

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY18-20**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING  
THE GUSTAVUS PUBLIC LIBRARY POLICIES**

**WHEREAS**, the Gustavus Public Library policies require updating to comply with state and federal regulations regarding confidentiality and other issues, and;

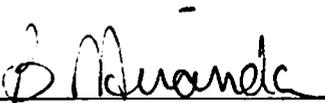
**WHEREAS**, the Gustavus Public Library policies require updating to meet the needs of the current state of the library, and;

**WHEREAS**, the Gustavus Public Library policies require updating to ensure all staff, volunteers, and patrons are aware of the current library policies and able to access them easily, and;

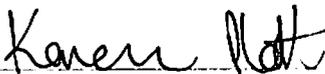
**WHEREAS**, formal action is needed to address the revisions necessary to the Gustavus Public Library policies.

**NOW THEREFORE, BE IT RESOLVED** that the City of Gustavus updates its Gustavus Public Library Policies as attached.

**PASSED** and **APPROVED** by the Gustavus City Council this 11<sup>th</sup> day of June, 2018, and effective upon adoption.

  
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Barbara Miranda, Mayor

  
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Attest: Karen Platt, City Clerk



## GUSTAVUS PUBLIC LIBRARY

PO BOX 279 GUSTAVUS, ALASKA 99826-0279

PHONE (907) 697-2350 FAX (907) 697-2249

e-mail [librarian@gustavus.lib.ak.us](mailto:librarian@gustavus.lib.ak.us)

### **Mission Statement**

The mission of the Gustavus Public Library is to provide community members and visitors of all ages with a welcoming and supportive environment to freely access information, materials, and programming; to support literacy and life-long learning, facilitate connection to place and culture, and meet the recreational, social, intellectual, and cultural needs of the community.

**Photography and Videos:** The Gustavus Public Library reserves the right to take photographs and video of events, public programs, and patrons utilizing the library space. These photographs and videos may be used for publicity purposes in printed materials and online. All library patrons consent to the use of photos or videos taken at the library or during library events, unless they specifically inform staff of an objection to such use prior to the program or event. No names will be utilized in conjunction with photos without express written consent.

### **Children's Use Policy:**

The Gustavus Public Library welcomes children to use its facilities and services. The following are rules regarding the use of the library by children:

- Library staff and volunteers are not responsible for the supervision, safety and wellbeing, or behavior management of children in the library. This includes during library open hours and programming times.
- All patrons, including children, are expected to behave appropriately in the library and will be asked to leave if they are unable to follow library expectations.
- Children must be appropriately supervised while using the library or attending library programs.
- All patrons, including children, are free to enter and leave the library at will, and library staff and volunteers will not supervise or monitor children who are entering and leaving the library building. If a parent/guardian is uncomfortable with their child leaving the library unattended, then the parent/guardian needs to be present and supervising the child at all times while their child is in the library, or assign another appropriate caregiver to supervise the child in their stead. A library staff or volunteer is never an appropriate person to supervise an unattended child and will not be allowed to act as such.
- All patrons, including unattended children, will be asked to leave promptly when the library closes, and it is up to parents or guardians to ensure that children are appropriately supervised and transported home when leaving the library.
- Library staff and volunteers will not be responsible for contacting parents or guardians if a child is asked to leave the library due to behavior or library closing.

- Library staff and volunteers are under no circumstances responsible for transporting children away from the library.
- Library staff and volunteers are not responsible for monitoring or restricting children's access to content via materials or internet. It is solely the responsibility of the parent/guardian to ensure that children are accessing appropriate content while in the library as well as the content of materials borrowed from the library.
- In accordance with Alaska Statute 40.25.140, the Gustavus Public Library is unable to disclose personally identifying information about any of our patrons, including children, except under court order. If a parent/guardian would like to access information about their child (including a list of materials checked out under the child's name), the child must be present to consent to this information being disclosed.

### **Library Use Policy**

The Gustavus Public Library encourages all residents and visitors of Gustavus to utilize and enjoy the library. All patrons, regardless of their library card status, are welcome in the library to use computers, attend programs, and access materials while in the library. We expect all library users to comply with the following:

- All patrons must engage in acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by library staff and volunteers, will be asked to leave.
- Patrons are expected to behave in a way that respects other patrons' privacy, does not impede others' ability to use and enjoy the library, and which does not interfere with the ability of the staff/volunteers to perform their duties.
- Patrons, staff, and volunteers are expected to communicate with others in a way that is respectful. Verbally abusive language, threatening behavior, and harassment of any sort will not be tolerated in the library, and those engaging in these behaviors will be asked to leave the library.
- Patrons are asked to remove outdoor footwear before entering the library.
- Patrons are expected to help preserve the cleanliness and integrity of library materials and property.
- Patrons are only allowed to consume foods in designated areas of the library or under special circumstances as approved by library staff. Beverages should have a secure lid.
- Cell phone conversations and other loud conversation should be limited to the front entry or the meeting room so as not to disturb other library patrons.
- Animals, with the exception of service animals, must remain outside the library unless pre-approved by library staff. Animals which interfere with patrons' safety, comfort, or ability to access the library must be kept off library property.
- Library staff and volunteers are not responsible for the supervision of minors in the library (see Unattended Child Policy).
- The Library assumes no responsibility for lost or stolen property. After 30 days all items left in the library will be donated to charity.
- A person who has concerns related to unacceptable patron behavior may fill out a Comment Form, available at the Front Desk. Comment forms will be reviewed by the Library Directors and/or City Council.

- Failure to follow the Library Use Policy will result in immediate and/or future services being refused. If necessary, the Gustavus City Council and/or law enforcement may be called upon to assist in non-compliance of the Library Use Policy.

### **Circulation Policy**

- Patrons may check out up to 10 books and 5 DVDs/other resources at a time on a single account.
- Patrons may check out books for up to 21 days at a time, and DVDs/other resources for up to 7 days at a time.
- The library does not charge fees for overdue items. However, patrons are expected to return or renew materials in a timely manner. Overdue notices will be emailed until the issue is resolved.
- Patrons will be charged the full amount for the replacement of materials that are lost or damaged. Patrons will be unable to check out additional materials until the item has been replaced.
- A patron with 3 or more items overdue and/or a single item that is over 90 days overdue will be unable to check out additional materials until the overdue item/s have been returned or replaced.
- Interlibrary Loan materials (ILLs) will be treated in accordance to the policies of the lending library they were sent from, and patrons will be responsible for any fines associated with these items.

### **Confidentiality Policy**

In accordance with Alaska Statute 40.25.140, the Gustavus Public Library will keep confidential the names, addresses, and other personally identifying information of people who have used materials except under court order.

### **Computer Use Policy**

The Gustavus Public Library offers free access to computers and internet to all community members and visitors. Computer and internet users are expected to comply with the following:

- Public computers are available on a first-come, first-served basis.
- Public computer use should be limited to 30 minutes. If after 30 minutes there are no other patrons waiting to use a computer, you may use the computer for another 30 minutes or until another patron requests a computer.
- Files cannot be saved to public computers. Computer users should save their files using another method.
- Computer users may not modify library computers, their software, or the internal network to which they are connected in any way.
- Although efforts are made to maintain the confidentiality and privacy of library patrons, the library cannot guarantee confidentiality or privacy on public computers.
- Internet and computer use must comply with State and Federal law.
- Material viewed in the library must be appropriate for a public space, and must not compromise other patrons' safety, wellbeing, or ability to access the library.

- It is the policy of the library that parents and guardians are solely responsible for monitoring the computer and internet use of their children.
- Any person found in violation of the Computer Use Policy may have their immediate and/or future computer use privileges revoked.

### **Library Card Policy:**

- Any individual requesting a library card may obtain one as long as their identification can be verified, and they have no outstanding charges with the Gustavus Public Library.
- An individual qualifies for a Permanent Resident card if that resident can claim one of the following:
  - currently owns property in Gustavus **OR**
  - has resided in Gustavus for a minimum of the past 6 consecutive months **OR**
  - has recently moved to Gustavus and can demonstrate permanent employment, intent to establish permanent residence in Gustavus **OR**
  - any person who holds a current official government issued photo ID with Gustavus, Alaska listed as the official address, such as an Alaskan Driver's License, Alaska State ID card, or Merchant Marine ID card or a Gustavus Voter Registration card.
  - To ensure patrons' confidentiality, Permanent Resident accounts will be removed from the library system after 3 years of inactivity, unless a patron requests otherwise.
  - Interlibrary loans are only available to patrons with a Permanent Resident account with no outstanding charges.
  - A temporary/seasonal resident may obtain a Temporary/Seasonal library card as long as they provide:
    - A \$20 cash deposit, which the patron may request refunded before they leave Gustavus provided all items have been returned in good condition and replacement costs have been paid. Deposits not claimed by Dec. 15<sup>th</sup> will be considered a donation to the library.
    - A current official government issued Identification card.
    - A valid permanent forwarding address.
    - The name of their current employer in Gustavus and/or local place of residence.
    - A signature agreeing to the library's policies and procedures.
  - Temporary/seasonal resident accounts will be taken out of the system on December 15<sup>th</sup> of each year. Returning temporary or seasonal residents must apply for a new library card each year, provided they do not qualify for a Permanent Resident card as listed above.
  - Interlibrary loans are only available to patrons with a Permanent Resident account with no outstanding charges.

## **Collection Development Policy**

Because of the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection and weeding of materials and also serves to acquaint the general public with the principles of selection.

### **1. Criteria considered in the development of the Gustavus Public Library's collection:**

- the physical format is suitable for library usage
- material is important to the development of the general collection.
- materials have particular cultural, historical, or social importance in our community
- material is relevant to the interests of our patrons and community
- the material is current and up-to-date
- the material accurately represents itself and provides accurate information
- the availability of materials elsewhere
- materials have received attention from critics and reviewers
- materials have been requested by patrons
- material fills a gap in the library's collection
- the popularity of similar materials
- materials need replacement or updating
- materials adequately represent a wide range of groups, interests, and viewpoints
- cost of materials

### **2. Criteria considered in the weeding of the Gustavus Public Library's collection:**

- format, condition, and visual appeal of materials
- whether the materials are up-to-date
- accuracy of information in the materials
- relevance of the materials to our patrons
- availability of materials elsewhere, or similar resources available in our collection
- popularity and current interest of material to our patrons
- whether the material holds particular significance to our community

### **3. Challenged materials**

In our efforts to offer a collection of materials representing a variety of interests and viewpoints, it is highly likely that some patrons may find some of the library's materials to be objectionable or offensive. If a patron has concerns about the presence of a particular material or resource in the library's collection, they may follow the procedure below:

- Inform the staff or volunteer on duty that you wish to contest a material.
- Fill out a Request for Consideration of Library Materials form.
- Library staff will review your request.
- Library staff will inform the advisory committee of all formally contested materials.

- If requested, library staff will provide the patron with a written response within 30 days.

### **Donations Policy**

- Monetary donations go into the library operating budget and will be utilized as the Library Administrators see fit. Patrons wishing to see specific items or resources added to the library should purchase those materials independently and donate them to the library.
- Donated materials: once an item is donated to the library, the Library Administrators will have full authority to decide whether and how that item is used in the library. Donated items may be added to the collection if they meet the Collection Development Criteria, sold as fundraising for the library, given away as prizes or incentives, or discarded as Library Administrators deem fit based on the current needs of the library.

### **Meeting Room Policy**

- The library Meeting Room is available for reservation on a first-come, first-serve basis. Reservations must be made in writing or by email to the Library Administrator.
- The Library Administrators reserve the right to review all applications and may deny use of the meeting room due to inadequate staff availability or overbooking.
- The fee for the use of the Meeting Room is \$15 for an hour or \$60 for the entire day, for private use or meetings not open to the public. Library-sponsored events, programs and meetings open to the public, and non-profit or educational use, are free of charge but must be limited to 3 hours no more than once a week.
- For for-profit events open to the public, there is a suggested donation of 10% of the profits to the library to cover the use of the space.
- Any person or entity organizing a public event or meeting at the library is responsible for creating promotional materials to advertise the event and providing these materials in a JPEG format to the Library Administrators at least one week in advance for digital distribution to library patrons. All advertising outside of library channels is the responsibility of the person or entity organizing the event.
- The library will provide a sandwich board for the event organizer to design and use in front of the library upon request.
- The person or entity reserving the Meeting Room space is also responsible for communicating in writing the number of attendees of the event or meeting to the Library Administrators within one week of holding the event.
- Any person reserving the Meeting Room is responsible for coordinating the setup and cleanup of the space and must leave the space in the condition they found it in.
- All use of the Meeting Room must comply with State and Federal Laws and must be in line with all other Library Policies.

### **Interlibrary Loan Policy**

- Interlibrary loans (ILLs) are available to Permanent Resident Account-holders only.
- If a material is unavailable at the Gustavus Public Library, patrons may request this item in writing either by filling out the Interlibrary Loan Request Form at the front desk or library website, or by emailing the Library Administrators with the patron name, name of the material requested, author's first and last name, and ISBN number.
- Patrons who utilize the Interlibrary Loan system are responsible for all fees associated with the item they borrowed, in accordance with the policies of the lending library.
- It is suggested that ILL users donate \$3 to the library to offset the cost of shipping.

### **Volunteer Policy**

- The Gustavus Public Library views volunteers as a valuable resource and as important partners in serving the public, and we encourage community members to get involved. Volunteers are needed to help cover the front desk during open hours, help with special events and programming, and assist with specific library needs.
- Community members interested in volunteering should fill out a Volunteer Application form, which will be reviewed by the Library Administrators, who have final discretion over volunteer positions.
- Every effort will be made by the Library to provide the type of assignment requested by the volunteer and that best matches their skills. However, the Library retains sole discretion for selecting the assignment based on the needs of the organization.
- All volunteers will be oriented and expected to comply with all library policies and procedures.
- Volunteers will be asked to sign and comply with a Volunteer Code of Conduct.
- Volunteers are under the supervision of the Library Administrators.
- The Library reserves the right to discontinue a volunteer's service.
- Necessary training and information shall be provided to all volunteers to ensure they are equipped to perform their volunteer duties.

### **Group Visit Policy**

- Large groups (10 or more individuals) and/or organized children's groups wishing to visit the library should call ahead to inform staff or volunteers of their visit.
- Groups requesting a tour of the library must contact the Library Administrators at least one week in advance to schedule this.
- Large groups visiting the library during library open hours are expected to comply with the Library Use Policy.

**Public Notice Posting Policy**

- Individuals wishing to post a public notice at the library must bring their printed notice to the Library Administrators for approval in compliance with the Library Use Policy.
- Library staff and volunteers will put up all public notices.
- Library staff and volunteers will remove all public notices in a timely manner after the event advertised has happened, or after one month, unless an extended posting has been approved by Library Administrators.