

HALSEY CITY LIBRARY

Policies & Procedures Manual

Effective date: August 11, 2015

The Halsey City Library is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.

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Charges, Fees, & Fines

Library Membership Fees

The Halsey City Library is free to residents of the Halsey, Shedd, and Peoria areas. If a resident brings in proof of address and fills out a form they can receive a free library card. Additional cards can be issued for family members living at the same address.

Patrons outside of the City of Halsey Library community shall pay a \$15 annual membership fee.

Book Loan

A maximum of 3 books per person can be borrowed for a total of 3 weeks at a time. Patrons going on vacation may have a special vacation loan period for books if no one else has placed a request or hold on the material. Arrangements for vacation loan goes through the Librarian.

Renewal

To renew a book (that is not on a waiting list) a member needs to come in or call. The renewal period will be for 3 weeks too.

Over Due Fines

- Twenty cents (20¢) per day.
- One dollar (1\$) a week.
- Four dollars (\$4) per month.
- Lost book or item – current retail cost of the book is to be charged.
- Fines accrue per item.

The Librarian shall maintain a system for tracking these items. If a book is over due a phone call will be used to notify the borrower. If over 30 days a postcard will be sent indicating the title of the material, the accumulated charges, and to indicate the suspension of privileges.

Loss or Damage

Replacement costs will be determined by the Librarian based upon the current retail price of the item. Damage will be assessed by the librarian and based upon degree of damage.

Waiting List

A patron may request to be put on a waiting list for a book that is “checked out”.

A book that has a waiting list can't be renewed.

When the book arrives at the library, the first patron requesting the material will be notified by phone. The date of the contact will be recorded and the member has one week to pick up the book. If the book is not picked up in one week then the next person on the list will be called and given a week to pick up the book. If there isn't anyone on the list then the book will be returned to the general collection.

Method of Materials Selection

Criteria – each type of material must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must meet some of the following criteria:

1. Appeal to the interest and needs of individuals in the library service area;
2. Permanent Value as Source Material;
3. Contemporary Significance;
4. Entertaining Presentation;
5. Artistic Excellence;
6. Accuracy and Objectivity;
7. Relations to other materials and existing areas of coverage in order to maintain a well-balanced collection;

Requests

All requests from patrons for specific titles or subject matter will be considered during the next time books are acquired. Criteria for materials will be followed.

Gift Book Policy

Gifts to the Library are considered outright and unrestricted donations to be used in the best interest of the Halsey Library. Gifts and donations are accepted by the Librarian if they meet the same standards applied to the acquisition of new materials. Materials not meeting the standard whether they are out of date, duplicates or are unsuitable for Library use may be sold, exchanged or discarded at the discretion of the Librarian. Gift items may be marked with an appropriate bookplate at the request of the donor or at the discretion of the Librarian.

A memo for tax purposes may be given to the donor at the time of the donation, if requested. The memo shall acknowledge the receipt of the materials only. The Internal Revenue Service regulations do not permit monetary evaluation of library materials for tax purposes.

It is the Librarian's responsibility to determine what material will be included into the collection, discarded, given away or sold. The Librarian will determine if the material is suitable for the Library based on criteria mentioned earlier. Again, items not to be included in the collection may be sold, given away or discarded.

Library Advisory Committee

The Halsey Library Advisory Committee is made up of five citizens from the library community, the librarian, and a representative of the board.

- All members are appointed by the board.
- All members but the representative of the board have voting rights.
- A quorum is filled with three to five voting members.
- All meetings will be posted by City Hall.

Confidentiality of Library Records

The Halsey City Library recognizes that all library users, regardless of age, have the right to confidentiality and privacy with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

User records of the Halsey City Library showing

1. Use of specific library materials consulted, borrowed, acquired or transmitted, by a named person; or
2. Consisting of the name of a library patron together with the person's address or telephone number, or both, are conditionally exempt from disclosure. These records include, but are not limited to:

Circulation records

Borrower registration records

Records created to facilitate access to and/or use of library information, materials and services.

The Halsey City Library reserves the right to use library records for administrative and safety purposes, such as recovering overdue materials, payment for lost items, customer surveys and other administrative mailings or assisting in the investigation of crimes committed at the Library. Circulation and registration records may be used only by a library employee working within the scope of his or her duties or by outside agencies charged with the enforcement of library rules and policies or collection of library property, unpaid fees, fines or other charges. The Library does not allow use of library records for fund-raising or political purposes.

The Halsey City Library recognizes that the disclosure of a person's record showing specific library use can be an invasion of privacy. Circulation records will not be divulged voluntarily to anyone except the patron or someone who can produce the patron's library card. User records will be provided pursuant to lawfully issued subpoenas or warrants issued by a court of competent jurisdiction. When a subpoena or warrant is served on the Library, the subpoena or warrant shall be delivered to the Librarian or designee, who shall guide the Library's response. The Librarian will consult with the City Attorney and City Administrator if served with a subpoena or warrant.

Protecting the privacy and confidentiality of library users is a fundamental library value.

Oregon State Law recognizes the Halsey City Library as a public body subject to the Public Records Law. However, ORS 192.502.23 provides the following exemption from disclosure of library public records: The records of a library, including circulation records, showing use of specific library materials by a named person, the name of a library patron together with the address, electronic mail

address, or phone number, of the patron. This law allows the library to set policies to protect library circulation and registrations records from disclosure. In setting these policies, the library tries to strike a balance between the privacy of the user and convenience for that same user.

Proctoring Exams

Halsey City Library provides free test proctoring under limited circumstances. Test takers do not need to be library cardholders or residents of any specific geographic area. We will proctor tests given online or sent to us by postal mail. We will proctor exams during library open hours and depending on staffing levels.

Please provide the testing institution with our contact information:

Halsey City Library
PO Box 10
Halsey, Oregon 97348
541-369-2705

If there is an initial agreement to be filled out and sent in, it will be signed by the library staff on duty at the time the agreement is presented. Tests will be proctored by library staff, although due to staff scheduling, the test may be proctored by a different library staff member than the one who originally signed the agreement.

We are happy to check identification, ensure that no notes, calculators, or textbooks are used, etc. However, due to time constraints and space in the Library, **we are unable to proctor tests that require a proctor to remain in a closed room with a student throughout the exam.**

We can return tests by email, fax, or postal mail, as requested. **Any postage required to return testing materials must be provided by the student at or before the time of testing. Fees for faxing must also be paid for by the student.**

The student is responsible for verifying the test's arrival at the library and for arranging a time to take the test.

Online tests will be taken in the public Internet area of the library, allowing for limited, line-of-sight supervision by the test proctor. There may be ambient noise or disturbance from other nearby Internet users.

Staff is able to type in passwords but is unable to install specialized software for testing purposes.

Please note that any cell phones, calculators, backpacks, and other items you bring with you that are not specifically allowed for testing will be held for you during the testing period.

Field Trips

Teachers are responsible:

1. To contact the Librarian two weeks in advance to reserve the time and day. Only one class per visit will be accommodated. It is important to contact the library to cancel the dates.
2. To supervise students, provide aides if necessary, and student transition time.
3. Provide lessons for students. If Librarian is required to provide library information he/she needs to know in advance.
4. To provide transportation to and from the library.

The Librarian or designate is responsible for:

1. Providing library information to students.
2. Reminding students of appropriate library behavior.

Request for Withdrawal

Whenever any patron objects to the presence or absence of any library material, the complaint will be given a fair review. All complaints to staff members will be referred immediately to the Librarian who will discuss the matter with the complainant.

If a patron wishes, he/she will be supplied with the "Request for Reconsideration of Library Materials" form. The Librarian will present the form to the Library Advisory Committee. The Library Advisory Committee will examine the item in question if it is a request for withdrawal, then check reviews, take in consideration of Librarians suggestion, and determine whether it conforms to the standards of materials selection policy.

The Library Advisory Committee will decide whether or not to withdraw, or restrict the material in question and will write to the complainant giving the reasons for the decision.

Criteria for Weeding

The Librarian continuously evaluates the collection to ensure its usefulness and relevance to the community. This evaluation relies on staff professional expertise to assess the content of the collection for the needs of the community. Damaged, destroyed, or lost items may not be replaced due to:

- Obsolescence: No longer timely, accurate, or relevant
- Damaged or poor condition
- Space or budget limitations
- Number of copies in the collection
- Insufficient use

The Library Advisory Committee will receive a list of all books being considered for weeding out of circulation and evaluation of weeding criteria.

Support of the Library

Friends of the Library

The Friends of the Halsey City Library welcomes anyone interested in helping advance the library. The Friends of the Library operate used book sales, have some items for sale at the library, and sponsors other events to raise funds for non-budgeted purchases for the library. The dates and times will be posted.

Volunteers

Volunteers must complete a City of Halsey Volunteer Employment Application and a Criminal History Check form available at the Halsey City Library and from the City of Halsey. Once approved, volunteers will be called for an appointment to interview with the Librarian.

Tasks that volunteer's can help do at the library are:

- Shelving books, videos, DVDs and magazines
- Reading shelves
- Book washing
- Calling to remind patrons of overdue items and arrived requests
- Cleaning children's area
- Outdoor work
- Preparing magazines for use
- Take mail to the Post Office
- Recycling old newspapers
- Summer Reading Program
- Crafts for preschool story times and summer reading
- Preparation for summer reading
- Pull stickers from books on new book shelf
- Clerical and secretarial assistance (as directed by staff)
- Locating requested books and materials
- Sharing special skills as arts and crafts, storytelling, reading
- and other tasks.

Rights to Appeal

1. A person who has been restricted/expelled from the Library has the right to request an informal hearing to contest the restriction/expulsion and request reinstatement to the Library.

A. The request for an informal hearing must be in writing and filed with the City Administrator within 48 hours of the restriction/expulsion.

2. The City Administrator or designee shall schedule a time and place for the informal hearing to be conducted, which shall be not more than 72 hours after receipt of the request for hearing. At the informal hearing, the City Administrator or designee shall consider testimony from the City personnel

involved in the incident that resulted in the restriction/expulsion, testimony from the person requesting the hearing, and testimony from any other witnesses to the incident and review any documents or items presented. The City Administrator or designee may exclude anyone from the informal hearing, other than the person that requested the hearing that is not presenting testimony to the City Administrator or designee.

3. Within 72 hours of the informal hearing the City Administrator or designee will issue a written decision affirming, modifying, or canceling the restriction/expulsion. The decision shall be delivered or mailed to the person that requested the hearing on the date issued. The written decision of the City Administrator or designee shall be final on the 5th day after it is issued unless prior to that time a notice of appeal is filed with the City Administrator. The appeal shall be heard by a hearings official appointed by the City Administrator and the hearings official's decision shall be the final decision.

To appeal contact:
City of Halsey
Attention: City Administrator
City Hall
PO Box 10
Halsey, OR 97348

A. Upon appeal, the restriction/expulsion shall not be enforced until the final decision is made at the Board level.

4. All time periods shall be counted as set forth in ORCP Rule 10 found in Oregon Revised Statutes between Chapters 11 and 12.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

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

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important, that ideas can be dangerous, but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life but it is ours.

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

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Library Bill of Rights

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Approved August 11, 2015 by the City of Halsey Council.