Library is open for the public. This limitation is waived for programs and meetings sponsored by the Davis County Library, by an agency of Davis County Government or for legally constituted city, county, state or federal elections.

4. Meeting rooms shall be reserved only by a resident of the Davis County Library's service area, as defined in the policy on "Residency", or by a patron who has purchased a currently valid non-resident library card. This requirement can be waived by the Director for public hearings by duly constituted local, state and federal governmental agencies.

5. No admission fees, or fees for participating in any meeting or program in the Library shall be charged. No fees or charges for services or products provided by the meeting's sponsors or any other participants in the meeting shall be charged. No donations shall be solicited or contributions taken on Library premises during, previous to, or after any meeting. No charge shall be levied during, previous to, or after any meeting for materials integral to participation in the meeting. Not withstanding, reimbursement costs for materials may be charged when: (a) the sponsoring agency is a unit of government; (b) the meeting in all other aspects complies with the purposes and policies set forth for use of Library meeting rooms; (c) the sponsoring governmental agency verifies that the reimbursements

costs of the materials is set only to cover those costs that would otherwise have to be paid for from tax revenues; (d) and the costs for the materials is collected directly by and processed through the financial records of the sponsoring Governmental agency. It is recognized that allowing the reimbursement costs for materials in these limited circumstances also implies that pre-registration for participation, and accordingly limitation on the number of participants may be necessary, as determined by the sponsoring governmental entity. This limited exception applies only to reimbursement of materials necessary for participation in a meeting and not to any direct fees or charges for attendance. These rules are waived for events sponsored by the Davis County Library.

6. Individuals and groups shall not use the meeting rooms of the Library to solicit business directly or indirectly, nor to encourage attendance at future meetings where solicitation will occur; to recruit or train staff members or others for work in or on behalf of a commercial enterprise; to promote their business, services, or products in any way or to advertise their business, services or products in any way except as may occur incidentally, such as identifying the organization for which they work as a means of establishing their credentials to address the topic of the meeting.

7. Individuals and groups shall not use the meeting rooms of the Library for social or religious ceremonial functions, for purposes which are illegal, or for purposes which would interfere with the operation of the Library. Social and religious ceremonial functions which may not be permitted include but are not limited to, reunions, services of worship or marriage ceremonies. Other ceremonial functions, such as graduations and installation of organizational officers, may be permitted when they are incidental to and a minor portion of a program which otherwise fully complies with the purposes and requirements of this policy.

8. The Library reserves the right to either substitute facilities or cancel permission to use the meeting rooms if the scheduled room is needed for Library purposes.

9. An individual or group shall not reserve a specific meeting room more frequently than once per week. When the nature of an event, such as a workshop or conference, requires special arrangement, such arrangements may be approved for use of a meeting room up to three consecutive days. Any extension beyond the three-day limitation can be granted only by the Library Director upon submission of a written request.

10. Meeting rooms may be reserved up to one year in advance of the meeting date.

11. Individuals and groups with a need to utilize meeting rooms on a recurring or regular basis will be accommodated with the understanding that no tenure or

priority exists in meeting room use beyond these policies and regulations. In establishing these policies and regulations, it is the purpose of the Library to balance the need of individuals and groups to engage in regularly scheduled meetings, with the reasonable expectation of other individuals and groups in the community to have fair access to Library meeting rooms on dates and at times consistent with their needs. Individuals and groups needing to schedule a meeting room on a regular weekly basis may do so for up to twelve consecutive weeks. They can renew their request for an additional twelve weeks following their eighth meeting, provided that no other meetings have been scheduled that would preclude the renewal. Individuals and groups needing to schedule a meeting room on a regular monthly basis may do so for up to six consecutive months. They can renew their request for an additional six months following their fourth meeting, provided that no other meetings have been scheduled that would preclude the renewal.

12. Groups and individuals are expected to utilize meeting rooms as scheduled. If meeting rooms are not going to be used as scheduled, the Library should be notified as early as possible, in order to make the rooms available to others. If twice in a six-month period of time, a group or individual fails to notify the Library at least 24 hours in advance that a room will not be used, that group or individual will lose the privilege to schedule meeting rooms at the Library for a period of six months from the date when the second violation occurs, and will be so notified by letter. This loss of privileges can be waived by the Director of the Library if in his or her judgment sufficient reasons for failure to cancel use of the meeting rooms are presented in writing.

13. Individuals or groups wishing to show copyrighted videocassettes, films or similar materials in the Library's meeting rooms, whether on library-owned or privately-owned equipment, must first secure and present to the Library written permission to do so from the holder of the copyright, or must submit evidence that public-performance rights for the material have otherwise been granted. The Library Director may deny permission to show copyrighted videocassettes, films, or similar materials in its meeting rooms if he or she is not satisfied that appropriate authorization has been obtained from the holder of the copyright or if ample evidence has not been submitted to verify that public-performance rights have been granted.

14. The Library does not provide storage for the property of individuals or groups using meeting rooms.

15. The Library will not be responsible for any loss or damage to property, including equipment, personal belongings, decorations, or other items, owned by individuals or groups using meeting rooms.

16. Neither the name nor the address of the Library may be used as the official address, mailing address, or headquarters of any individual or groups using meeting rooms.

17. The individual who applies for the use of a meeting room will be responsible for discipline of those in attendance and care of the room, furnishings and equipment. The Library will hold the applicant financially liable for any damage to library property which occurs during the meeting or program. The applicant is also responsible to leave the meeting room in a clean orderly condition. This includes returning chairs and tables to an orderly arrangement, picking up and disposing of papers, and cleaning away any clutter. Failure to comply may result in denial of future meeting room use for both the applicant and the group using the room for a period of one year, and in cases of property damage, may result in legal action. In no instance will an individual or group be allowed use of meeting rooms if the individual or group has failed to pay for past damage to the premises, furnishings or equipment.

18. This policy applies to the following areas: the auditorium and small conference room on the lower level of the South Branch Library, the auditorium and small conference room on the lower level of the North Branch Library, the auditorium of the Central Branch Library, the auditorium of the Centerville Branch Library, and the auditorium of the Headquarters Library and the auditorium of the Kaysville Branch Library. Revised November 20, 2012; revised November 17, 2015

PIANO USE

1. The Davis County Library makes pianos available as a convenience for citizens wishing to use them during programs held in the library auditoriums. However, the Board of Directors does not consider the provision of a piano to be a bonafide library service. Therefore, a $5 fee per use will be assessed to contribute to off-setting the long-term costs of significant repairs and potential replacement. The Board of Directors believes that it is appropriate to place a small portion of the long-term burden of costs on each user of this service. Over time, the revenue from the fees collected will compensate for a substantial portion of the costs of any major repairs or replacement, which could otherwise be paid for only by using funds which should be spent on bonafide library services.

2. The fee for piano use will be collected for each block of meeting room time signed up for by an individual for up to 3 hours. Time beyond 3 hours will be considered a second “use’ and will be subject to an additional fee assessment.

3. Individuals who have signed up for meeting room time and piano use for the purpose of presenting a program may utilize the piano for a ninety (90) minute practice session without an additional use charge. This practice is considered part

of the program for which approval has been granted and is intended to allow participants in the program to become familiar with the piano and the setting. Consequently, no charge can be levied in relationship to practice time granted in accordance with this policy.

4. Pianos are provided to support the purpose of the meeting rooms to advance the sharing of information, ideas, culture and community events. Consequently, they are not available for private lessons or private practice except as related to an approved meeting room application in accordance with this policy.

MEETING ROOM REGULATIONS

1. Applications from groups and organizations wishing to use the meeting rooms are to be made on forms furnished by the Library. The form is to be signed by a representative of the group or organization who is an adult and a resident as defined by Library policy, and who is willing to be responsible for using the meeting rooms in a sage and appropriate manner, and in conformity with Library policies. The responsible individual will be given the option on the application form, to permit or to not permit his or her name to be released upon request to the public as a contact person for the group or organization reserving the room. Meeting rooms will be reserved only upon receipt of a completed application form by the branch library where the meeting will occur, and the reservation will be made final only upon approval of the application. Meeting rooms will not be reserved by telephone. However, applications will be mailed upon request.

2. Reservations will be made in the order in which written applications are received.

3. Meetings can be scheduled beginning fifteen minutes after the Library opens. Meetings must be scheduled to close thirty minutes before the Library closes. Groups are expected to vacate the meeting rooms promptly in order to allow the next group to enter the rooms, or to allow the Library staff to complete its closing procedures. Groups that fail to vacate the meeting rooms promptly at the designated meeting closing time may, upon the second violation, be denied meeting room privileges for six months.

4. Permission to use a meeting room includes the use of chairs, tables, piano, and audio-visual equipment. Use of the piano is subject to the procedures established in the "Piano Use" subsection of this policy.

5. Groups wishing to use the Library's audio-visual equipment during a meeting must make arrangements to have an adult member of the group instructed in equipment use by a staff member. Groups requiring such instruction for equipment use must so notify the Library a minimum of two days before the meeting in order to allow ample time to make arrangements. Groups may bring their own audio-visual equipment to use during meetings provided arrangement to do so are made in advance (to insure compatibility with the Library's equipment, floor space and utilities), and a qualified operator is provided by the group. Library staff cannot assist in the operation of equipment not owned by the Library. Audio-visual equipment and other property owned by a group may be brought in no earlier than one hour before the scheduled start of the meeting and must be removed immediately after the meeting ends. The Library is not responsible for the care or security of any equipment provided by the user of the meeting room.

6. Rulings of the City Fire Department as to room capacity, aisle space and other matters will be observed.

7. Decorations in the meeting rooms must be approved in advance by the Branch Manager. Nothing may be fastened or affixed to the walls, ceilings, or floors, in any manner.

8. Smoking in the Library is not permitted. The use of alcoholic beverages and the unlawful use of drugs is not permitted in the Library or on any Library property.

9. Groups wishing to serve light refreshments, defined as finger foods and beverages, may do so within the following guidelines and upon payment of the following fees:

    A. A non-refundable fee of $10 must be paid before each meeting at which refreshments are to be served. This fee covers use of Library supplies and equipment to clean the area after the meeting, and staff time to verify that the area has been appropriately cleaned.

    B. A refundable deposit of $25 must be left with the Library staff before each meeting at which refreshments are to be served. The deposit will be refunded if the meeting room and furnishings are left in a clean, orderly manner, and utensils and dishes are removed immediately after the meeting ends. Groups which intend to serve refreshments at a series of regularly scheduled meetings may leave a single deposit in the form of a personal check (not cash) with the Library, which will be refunded at the end of the series of meetings provided the above conditions are met following each meeting.

    C. Beverages which contain dye or food coloring are not permitted in carpeted meeting rooms and areas. The following are specifically not permitted: Kool Aid and other similar powdered products, fruit juice, cranberry juice, and tomato juice. The Library staff is authorized to prohibit the serving of any other drinks which pose similar risks to the carpet but which are not listed here. It is therefore recommended that applicants with any questions regarding the beverages they plan to serve discuss the matter with the Library staff in advance.

10. Kitchen facilities are not available for public use.

STUDY ROOMS

The Library provides small study rooms, the use of which in not governed by the policy. Study rooms normally include a single table and accommodate between four and six individuals. The Library views study rooms as extensions of the general seating areas for library patrons. However, in the case of study rooms, the seating is enclosed in order to provide a higher degree of quiet for the users or to remove a group engaged in extensive conversation from the general seating area. Rules for use of small study rooms varies between branches due to different locations of the rooms and different demands placed on them. Consequently, each branch will follow different procedures for administrating study rooms including if and how they can be reserved and any time limits on their use.

On occasion, a group wishing to use a study room cannot do so as none are available. On such occasions, the Library may permit the group to use either an auditorium or small conference room provided that 1) such use does not interfere with a previously scheduled use of a meeting room, and 2) it is clear that the space is being used in lieu of the availability of a regular study room and is not being used for a purpose which would generally require submission of an application for meeting room use. The Library will require that one participant in the group sign a form accepting responsibility for the condition of the room given that meeting rooms cannot be monitored for security by staff members.

Approved by Davis County Library Board August 18, 1992; revised November 25, 1997; revised March 28, 2000;
revised June 25, 2002; revised March 20, 2007; revised 10/20/2009; revised June 21, 2011
Piano use effective January 1995; approved by the Davis County Library Board August 1994; Piano use combined into Meeting Room document June 25, 2002; August 22, 2006; revised November 20, 2012

300 ACCESS TO ELECTRONIC INFORMATION

Details acceptable uses of public Internet access provided by Davis County Library, and regulates conformity with applicable state and national laws and the Children's Internet Protection Act (CIPA); guides management of the public space by balancing patron rights with necessary legal and practical limitations.

Introduction

1. The Davis County Library offers access to electronic information sources to expand the range of tools available to citizens seeking to satisfy their information needs. Such resources include, but are not limited to, online databases and print or audiovisual resources in various formats. At the same time, the Library recognizes that electronic information sources are powerful and dynamic, and evolve quickly both in scope and content. The Library also recognizes that the nature of electronic information sources makes it extremely difficult to subject information accessed electronically to the same types and levels of scrutiny used to select traditional information sources and materials for the Library. Given that the information accessed at the Library does flow into a public space, through publicly-owned equipment, the Library recognizes its obligation to set limits on the use of these resources and to respond to issues related to their use within the context of other library policies, procedures and practices.
2. It is the intention of this policy to provide equitable access to electronic information sources to as many library users as possible while guaranteeing the security of Davis County and Davis County Library computer systems. It is also the intention of this policy to place the use of electronic information sources within the context of the Library's mission, its service goals and plans, its commitment to meeting the information needs of individual patrons, and its role as an agency of Davis County government.
3. In adopting these policies, the Davis County Library recognizes that access to electronic information is a field that evolves on an almost daily basis. Therefore, it is also recognized that the issues addressed in these policies may need to be revisited frequently as changes in technology, patron expectations and needs, software and relevant laws so dictate.

POLICIES

4. Electronic information sources are intended to complement other library sources in providing in-depth reference and information services. Patrons may use these sources to locate, retrieve and print publicly-available information and to access proprietary databases which are purchased by the Library. The Library also permits some uses, which have become common options for users of the Internet although these uses are not directly related to traditional library services. However, bandwidth may be limited, based on consultation with the Davis County Information Services Department, to adequate response time in the operation of the Internet throughout the system.

The Davis County Library has no direct control over the information accessed through the Internet. Therefore, each individual is responsible for the content of the searches he or she conducts, and parents are responsible for the use of the Internet by their minor children. However, the Library takes measures to restrict minors from accessing and from being exposed to electronic material that may be child pornography, obscene, or otherwise harmful to minors. These measures are based on applicable legal parameters and are subject to the limits of available technology and administrative capacity. They include the use of software intended to block access to these types of electronic visual depictions. Such software is installed on all Internet-accessible PCs used by the general public; however, such software may be disabled or overridden by staff members upon request by an adult patron, except in the case of adults accessing the Internet in areas dedicated primarily to minors. Staff will also use guidelines established by the Library Director as a basis for monitoring visual media displayed in the library that may be harmful to minors. These Guidelines will be approved by the Library Board of Directors, and are available upon request.

5. Enforcement of these policies, consistent with the requirements of Utah Code Section 9-7-215 and Utah Administrative Code Rule R458-2, is based on the Guidelines approved by the Board and procedures defined by the Library defined by the Library Director. Methods of enforcement include but are not limited to patron education regarding policies, appropriate notification of patrons when violations occur, and limitation or suspension of privileges when violations are persistent. The Director will make the guidelines and procedures for enforcement of this policy available for public review at all branches. Patrons with concerns about this policy, the guidelines and procedures for its enforcement, or the staff's efforts to enforce the policy may direct verbal or written comments to the staff, the Branch Manager, the Director, or the Board of Directors. Response to any expressed concerns may be made verbally or in a letter from the Director or the Board of Directors, depending on the nature of the problem being addressed.

6. In undertaking this effort, the Library remains cognizant of and promotes the right of adults to access information and conduct inquiries with as few limitations as possible consistent with the Library's mission, its operation as a public space, and its goals and objectives.

7. Patrons may not use equipment owned by the Library or Davis County for purposes which are illegal. This includes but is not limited to gambling, accessing obscene materials, or displaying in the library materials which may be harmful to minors due to sexual content.

8. In accordance with Davis County policies the use of any software not owned by the Library is not permitted. Patrons are also prohibited from downloading files or computer programs on library-owned computers, and from creating personal folders, bookmarks, or system passwords of individualized files.

9. The Library may impose reasonable restrictions on the use of electronic information sources in order to facilitate equitable access by as many library users

as possible, and employs software to assist in the orderly management of Internet access and to protect computer equipment. These limitations are defined in "Patron Use of Electronic Information Sources" below.

10. This policy, as revised, is effective as of April 16, 2019. This policy will be formally reviewed in its entirety and readopted no later than July 1, 2022, in accordance with Utah State law.

Patron Use of Personal Electronic Devices

11. The Davis County Library provides Internet access in branch libraries for patrons utilizing their personal electronic devices (laptops, PDAs, etc.). This access is through telecommunication connections provided by the Library. Accordingly patrons utilizing personal electronic devices must agree to comply with Library policies before conducting Internet searches. Enforcement of Library policies for Internet access using personal electronic devices will be undertaken in accordance with established procedures defined in the "Guidelines for Appropriate Use of Electronic Information Sources."

12. As part of its policy enforcement procedures, access through personal electronic devices is filtered as to content utilizing the same software installed and settings established for this purpose on Internet-accessible PCs owned by the Library. Filtering software will not be disabled for users of personal electronic devices. Adult patrons requesting unfiltered access to the Internet will be directed to Library owned PCs on which filtering software will be disabled upon request, in accordance with Davis County Library policies and procedures.

13. Internet access through personal electronic devices will be provided in accordance with guidelines and procedures established by the Library Director.

Patron Use of Electronic Information Sources

14. The following procedures will be followed to govern the use of the Library's electronic information sources, and advance the Library's interest in providing equitable access to these sources by as many library users as possible, while guaranteeing the security of the Davis County and Davis County Library computer systems:

    a. Patrons will have the opportunity to read and review policies and procedures for electronic information sources, and will be presumed to have read and agreed to abide by them before proceeding to use such sources. Signage will also clearly indicate that a complete copy of the Library's policies and Guidelines for acceptable use are available for review upon request.

    b. The Library has established time limits for use of electronic information sources in accordance with demand. Patrons are limited to a maximum of three hours of Internet use on public PCs per day. This limitation applies whether use occurs in one or multiple branches and is user specific.

Patrons may not use multiple library cards to secure additional use time beyond the three hour limit. Patrons are expected to abide by the time limits and to end their use of PCs once their allotted time has expired as directed by the staff. The Library employs software to assist staff in the orderly management of Internet access. All members of the public have access to the Internet whether or not they hold library cards from our library system.

c. Patrons may print from electronic information sources at a price-per-sheet equal to the amount charged for photocopies.

d. Only staff members may load and unload electronic information sources. All sources, software and computer accessories loaded into library equipment will be owned by the Library or by Davis County. An exception may be made for accessories that prove either unsafe or impractical when provided to patrons, but that conform to all policies & guidelines regarding Library and Davis County computer systems.

e. The Library makes available to patrons additional equipment to be used in conjunction with Library owned computers. An enhancement to computer use, this equipment may include but is not limited to a trackball mouse and webcams with headsets.

Approved by Davis County Library Board, February 25, 1997; revised May 27, 1999; revised March 20, 2001; revised December 11, 2001; revised September 17, 2002; revised March 20, 2007; revised April 15, 2008; revised June 17, 2008; revised April 28, 2009; revised November 24, 2009; revised June 15, 2010; revised April 16, 2013; revised April 19, 2016; revised April 16, 2019

301 INTERNET SAFETY POLICY FOR MINORS

Describes policy and process for protecting minors from viewing harmful information or disclosing personal information via the Internet in public library spaces; confirms Davis County Library's compliance with the Children's Internet Protection Act (CIPA), state and national laws; this policy is regularly reviewed and readopted by the Library Board.

Introduction & Purpose

1. The Davis County Library provides computer access to minors, including filtered access to the Internet. The Davis **C**ounty Library participates in the federal E-Rate program. This program makes certain communications technology more affordable for eligible schools and libraries that are complying with the requirements of the Children's Internet Protection Act ("CIPA").
2. Davis County Library has instituted measures to:
    a. prevent use access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
    b. prevent unauthorized access and other unlawful online activity;
    c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
    d. comply with the CIPA.

Definitions

3. Technology Protection Measure**.** The term "technology protection measure" means a specific technology that blocks or filters internet access to visual depictions that are:
    a. Obscene, as that term is defined in 20 U.S.C. Section 9101;
    b. Child Pornography, as that term is defined in Section 76-5b-103 of the Utah Code; or
    c. Harmful to Minors, as that term is defined in Section 76-10-1201 of the Utah Code.
4. Sexually Explicit Conduct**.** The term "sexually explicit conduct" has the meaning given in Section 76-5b-103 of the Utah Code.

Access to Inappropriate Material

5. To the extent practical, technology protection measures (or "Internet filters") are used to block or filter Internet – or other forms of electronic communications – access to inappropriate information. Specifically, the Davis County Library utilizes filtering software to block visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors.

Inappropriate Network Usage

6. To the extent practical, Davis County Library shall take reasonable measures to promote the safety and security of users of the Davis County Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, Davis County Library shall work to prevent inappropriate network usage such as (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

7. Some measures the Davis County Library shall utilize, among others, include: (a) implementing filtering software to restrict access to material harmful to minors consistent with the requirements of Utah Code Section 9-7-215 and Utah Administrative Code Rule R458-2, and (b) posting of signs in the Libraries. The signs will inform patrons and minors of safe Internet practices and encourage all users to inform staff members or parents of inappropriate communications they may encounter during Internet sessions on the Library's public Internet stations.

Supervision and Monitoring

8. To the extent practical, Davis County Library staff shall make reasonable efforts to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

9. Additionally, the Davis County Library encourages parents to supervise and monitor their minor children's Internet sessions since filtering software may not be able to filter all information that may be harmful to minors. Some parents may deem that certain unfiltered materials are also unsuitable for their minor children.

10. The Davis County Library further encourages parents to discuss the use of the Internet with their minor children in relation to family values and boundaries.

Adoption

11. A public meeting for the purpose of discussing the proposed policy, Internet Safety for Minors, following normal public notice and comment, was held on May 24, 2011. This policy was approved by the Davis County Library Board of Directors on June 21, 2011.

12. This policy has been reviewed in its entirety and was reapproved by the Davis County Library Board of Directors on April 16, 2019 and is effective as of that date. This policy will be formally reviewed in its entirety and readopted no later than July 1, 2022, in accordance with Utah State Law.

Approved by the Davis County Library Board, June 21, 2011; revised April 16, 2013; revised April 19, 2016; revised April 16, 2019

Guidelines for Appropriate Use of Electronic Information Sources

Electronic access to information, particularly through the Internet, is a complex area for public library administrators and board members to address because the Internet is a complex, fluid, electronic crossroads where large amounts of easily accessed information is available at minimal cost. Accordingly, policies regarding access to the Internet in the public library are also complicated. When establishing policies, library board members and administrators must keep in mind the rights of individuals to free speech and inquiry, as well as the community's interest in limiting certain types of speech in public spaces, especially areas frequented by minors. Libraries must also consider that information retrieval through the Internet has expanded to the point that, given competition for time on the limited number of PCs available for public use, priorities may have to be established regarding those uses which are most consistent with the mission of the library and those which may stretch beyond the scope of services the library offers.

As a result of the complexity of issues involved in electronic access, guidelines that separate acceptable from unacceptable uses must almost inevitably be unusually detailed. Detailed guidelines will assist staff members in a meaningful way as they attempt to enforce policies established by the Board in a manner which is consistent and fair across the system. This approach will allow the staff to better navigate the difficult ground between individual rights and community interests.

Part I: Principles for Enforcing the Policy on Electronic Access

Staff members charged with enforcing policies can do so with more confidence, and can exercise judgment more effectively if they understand the principles upon which the policies and guidelines are based. Accordingly, the key principles that underlie Library policies and guidelines for electronic access are defined as follows:

Principle 1: The right of patrons to meet their information needs through library resources, including electronic resources, is at the heart of the Library's mission. The Library vigorously promotes the use of all of its resources, and encourages patrons to utilize its resources as fully as their needs dictate. However, the Library also recognizes that it operates in the context of other laws and community interests which suggest some limits to the rights of patrons to access or to display certain types of information. Those limits are narrowly defined and are the most minimal possible to balance the right of inquiry with the competing concerns of appropriate displays in a shared public space, and the access minors may have to sexually explicit materials.

Principle 2: While promoting the rights of adults and minors to conduct inquiries for information through electronic resources, the Library also has an obligation and right to administer the space in which the inquiry is conducted. The public character of the space is further and more specifically defined as a space which is frequented by minors. Consequently, the Library has an interest in managing the space in accordance with the precept that minors should not be exposed to certain types of visual representations.

Principle 3: In the case of minors, the Library has established an informal base for parents to understand the range of materials their children are likely to encounter when visiting the Library, which is best defined by the collection itself. Consequently, the Library has

an interest in limiting the access which minors may directly have to visual images which may clearly be beyond what the Library could ever reasonably acquire for the children's or young adult collections based on its materials selection policies.

Principle 4: In enforcing policies in the area of electronic access, the Library wishes to adopt an approach which narrowly targets access to information that is illegal and to those materials which meet statutory definitions for visual images that may be harmful to minors and are therefore determined to be unacceptable for display in the library as a public space. In enforcing guidelines for accessing electronic information, the Library applies methods which are minimally intrusive and non-punitive, but also progressively firm and decisive. Enforcement is also based on the concept of fairly informing the patron of the behavior necessary to achieve compliance, informing the patron of the consequences of non-compliance, limiting privileges as a response to non-compliance, and defining a process for review and appeal by a patron of any enforcement action.

Part II: General Guidelines

In enforcing the Library's policies related to electronic access to information, staff members should view the following guidelines as part of the Library's overall approach to working with patrons and addressing patron behavior issues. Even though electronic resources have unique characteristics and pose special issues, they are utilized by patrons within the broad context of library services. Consequently, to the extent possible, patron use of them, and staff intervention necessary to assist in their use, should be guided by practices that apply as well to other aspects of library service. Key service and patron-relation elements to remember in applying the guidelines detailed herein include the following:

1. The primary purpose of electronic access is to further enhance the ability of patrons to locate needed information, and the staff's primary obligation is to assist patrons in this endeavor. Staff members should focus their efforts on helping patrons widen the options they have for finding information even when that information is controversial, when it may be unpopular and when it may be offensive to some members of the community.
2. In enforcing Library policies, staff members should be clear they are not enforcing laws. Rather, they are enforcing library policies related to the use of electronic resources and the management of the library as a public space, drawing on state statutes and statutory definitions for guidance.
3. In working with patrons using electronic resources, staff members should strive to inform and educate them about library policies and use of search strategies and techniques, and should engage in enforcement procedures only as a secondary choice as the situation requires.
4. Staff members should exercise some judgment in applying the guidelines established below. Staff should be cautious when they intervene in a patron's use of a resource, and when they do intervene they should be certain they have grounds for doing so based on policy.

5. Content-limiting software is installed on all publicly accessible Internet PCs as a complement to the Library's electronic-access policies and the guidelines established for enforcing them remain. The approach taken in utilizing content limiting software is consistent with legal guidance based on Supreme Court decisions and is consistent with State law (Utah Code annotated 9-7-215). The Library recognizes the potential difficulties and limitations of content-limiting software. Thus, while it is possible that the software will inadvertently block access to sites that fall within the scope of acceptable uses, it is also possible that a patron will circumvent the software or that the software will fail to block a site that does not meet acceptability standards. Therefore, Library policies for Internet access remain in effect whether content-limiting software is engaged or has been disabled or overridden in accordance with these guidelines. However, consistent with case law, the library staff will immediately and without further investigation into the purpose or intent of the user disable or override content-limiting software on any PC upon request by a user 18 years of age or older, unless the PC is located in an area dedicated primarily to minors or personal electronic devices. Additional guidelines for this procedure are provided in Part IX, below.

Part III: Display of Information That May Be Harmful to Minors

Patrons may not display in the library images or visual depictions that meet the following definitions, as established in Utah State Code 76-10-1201 and specified therein as categories of representation that may be harmful to minors:

> "Sexual conduct" means acts of masturbation, sexual intercourse, or any touching of a person's clothed or unclothed genitals, pubic area, buttocks, or, if the person is a female, breast, whether alone or between members of the same or opposite sex or between humans and animals in an act of apparent or actual sexual stimulation or gratification.
>
> "Sexual excitement" means a condition of human male or female genitals when in a state of sexual stimulation or arousal, or the sensual experiences of humans engaging in or witnessing sexual conduct or nudity.
>
> "Sado-masochistic abuse" means: (a) flagellation or torture by or upon a person who is nude or clad in undergarments, a mask, or in a revealing or bizarre costume, or (b) the condition of being fettered, bound, or otherwise physically restrained on the part of one so clothed.
>
> "Nudity" means: (a) the showing of the human male or female genitals, pubic area, or buttocks, with less than an opaque covering; (b) the showing of a female breast with less than an opaque covering, or any portion of the female breast below the top of the areola; or (c) the depiction of covered male genitals in a discernibly turgid state.

A narrowly-defined exception to the display or images or visual depictions of "nudity," as defined above, is made based on the statutory-defined intent to exclude from the "harmful to minors" category information that has "serious literary, artistic, political or scientific value for minors." Additional guidance on this narrowly-defined exception is

provided in Parts IV and V, below.

It is hoped that by focusing on these definitions, staff will avoid being arbitrary and capricious, or over-reaching the library's purpose of limiting the display of certain types of information in a public space.

If a patron displays visual depictions which meet the statutory definitions contained above, he or she will be informed that the Library prohibits the display of such visual depictions, and a request will be made that the patron exit the site immediately and avoid accessing similar sites.

It should be acknowledged from the outset that interventions of this nature are uncomfortable for both the patron and the staff member. It is not easy to intervene in any situation involving patron behavior, including those involving the nature or content of a search. However, when it is necessary to intervene, the staff member should be discrete. Verbal discussion of the situation in the public area, both between staff members and between staff members and the patron involved, should be as limited as possible.

A. If the situation permits, it is best that two staff members observe the situation in case future documentation is required.

B. A staff member will approach the patron and indicate something to this effect: "Sir/madam, I have to ask you to exit the site you are in immediately and to review this information." The staff member will then provide the patron with a printed statement which reads as follows:

   "As the library is a public space frequented by minors as well as adults, display of visual representations which may be harmful to minors, as defined in state statute, is prohibited**.** A copy of the Library's policy and additional information is available upon request. If you have questions regarding this policy or its enforcement in this case, please contact the Branch Manager or Library Director at 801-451-3030.

C. It is hoped that the patron will-comply with the staff member's request. Following the incident, the staff member(s) will make a note describing the patron, the nature of the material seen, and any other pertinent information, such as additional conversation with the patron, which may be needed as supporting documentation for further enforcement.

D. If the patron refuses to exit the site, re-enters the site, or enters a similar site, the staff member will approach the patron and indicate something to this effect: "Sir/madam, I have informed you of the Library's policies and asked you to comply with them. I will now ask you once again and for the last time to do so."

E. Again, it is hoped the patron will comply. If the patron refuses to comply, or asks something to the effect of, "What will you do if I don't?" the staff member will indicate that the library has established procedures for these cases and will present the patron with a printed statement that reads as follows:

   "If a patron fails to comply with the request of a staff member to terminate prohibited uses of the Library's PCs, or with other instructions from the staff

regarding appropriate use of the PC's, or to leave the PCs following repeated violations, the staff is instructed to contact local law enforcement officials who will determine what course of action to follow. The matter will also be referred to the Library Director who will determine, in consultation with the Davis County Attorney's Office, whether to suspend the patron's Internet privileges and whether to pursue additional legal actions."

If the patron still refuses to comply, staff members should contact local law enforcement officers, indicate that a possible public nuisance situation is underway and request their immediate assistance. Upon the arrival of the police, staff should cooperate with them as fully as possible, leaving the management of the situation to them.

F. In these extreme cases, staff members should take appropriate measures to ensure the information in question is not visible to the public, but remains accessible to law enforcement; if possible staff should make note of the website being accessed. Staff members should also contact the Director, Deputy Director or a designated library administrator immediately. The Library Directors will, in turn, work with other Davis County personnel as appropriate, based on County and Library practices.

G. It should be noted that this approach would also be taken if an individual in some highly unusual case was displaying hard-copy materials, e.g., such as in a magazine, in the library and the staff had to intervene. It should be noted that the relevant public decency law which we would consider applying may be found in Utah Code 76-10-803, specifically subsection (b), which includes "offends public decency" in the definition of public nuisance.

H. Patrons who have been required to exit a site for any reason may appeal the action of the staff to the Library Director who will determine whether or not the site meets the Library's policies for acceptable use. If the Director determines that site falls within the scope of acceptable use, he or she will discuss with the staff involved the basis for the initial action and inform them of the reasons for the reversal. If the Director determines that the site falls outside the scope of acceptable use, the patron will be so informed in writing. Appeals to the Director may be made immediately, and up to five (5) days after the action of the staff, and may be made verbally or in writing. The Director will respond within three (3) business days of receipt of the appeal. If the patron is not satisfied with the decision of the Director, an appeal may be made to the Library Board of Directors at its next regularly-scheduled business meeting, at which time the Board will act. The appeal to the Board of Directors must be made in writing.

I. Patrons may appeal any aspect of Library policies to the Board of Directors.

Part IV: Minors

As indicated in Principle 3, above, the Library views its relationship to minors in a somewhat different light than it does with adults in terms of Internet use. The Internet opens a world of information to a minor far beyond what most public libraries own in

terms of both scope and content. Consequently, the Internet allows public libraries to provide all users with vastly more information than ever before; it can serve as the link to information which communities and states have deemed as potentially harmful for minors.

While the library cannot assume the responsibility of enforcing laws related to materials potentially harmful to minors, it can establish policies which attempt to limit the opportunities for minors to access or be exposed to materials beyond the reasonable boundaries of what may be considered appropriate for minors. In applying this concept, the Davis County Library relies not only on definitions contained in state laws, but also on the notion that its collection development policies establish broad boundaries of appropriateness which in turn create an expectation of what images and visual representations parents may anticipate their children will encounter at the library in those collections developed for children and young adults**.** Consequently, content limitations for minors are somewhat more stringent than those for adults, and the basis established for staff members to intervene is accordingly broader.

1. Staff members may intervene in the use of the Internet by a minor when the minor is accessing materials which are sexually explicit, in accordance with criteria stated in Part III or which may be harmful to minors based on criteria established in Utah Code Annotated 76-10-1201, which reads in part as follows:

   "Harmful to minors" means that quality of any description or representation, in whatsoever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse when it:

   (i) taken as a whole, appeals to the prurient interest in sex of minors:

   (ii) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and

   (iii)taken as a whole, does not have serious value for minors.

   In terms of actual enforcement of policy, most cases that are addressed by the definition of obscenity would already be prohibited for access by minors based on the "harmful to minors" definitions presented in Part III. In the unusual case in which this does occur, staff members should make a good-faith effort to apply the above criteria, preferably in consultation with a second staff member if the situation permits. In applying these criteria, it is again important to recall that the staff is not enforcing the law but is using criteria established by statute for guidance in managing public access to information in a public space.

   All criteria established for adult use of the Internet apply to use by minors.

2. Except when nudity meets the statutory intent of "serious literary, artistic, political, or scientific value for minors" as defined in Utah code 76-10-1201, **s**taff members may intervene in the use of the Internet by a minor when the minor is accessing materials which include nudity. In determining whether the information being accessed may have serious value for minors, staff members should consider whether or not the type of information being accessed resembles

information that could be available to minors in either the children's or young adult collections of the library based on the library's materials selection policy. This concept is elaborated in Principle 3, above. Staff members may also intervene in the use of the Internet by a minor when the minor is accessing materials which include graphic representations of gross bodily functions or graphic representations of extraordinary violence.

These guidelines clearly involve some element of judgment, and staff should intervene only when they are clear regarding the particular case. If there is doubt in the staff member's mind, a second staff member should be consulted. If doubt remains, the staff member should refrain from intervening and simply document the case for future reference and discussion. As with adults, staff should defer to the right of the patron to search and conduct inquiries and use intervention only when necessary to remedy a clear situation. Preference should be given to providing the individual minor with information and to helping clarify appropriate uses of the Internet.

3. If a minor accesses material which requires intervention, staff members will make a judgment about the appropriate means for intervention based on the age of the individual, the nature of the material being accessed and the opportunities the staff member senses for providing information that will deter future difficulties.

   Minors may range in age from quite young to near adulthood, and methods for intervening when problems arise, including language used to explain the policy, should vary based on age. If problems persist with an individual minor either the same day or over several different visits to the library, staff should document the nature of the problem and the specific incidents, including dates and conversations. In consultation with the Branch Manager or Director, staff will map a strategy which involves a progressive level of response which may include conversations with and verbal warnings to the individual, a letter to the individual's parents and suspension of Internet privileges for a period of time. As with adults, minors may appeal the denial of access to a particular site in accordance with the method and timeframe established in Part III, subsection H, above.

Part V: Nudity

Visual images that meet the statutory definition of nudity may not be displayed in the public space unless such images may meet a statutory definition of having "serious literary, artistic, political or scientific value." Notably, this definition does not focus, for example, on whether an image is "art," or of "artistic interest," etc., but rather on "serious artistic *value*." In lieu of individuals rendering their personal subjective judgment regarding "serious value," the Library, in its effort to comply with statutory intent, relies on the judgment, commitment and purpose of other organizations with recognized competence and expertise. Consistent with this approach, staff members may determine whether an image may be permitted to be displayed based on the website where the image appears.

To guide staff members in applying this policy and meeting statutory intent, the Library considers bona fide museums, governmental agencies, universities, national health associations and similar organizations as authoritative to validate "serious value." Accordingly, information contained on their websites, or clearly labeled as owned by them may be permitted for access and display. An example would be art images made available through the Boston Museum of Fine Arts website or labeled with "Boston Museum of Fine Art" even if the latter is made available through an alternate website.

By contrast, for purposes of applying Library policy, the presence of an image on a commercial website, such as one selling posters or art prints without attribution of museum ownership, a commercial periodical, a private gallery, or the posting of an image to a personal or public website, such as one maintained by an individual artist, are not in and of themselves considered sufficient verification of serious value to permit display of nudity as statutorily defined.

Part VI: Illegal Activity

Staff members may intervene in the use of the Internet when they have reason to believe that information being accessed is illegal, e.g., accessing child pornography, engaging in on-line gambling, or other activities that are defined as illegal by federal or state statute. The following outline of procedure is written in terms of child pornography, but would be followed in documenting any noted illegal activity.

If the staff perceives that a patron is accessing information that involves graphic representations of children involved in sexual situations, which is the most likely scenario to arise which could involve a violation of the law, the following steps will be taken:

A. When possible, the staff member will ask a second staff to view the information in order to verify its nature.

B. The staff will immediately contact local law-enforcement authorities and inform them that a potential violation of laws has occurred related to accessing information which involves children in sexual situations.

C. Staff will note the time of the situation, and will monitor the patron until law-enforcement officials arrive.

D. Staff will make notes regarding the situation, including the basis for their decision to contact law-enforcement officials. A copy will be retained at the branch and a copy sent to the Director for review.

Part VII: Harassment

Harassing behaviors, as defined in the County's Harassment policy, are not permitted using the Internet, electronic resources, or in Library spaces. Staff members will respond to harassing behaviors as outlined in Davis County policies. Staff members will provide a copy of the County's Harassment Policy to patrons upon request.

Part VIII: Suspension of Privileges

A patron may have his or her Internet privileges suspended temporarily if he or she persists in using the Library's PCs for purposes which are not permitted under library

policies and guidelines after being provided with information on appropriate use and afforded an opportunity to comply. Patrons will be provided with information regarding compliance with Library policies in accordance with a process of education and progressive enforcement established by the Library Director. Enforcement procedures regarding an individual patron may be pursued when documentation supports continued violations whether they occur in the same session, in multiple sessions on a single day or over several days, or in one or more branches of the Library.

Prior to any suspension of privileges, the patron will receive a letter from the Director alerting him or her to the nature of the problem, requesting compliance with library policies, indicating that further actions may be taken if compliance is not forthcoming, and providing an opportunity for the patron to offer his or her perspective. Following a further violation, the patron will be notified that his or her Internet privileges have been suspended for a period of time not to exceed six (6) months, and providing the patron with a right to appeal the decision to the Director and, ultimately, to the Board of Directors. Response to further violations will be made on a case by case basis by the library Director, in consultation with the Davis County Attorney's office.

Part IX. Disabling Content-Limiting Software and Overriding Blocked Sites

Staff members may disable content-limiting software and over-ride blocked sites in accordance with the following directions. However, the capabilities and options available for such steps vary among software packages, and the choice of software is in turn contingent upon the network configurations and operational software employed by Davis County. Although the Library tries to identify content-limiting software packages that permit flexibility in application, including the ability to disable the filter, and recognizing the software changes from release to release, it is not always possible to make this feature available to patrons and staff members. The following guidelines are adopted to address both the situation when disabling is available as an option and when it is not.

Staff members will disable content-limiting software or override the block from a particular website for a user 18 years of age or older upon request, and will do so as immediately as work-flow permits. The staff member will disable the software or override a block without questioning in any manner the purpose or intent of the user in making the request. The staff member may answer any policy questions posed by the user making the request, e.g., "Does this mean I can get into pornography since the filter is turned off if I want?", but may not reiterate policy or state policy in advance of any such question. In other words, the staff member may not preemptively state that all policy restrictions remain in effect as this presupposes that the intention of the user is to violate policy.

A. Staff members are to make no record of individual requests to disable content-limiting software or override a block except as the library determines it useful to make a neutral count of how many such requests are made.

B. Staff members will not disable content-limiting software or override a block on any PC located in a specific children's service area or on personal devices. Such

PCs will be identified by signage indicating that they are children's PCs.

C. Staff members will not disable content-limiting software or override a block on any PC for an individual under the age of 18. A parent may personally request that the filtering software be disabled or a block be overridden on a PC that he or she intends to use with his or her minor child present. Generally, it must be the parent, not the minor, who uses the PC when the filters are disabled or overridden. All aspects of these guidelines as regards use by a minor apply throughout any session, whether or not the filters are engaged or overridden, when a parent uses a PC with a minor child. Similarly, it follows that the parent may not leave the child to use the Internet unfiltered. In the words of an attorney hired by the American Library Association to provide guidance related to the Child Internet Protection Act (CIPA), "CIPA does not contemplate parental control over library filters—that is, the statute provides that filters may only be disabled by a library employee for legitimate adult use." Regarding the case of a parent allowing his or her minor child to use the Internet after the filters have been turned off at the parent's request, the ALA attorney writes:

> ". . . should the parent allow his or her child to use the computer, the parent should be required to remain at the monitor during use of the (unfiltered) computer by his or her child. While allowing the child to 'use' the unfiltered computer even in the presence of a parent does not literally comply with the statutory mandate, should a complaint arise, it is the parent, not the librarian, who should bear the responsibility."

While this is the attorney's general opinion, staff members who become aware of a minor using an unfiltered Internet PC should inform the parent that library guidelines require the filter be re-engaged during use by a minor, even if the parent remains present. If the parent refuses, staff members should document the case, including having informed the parent of the guidelines; if the parent consents, staff should simply re-engage the filters.

In accordance with CIPA statute and the concepts conveyed by the ALA attorney, parents may not request or indicate in advance, by telephone or by any other means that their minor children be given access to unfiltered Internet use when they come to the library. Only an adult, on site at the time, may request that the filters be disengaged or a block on a website be overriden. Staff members may take reasonable steps to verify the age of a patron making a request to disable filtering software. These steps may include but not be limited to asking for age verification using a driver's license or other form of government-issued identification or a Davis County Library borrower's card.

D. Each PC, except those excluded as being in children's areas and designated for use by children only, will include signage indicating that a content-limiting software is engaged and that it will be disabled, and blocks on sites will be overridden upon request by an adult. All requests to disengage content-limiting software will be managed as unobtrusively as possible based on the concept of the neutrality of such requests. The signage will indicate that library policies

regarding appropriate use are in effect at all times.

E. Staff members will re-engage content-limiting software as soon as possible after use of the PC is completed by the patron who requested it be disabled. Re-engaging the filter may require rebooting equipment or altering software settings.

Revised April 19, 2016; revised November 15, 2016; revised April 16, 2019

#310 SOLICITATION, DISTRIBUTION OF LITERATURE, SOLICITATION OF SIGNATURES AND OTHER USES OF LIBRARY PROPERTY

The Library strives to promote an environment conducive to personal study, leisure reading, and the search for information, to maintain a sense of the library's neutrality, and to maintain a safe and convenient flow of traffic into and throughout the library buildings.

The Library prohibits solicitation for commercial purposes in all public service areas of the library and on library grounds, including the distribution of literature promoting a particular product or service as well as the actual selling of products or services, whether to library staff members or to patrons. An exception to this policy may be made for promotional materials distributed by the Library in conjunction with other entities or initiatives that align closely with the library's mission.

The Library is mandated by federal and state law to permit individuals to use outdoor spaces on Library property to gather signatures, display hand-held signs, pass out fliers, and engage in other expressive activities protected by the First Amendment of the U. S. Constitution so long as the passage of library users to and from the facility is not impeded. Accordingly, the Library prohibits the distribution of literature, the solicitation of signatures, and other similar activities in the following areas:

- Public service areas of the library
- Foyers and the entrance ways of the library
- All walkways immediately adjacent to the library
- All library parking areas

Available spaces, based upon the physical configuration of each library location's entrance and the need to maintain unimpeded patron access and egress, will be made available to the public for the purposes described in this policy. Maps of locations will be designated for each branch along with a written physical description of those designated areas. The Library will not provide tables and chairs although groups or individuals are welcome to do so as long as they remain in designated spaces.

Those wishing to distribute literature, solicit signatures, or undertake similar activities are encouraged to do so in the Library's meeting rooms, which are made available for civic, educational, informational and cultural purposes upon application and in accordance with the Library's "Meeting Room Policy." Those engaged in the above activities may not stand outside library meeting rooms. An exception to this policy may be made for voter registration conducted by Davis County officials or for local, state or federal voting activities.

Individuals wishing to distribute literature, solicit signatures or engage in similar activities are asked to register with library staff (Associate Librarian and higher) prior to beginning activities.

Registration includes the completion of a form with the following information:

- Name of sponsoring organization
- Name and contact information (current phone number or email address) of a contact person in the event complaints are received
- Type of activity

Registration does not guarantee space for this activity and will be available for use as other groups or individuals may already be using it.

Failure to register will not preclude an organization from conducting its free speech activity, provided it does not create a public safety issue or interfere with a previously scheduled free speech activity and meets all other requirements of this policy.

Use of Property

- Signs promoting petitions or activities may not be posted on doors or buildings.
- Petitioners must in no way affiliate themselves with the Library either through written policy, signage, or verbal statements.
- In the event individuals or organizations fail to limit their activities to designated spaces, library staff will first request that the individual or members of the organization comply with remaining in designated spaces, as indicated on the map and physical descriptions for that location.
- Failure to comply may result in the staff asking the individuals to leave the library's property. Staff will inform a Deputy Director or the Library Director, who will confer with the County Attorney's office regarding possible further action.
- Those whose activities have been limited as a consequence of their failure to remain within designated spaces, may appeal the decision to the Davis County Library Board of Directors either in writing through the Library Director or in person at the next regularly scheduled meeting of the Library Board.

Approved by Davis County Library Board, May 26, 1998; revised November 19, 2002; revised October 18, 2011; revised November 17, 2015; revised November 15, 2016; revised March 20, 2018

#310 DESIGNATED SPACES AT THE BRANCH LIBRARIES FOR THE PURPOSE OF DISTRIBUTION OF LITERATURE SOLICITATION OF SIGNATURES OR DEMONSTRATION

In accordance with the Davis County Library's policy on "Distribution of Literature, Solicitation and Other Uses of Library Property," the following spaces at the branch libraries are designated as available for the purposes defined in the policy. These spaces are determined to be consistent with the criteria established in the policy. Spaces other than those designated are not available for the purposes established in the policy.

Headquarters Library (Farmington)
The 6 ft by 10 ft area beginning at the north edge of the west side planter. This area is approximately 39 feet west of the main entrance to the library.

South Branch Library (Bountiful)
The lawn directly west of the library.
The island separating the parking lot directly east of the library from the parking lot directly west of the Golden Years Center.
The 5 ft x 10 ft concrete area in front of bench located approximately 35 feet from the east entrance of the library.
The lawn directly south of the parking stalls south of the library.

North Branch Library (Clearfield)
The lawn directly south of the library, approximately 30 feet from the south entrance of the library.
The lawn between the planter and the sidewalk near the south entrance to the library. It is approximately 25 feet from the south entrance of the library.
The lawn on the north side of the library near the north entrance to the library. Establish location so it is more than 25 feet from the north entrance of the library.

Central Branch Library (Layton)
The lawn north and northwest of the branch, adjacent to Hawthorne Street. The lawn east of the branch, facing Wasatch Drive.
The 6 ft by 10 ft concrete area beginning 2 feet from east edge of planter located on the south side of library, directly adjacent (right) of the library entrance. This area is approximately 26 feet from the library entrance and does not include the actual entrance "approach" to the library.

Syracuse/Northwest Branch Library
The lawn immediately west of the branch.
Alternate locations may be determined that are of similar size, 6 ft x 10 ft, and are located at least 25 feet from the main entrance to the library.

Centerville Branch Library
The bench on the west side of the building. This area extends 25 feet to the north and south along the sidewalk.
6 ft x 11 ft grass area south of flagpole. It is approximately 26 feet from front doors of the library.
5 ft x 12 ft concrete area between sidewalk and landscaping, south side of library. It is approximately 30 feet from the front entrance of the library.

Kaysville Branch Library
Grass area east of the library from 2nd North to the parking lot entrance located on Fairfield Road.
10 ft x 2 ft area between the curved drive up approach to the bookdrop and the entrance "approach" to the library. It is approximately 30 feet from the main entrance of the library.
10 ft x 8 ft area near east corner of bookdrop approach. It is more than 30 feet from the main entrance of the library.

Revised January 18, 2011, revised March 19, 2013; revised November 17, 2015; revised August 15, 2017; revised March 20, 2018

#311 PHOTOGRAPHY AND FILMING GUIDELINES

The Library may utilize photos or videos of patrons and staff, which are regularly taken during public programs and events in Library facilities and in Library spaces, in print and electronic marketing materials. Others may be posted on the Library's website, and on the Library's various social media accounts.

Attendance at Library sponsored events or programs constitutes the consent of attendees to be photographed or filmed for the uses described above. Patrons who do not wish the Library to use a photo or video of them or of their child, must inform a Library staff member prior to the beginning of the event. This policy extends to the Library's outreach efforts, including community and public events. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the guardian, in the form of the Library's photo permission slip.

Casual amateur photography, filming or video recording in the Library is permitted in Library locations for patrons, visitors and staff, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission. Permission to be included in a photograph or film must be granted by the subject and is the responsibility of the individual or group filming or talking photographs to obtain.

The Library permits use of Library property for non-commercial photography or filming purposes, such as educational projects, and for filming in conjunction with news reporting in accordance with direction provided by the Library staff in regards to the privacy rights of patrons, the safety of Library patrons and staff, and maintenance of an environment and traffic flow conducive to the provision of Library services. The Library Director, or a designated Library administrator, will grant permission for these uses. Those wishing to use Library property may contact any Branch Manager, the Director or a Deputy Director. In the absence of the Director, permission may be granted by a designated Library administrator.

Patrons wishing to use both interior and exterior Library property for commercial photography, filming purposes, or portraiture including, but not limited to, weddings and engagement photos, family or graduations portraits, etc., must receive prior approval and permission by contacting the Davis County Facilities Department at 801-451-3208. In considering whether or not to approve requests, the Facilities Director will confer with the Library Director to evaluate the request based on the following criteria:

A. The impact of the photography or filming project on Library services;
B. Safety of staff members, patrons and those taking photos or filming to undertake the project.
C. The impact of the use on Library property; and
D. The financial impact to the Library.

For purposes of this policy, use of the Library for commercial photography or filming purposes is viewed as a business transaction between Davis County and a commercial venture and not as a Library service to which any individual or group in entitled.

Approved by Davis County Library Board March 20, 2018