

HYRUM LIBRARY
POLICY STATEMENT

June 12, 2014

LIBRARY BOARD TRUSTEES

Jared Clawson – Hyrum City Council
Katherine Anderson
Marchelle Bingham – Board Chair
Teryl Bodily
Laura Coleman – Nibley Representative
Lindsey Heaton
Julie Hutchinson – Wellsville Representative
Ginny Tremayne – Library Director

GENERAL LIBRARY OBJECTIVE:

The objective of the Hyrum Library is to aid patrons in the pursuit of education, information, research, and recreation by providing the availability of printed materials, DVDs, and current media formats. The goal of the library is to aid the community in living a higher quality of life.

MISSION STATEMENT:

The mission of the Hyrum Library is to aid patrons, of all ages, in the pursuit of recreational and educational reading, answer reference questions by text and electronic sources, address inter-cultural needs of the community, aid patrons exploring occupational opportunities and obtaining the goal of a higher quality of life.

LIBRARY DIRECTOR:

The library director is responsible to the city council representative for the administration of the library in accordance with the policies adopted by the Library Board. The Library Director will report to the Board of Trustees regarding library operations, circulation, special programs, and any other policies pertaining to the library.

Administration of the library includes (but is not limited to):

- *Supervising the library personnel and pay increases
- *Building the library collection
- *Preparation of yearly budget
- *Keeping library financial records
- *Providing special services such as summer reading programs and toddler story times
- *Developing general library procedure
- *Preparing and releasing library publicity
- *Preparing a long-range library strategic plan with goals and objectives
- *Coordinating technology and Internet planning and policies

DUTIES:

- *Plan and direct all phases of the library
- *Study methods and make plans to develop library services that will more effectively meet the needs of the community
- *Improve the use and image of the library
- *Prepare the annual budget
- *Plan, supervise, and assign the work of library personnel and volunteers
- *Select books, media materials, and electronic items after careful consideration
- *Supervise circulation and general procedure for patrons
- *Organize and/or supervise children, young adult, and adult programming
- *Provide reference services and library inter-loan operations
- *Attend workshops and/or seminars where applicable
- *Perform related duties as requested by Library Board

I.STATEMENT OF POLICY FOR ACQUISITIONS:

The Hyrum Library spends its funds on materials which are of optimum use to this particular community, with the obligation to provide reference and research materials in a general sense. No attempt is (or can be) made to satisfy exhaustive research in any field or duplicate specialized materials available elsewhere. The need to build a collection of audio books, CD Roms, CDs, Electronic books and any other electronic formats that may become available, will be taken into account as the budget allows.

II. INTERNET POLICY:

See attached **Internet Policy**.

III. INTERLIBRARY LOAN PROCEDURE:

Interlibrary loan service is offered to all patrons of the Hyrum Library holding a current library card. A loan or copy may be requested from another library in accordance with the lending policy of that library. The patron can borrow no more than five (5) items at one time. The patron will be encouraged to make full use of the borrowed materials during the loan period to avoid requesting the same publication with six (6) months. The safety of borrowed materials is the

responsibility of Hyrum Library from the time it is received at the library until it is returned to the lending library. Any damage done to the materials while checked out to the patron is the direct responsibility of that patron. The replacement cost for the material is required. A \$2 postage fee will be charged for each interlibrary loan item made. This fee will be subject to change as postage rates increase or decrease.

IV. BOOK CLUB BORROWING PROCEDURES:

Patrons may make use of Utah State Library's interlibrary loan policy for book clubs. The process to request books is the same as for a single interlibrary loan book. One book club member will be responsible for the timely pick-up and return of all book club selections. No charge will be levied for postage on book club orders. Book club books are checked out from the State Library for two months. Renewals are not possible on book club books.

V. AUTHORITY AND RESPONSIBILITY FOR SELECTION AND ACQUISITION:

The final authority for the determination of policy to guide the selection and acquisition of library materials is under the Library Board's direction.

The Library Director and staff have full responsibility for the selection of materials.

VI. SELECTION CRITERIA:

The Hyrum Library subscribes to the following statement taken from the American Library Association, adopted in 1948 and amended in 1967, basic policies governing services of libraries.

"As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the social, political, or religious views of the authors."

Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our time. No library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

On controversial subjects, representative points of view are included, and the positive approach of selection taken on the basis of merit.

The responsibility for the reading and viewing of materials by minors rests with their parents and legal guardians. Selection should not be inhibited by the possibility that minors may inadvertently come into possession of materials considered by their parents to be inappropriate.

***Specific selection criteria include:**

- *The author's significance as a writer and/or reputation
- *Importance of the subject matter to the collection
- *Scarcity of materials on the subject
- *Permanence of the work
- *Appearance of title in special bibliographies or index
- *Authoritativeness
- *Reputation and standing of the publisher
- *Cost and shelving limitations
- *Availability of materials elsewhere in the area

VII. AIDS IN SELECTION:

- *Recognized reviewing media, including prepublication reviews
- *Judgment of professionally trained staff members
- *Regular inspection and evaluation of books at Utah State Library
- *Association and at local, regional, and national meetings
- *Suggestions from patrons (special consideration will be given to materials requested by users of the library)

VIII. ADULT AND YOUNG ADULT MATERIALS:

A. Books

a. Fiction:

The library attempts to include notable, classic, and popular novels and short stories. Selection is based primarily on the reading interest of the community.

b. Non Fiction:

The library aims to have an authoritative, up-to-date circulating non-fiction collection and a non-circulating reference collection for the general reader in the various fields of knowledge. Within each subject area, priority is given to those books which will serve the most readers. No attempt is made to specialize in particular subject areas.

B. Special Collection:

Local historical materials on the Church of Jesus Christ of Latter-day Saints, items of local interest, Cache Valley and Utah, are selected to provide both the adult and juvenile departments with information in this field.

*Collections concerning Hyrum history and the biographies and family histories of Hyrum residents will be maintained in the special collections room of the library. These may include diaries, oral histories, records, political and governmental histories of Hyrum, family genealogical records, school yearbooks, etc.

C. Periodicals:

The selection process for periodicals will be parallel to that of books. A selection of general and popular reading titles will be provided.

IX: JUVENILE MATERIALS IN VARIED FORMS:

Selection criteria for the children's collection are essentially the same as those for the adult.

The interest and reading abilities of children from pre-school through sixth grade are in this selection. It is the aim of Hyrum Library to supplement the child's need as a student and provide him with cultural and recreational reading.

Criteria for selection include literary quality, excellence of illustrations and suitability of content. Efforts are made to see that this selection will support the local schools and their accelerated reading programs. This includes the “Reading for All Learners” beginning reading program.

X: WEEDING OF THE COLLECTION AND DONATED MATERIALS:

It is the policy of the library to constantly revise and re-evaluate its collection while selecting new materials. Items outdated are canceled and disposed of at the discretion of the Library Director.

XI: GIFTS OF LIBRARY MATERIALS:

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the library director determines is appropriate. Titles acquired in this manner are subject to the established selection criteria for purchased materials. Materials donated may be added to the collection, sold, exchanged, given to other organizations, or discarded as the selection policy prescribes. Bookplates indicating that the item is a gift will be placed on the item if the donor desires for those materials added to the library’s collection.

XII: REPLACEMENT OF LOST OR DAMAGED BOOKS:

Patrons are responsible for any damages to library materials that occur while checked out in the patron’s name. If the library materials are lost or beyond repair, the patron will pay for replacement. Patrons may then ask for the damaged article if desired. Consideration will be given if the item is extremely old or has been checked out numerous times resulting in the usual wear and tear on a book or other item. VHS videos will not be replaced so those broken or lost will be removed from a patron’s card with no cost to them.

XIII: FINES:

There will be a fine of \$.05 cents per day per item on overdue books, with a maximum of \$3 in order for a patron to check out further items. Fines for DVDs will be \$.25 per day. Notification of fines may be given by mail, phone, or email.

Amnesty days for fines will be held randomly by the library. Notification will be given in advance so patrons can make use of the amnesty program. Notification will be by public announcement, flyers, emails, etc.

XIV: PATRON COMPLAINTS:

The library will consider patron objections to materials in its collection only when the objections are submitted in writing. Forms will be provided to be used for this purpose. (See attached form) An answer to the complaint will be made by the Library Director giving the reasons for the purchase of the materials objected to, and the decision on the complaint. The patron has the right to appeal any decision to the Library Board. In the event of legal action, the material in question will be judged, rather than the Library Director and the Library Board. The Library board will have final authority.

XV: LIBRARY BOARD OF TRUSTEES:

The board chairperson presides over the board meetings. The duties and responsibilities of the board shall be to assist and advise the City Council in matters relating to the library, including but not limited to:

- *Develop long range goals and objectives
- *Maintaining public support
- *Work to provide library services which meet the needs of the community
- *Meets quarterly or as deemed necessary

Board members are appointed for a specified length of time. (Utah Code 317-2-2) The board of directors shall consist of not less than five members and not more than nine members. (37-2-2...) One member of the city council shall serve on the board. There also shall be a representative from participating communities of Nibley and Wellsville.

XVI: DISPLAY AND EXHIBIT POLICY:

The Hyrum Library has precedence in use of all display areas for promotion of their programs and materials.

- *Non-profit community groups advertising themselves or their programs have second priority in use of space
- *Exhibits and displays must be arranged with the director
- *The library is not responsible for damage or loss to displays
- *Length of time that the display or exhibit will be shown will be agreed upon before it is set up

XVII: ELIGIBLE PATRON POLICY:

All potential library patrons must complete a library application form and must comply with all the requirements, which include:

- *Patron must be 18 years of age or older, a resident of Hyrum, Nibley, or Wellsville cities, and present two forms of acceptable identification. One form must have their current address imprinted on it and one must be a picture ID. Hyrum Library cards are for families and/or anyone over the age of 18.

XVII: HOURS OF OPERATION:

The hours of the Hyrum Library will be open to the public are Monday 10:00 a.m. to 7:00 p.m.; Tuesday through Friday 12:00 p.m. to 7:00 p.m.; Saturday 10:00 a.m. to 3:00 p.m.

The library will be closed on the following holidays: New Year's Day, Civil Rights Day, President's Day, Memorial Day, Independence Day, Pioneer Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

- *Holidays falling on Sunday are observed on the following Monday
- *When major holidays fall on Friday, Saturday, Sunday, or Monday, the library will observe a three-day holiday
- *Closing the library because of bad weather or other major problems will be left to the determination of the director

XVIII: UNATTENDED/DISRUPTIVE CHILDREN POLICY:

The Hyrum Library encourages children to use its facilities and services. However, children in the library are the responsibility of their parents. The library has neither the staff nor the legal authority to supervise children in the library.

Therefore, parents and guardians should be aware of their responsibility to discipline and supervise their children while they are in the library. A child left unattended in the library may become disruptive or frightened, ill, or injured. An unattended child could also be kidnapped or molested.

*If a child is found to be unattended in the library (that is, if the responsible adult is not on the library premises) at closing time, or if an unattended child becomes disruptive at any time, the library may take action necessary to resolve the situation. If necessary, the library may ask the police to take the child into custody for the child's protection.

*Disruptive behavior is any behavior within the library that infringes on the rights of others using the library.

*This policy applies to any child twelve years of age or younger. Older minors who become disruptive will be asked to leave the library premises and failure to comply may result in the police being called.

GUIDELINES FOR STAFF:

*If a young child is being disruptive (prolonged noise making; running up and down aisles; damaging library property; or bothering other library patrons), library staff may remind the child that they should be quiet (should not run around, etc.) in a library. If the behavior continues, library staff will attempt to locate the child's parent or caregiver. If the parent/caregiver is located in the library, staff will explain that the child's behavior is disturbing other library patrons, and will ask the parent/caregiver to deal with the problem.

*If the child is unattended (parent or caregiver cannot be located within the library), law enforcement personnel may be contacted to pick up the child for the child's protection and safety.

*If an older child is disruptive, the child should be informed that he/she is behaving inappropriately and asked to behave in a more appropriate manner. If the disruptive behavior continues the library staff will ask the child to leave the library.

*Library staff will not remain after hours with an unattended child and are not permitted, under **any** circumstances, to give him/her a ride home. If a child's transportation is not available within 15 minutes after closing, the police may be called to escort the child home or keep the child until parents can be reached.

*The library is not responsible for children outside the building who await transportation or who are socializing.

REMEMBER THAT PARENTS AND CAREGIVERS, NOT LIBRARY STAFF, ARE RESPONSIBLE FOR THE SAFETY AND BEHAVIOR OF CHILDREN WITHIN THE LIBRARY.

XIV: BOARD ROOM AND CAFÉ RENTAL POLICY:

The public meeting rooms in the Hyrum Library is one of the services provided to the citizens of Cache Valley.

*Subject to prior reservation, the Board Room and Café shall be available without charge for public meetings of education, cultural and civic groups

*Political organizations, unions, commercial, or religious groups may use rooms to conduct public meetings subject to a rental fee. \$5 per hour shall be charged for the Board Room and Café

*Regular, repetitive use by entities that are substituting this site for commercial areas in the community shall be discouraged

*Permission to use these rooms shall be denied any group whose purposes or actions are illegal or whose conduct interferes with the activities of the library

*Use of these rooms does not constitute endorsement by the city of points of view or subject matter presented by room users. No advertisement or announcement implying such endorsement shall be permitted.

*The city is not responsible for loss or damage to materials belonging to individuals or groups using the meeting rooms.

*A \$25 deposit shall be charged to individuals using the Café. Such deposit shall be refunded upon return of the room key.

*\$25 shall be charged for rooms left untidy

*The cost for repairs or damages to the room or furnishing shall be levied against the room user

*Scheduled meetings shall coincide with the Library's public service hours except by prior permission of the Library Director

**THIS POLICY STATEMENT SHALL BE REVIEWED AND UPDATED EACH YEAR
WHENEVER BOARD MEMBERS APPOINTMENTS ARE CHANGED.**

Approved by: _____ Date: _____
Hyrum Library Board Chairperson

Approved by: _____ Date: _____
Hyrum City Council Representative