

## **1.00 Policies & Procedures—Administration**

### *Mission Statement*

revised: November 14, 2011

McAllen Public Library is a dynamic civic resource that promotes the open exchange of ideas through free access to information and connects a culturally diverse population with the global community. Policies are current and accurate as of the dates indicated on each one. McAllen Public Library is a continuously changing and growing organization. Policies are subject to reconsideration and change when appropriate. The library reserves the right to modify, change, or delete policies and procedures when necessary. The Library Director is responsible for the administration of McAllen Public Library policies and procedures.

## **1.1 Policies & Procedures—Administration**

### Unscheduled closings

Whenever possible, McAllen Public Library will remain open during adverse weather conditions. Adverse conditions which may make it advisable to close library buildings include: severe weather conditions, power failure, impassable roads, generally hazardous driving conditions, or inability to provide staffing due to these conditions. Decisions to suspend or maintain library service during periods of adverse conditions will be made by the City of McAllen and the Library Director.

### Holidays

The City of McAllen recognizes 9 holiday per year:

Full-time staff receive paid holiday time; 8 hours for each holiday. Part-time staff must work with their supervisors to arrange their schedules to maintain their 19 hours.

### Absence

- All absences should be reported to the direct supervisor by phone. If the supervisor is not available, absentee calls should be routed to the Director's Secretary. Sick Leave hours may not be made up, except with the express approval of the Director for a special project.

### Vacation Requests

- All vacation requests must be submitted to the supervisor. Requests are not considered approved until signed by the supervisor and Library Director.

### Breaks

- Breaks are granted in 15-minute increments and must be taken midway through the shift. Breaks may be altered at the discretion of the supervisor.

### Resignations

- Employees must submit a letter of resignation to the Library Director and follow the steps of an exit interview
- Final checks may be mailed to the departing employee; otherwise, final checks are held at City Hall.

### Changes in Policy or Procedure

- Changes of policy and procedure must be submitted in writing and be approved by the Library Director.

### Board Meetings

- Board meetings are held the second Thursday of every month except July and August). Meetings are held at 4:30 p.m. in the library Board Room.
- Director's Secretary will remind Board members of the meeting and send an agenda.

- Meeting minutes will be recorded by the Director's Secretary or someone designated by the Director.
- Board Minutes will be approved at the following meeting and published on the City of McAllen website.

## **1.2 Safety and Security**

The safety and security of the library is the responsibility of all staff. Staff are encouraged to make a supervisor aware of any problem and address it as soon as possible.

Video surveillance cameras and video recording equipment are installed on library property, both indoor and outdoor, as a tool to address specific security related problems, as a deterrent to criminal activity, and to assist officials with the investigations, report writing, and apprehension of individuals violating Library rules and national, state, or local laws.

This policy does not guarantee that any or all cameras will record images or monitor in real time, 24 hours a day, seven days a week. Recording are retained for a period of 10 days. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

### Emergencies and Disasters

The Library Director may close McAllen Public Library when, in his or her best judgment, conditions are such that they pose a safety risk or danger to staff and patrons. Department managers will alert the Library Director when conditions warrant closure. Library staff will take reasonable steps to ensure that children under the age of 16 years have safe passage home or will contact police or other safety officers. Emergency kits, including basic first aid supplies, flashlights, and batteries, hazard gloves and masks, and a battery-operated radio will be maintained at the Check Out Desk. Kits will be inspected periodically to ensure that all

### Opening and Closing Procedures -- Responsibility for the Building

- In the absence of the Director, the following persons are responsible for the building: Assistant Directors; Head of Reference; Reference Librarian on duty

### Fire Alarms and Extinguishers

- Fire extinguishers will be serviced annually according to the date on each tag.

### Calling the Police

In general, staff should report problems to their supervisor. If the problem escalates, the supervisor may call on the Security Officer on duty, or they may judge that the police are needed. In an emergency situation, any staff may call 911.

Reasons to call police include:

- Vandalism
- Graffiti
- Carrying a weapon or using an ordinary object in a dangerous way
- Sexual solicitation

- Sexual exposure
- Inappropriate touching of self or another
- Public intoxication

### Injury Reports

- For Staff: All work-related injuries are to be reported to the supervisor before seeking medical treatment. A thorough accident report must be prepared and turned into Risk Management directly after the injury.
- For Patrons: Staff are directed to assist patrons in filling out an accident report immediately following an incident or injury.

### Smoking

- Smoking is not allowed anywhere in the building or within 10 feet of any entrance to, exit from, or ventilation intake of the library.

### 1.3 Records Retention

- Monthly reports are received by the Director's Assistant by the first of each month for the preceding month. Statistics become part of the permanent record, are amassed and forwarded each month to the City Manager's Office, and are published annually online at Texas State Library's website.
- Statistical reports are retained for a period of one year.

### 1.4 Display, Distribution, and Exhibit of Posters, Fliers, Pamphlets, and Publicity Materials

This policy is meant to establish a limited public forum for the display, distribution, and exhibit of materials which promote literacy, cultural enrichment, and the library's mission. Limited display space within the library requires that materials accepted for posting, display, distribution, or exhibit be governed by regulations listed below. This policy governs the use of literature distribution racks and display cases in McAllen Public Library.

- Materials for display or distribution must be approved by the Assistant Director of Public Services or Reference staff and is provided as a community service.
- Approved publications will be displayed in the literature display rack behind the digital display panel in the main lobby, on the Children's Interactive Wall, and other places identified by the Assistant Director of Public Services as appropriate for display and distribution.
- Non-approved publications, fliers, pamphlets, and posters will be taken down and disposed of. The library does not assume responsibility for keeping non-approved publications which have been taken down or removed.
- Publicity and information materials published by the City of McAllen will be posted, displayed or distributed.
- Materials from or for not-for-profit organizations and/or functions, may be accepted for posting, display, or distribution on a space availability basis with prior approval. In the case of space limitations, priority will be given to McAllen events.
- Materials from commercial or profit-making organizations may be accepted if they promote literacy, education, or cultural enrichment.

- Materials meeting the guidelines may be refused based on size, content, appearance, or space limitations.
- The Library requires that non-library subscription based periodicals for display include a well-organized masthead with clear editorial oversight of content. Such periodicals must feature content fit for a general audience and include information germane to McAllen, the Rio Grande Valley, or the State of Texas. The library reserves the right to refuse to post, display, or distribute any publication.
- Library staff will determine when material will be posted, displayed, or distributed, and when it will be removed.
- It is understood that the Library neither endorses nor sponsors the organization or activity described in the brochures, fliers, pamphlets, and other materials from non-library entities displayed or distributed in the library.
- In the event of damage, destruction, or theft of any materials posted or displayed, the library does not assume liability.

### **1.5 Food and Drink Policy**

McAllen Public Library strives to create a welcoming, clean, and comfortable environment for all to enjoy. Consistent with this goal, food and drink are allowed in the library on a limited basis (see bullet points below) and should be consumed in a considerate and responsible manner.

Bottled water and covered hot beverages are welcome in the library's lobby and service areas. Food, either purchased at the café or an outside source, may be consumed at the café tables in the lobby, or, if purchased in the café, in the café itself or the lobby, but is not permitted inside the library's service areas or in the computer lab. Service areas are defined as those spaces past the internal entry doors that lead away from the lobby and into the carpeted spaces.

Library patrons are expected to be responsible for food and/or drink consumed in the library. Trash should be disposed of in the provided receptacles. Spills must be reported immediately to any service desk so arrangements may be made for the appropriate clean-up.

Food-Friendly and Food-Free Zones:

- The library encourages the use of the library's concessionaire as a first-choice catering service for the Meeting Center, the spaces inside the library which are available for rental. However, outside food may be brought in (catered) to the Meeting Center.
- Covered beverages and bottled beverages with screw caps are allowed in the library's service areas and Study Rooms.
- Canned beverages are not permitted inside the library's service areas, but may be consumed in the lobby and outdoor spaces.
- Food may be consumed at the café tables in the lobby, or, if purchased in the café, in the café itself or the lobby.
- No food or drink is permitted in the Computer Lab.
- No food is permitted in Study Rooms.
- Food and drink may be permitted as part of library programming at the discretion of the Director.

- Adherence to this policy will help ensure that the library continues to be a clean and welcoming facility for all to enjoy.

### **1.6 Public Behavior**

The Library has adopted this Public Behavior in the Library Policy for the safety and comfort of all who use the library. For the purpose of this policy, the library is defined as the building, the parking lot, and Dewey Learning Trail. Library users who violate the Public Behavior Policy may be subject to suspension of their library privileges, exclusion from the library, and/or legal action. Decisions are at the discretion of the Library Director or his designee.

For the most effective use of the library, patrons are expected to observe the rules of common courtesy. Those using and working in the library have the right to expect a safe, comfortable environment that supports library services. Patrons who are not courteous to others will be issued a warning to stop the discourteous behavior or leave the library.

The Library Director or designee shall be responsible for the enforcement of the Public Behavior Policy. Depending on the severity of the infraction, the library will institute discipline ranging from a verbal warning, through denial of specific privileges, such as use of the library computers, to denial of the right to use the library for a specified time period.

The Library Director or designee may either direct the trespasser to cease the violation or vacate the premises. Upon the refusal of such person to obey the directive, the Director or designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. In situations where the Director or designee feels that the health, safety, or security of library users is threatened, any and all appropriate action may be taken including, but not limited to, calling the police for assistance. In the event of inappropriate behavior by a minor, the child's parent or guardian may be notified by the Director or designee. At the first opportunity, the Director or designee shall follow the established procedures for recording the facts and circumstances surrounding the enforcement of this policy by completing an Incident Report Form.

Appeals relating to suspension of library service privileges and/or revocation of privileges to enter the library premises shall be made to the Board of Trustees.

Harmful, Disruptive, or Destructive Behavior includes:

- Engaging in conduct that interferes with other library users' ability to reasonably use the library.
- Using abusive or threatening language or actions.
- Interfering with other library users' reasonable expectations of privacy.
- Creating unreasonable noise such as loud, boisterous talking or using personal electronic equipment without headphones or at a volume that is audible to others.
- Cell phone calls should be brief, answered with a low voice tone, and kept to a minimum in public areas.
- Throwing, running, climbing, or playing sports.
- Using library materials, equipment, furniture, fixtures, or the facilities in a destructive, abusive or potentially damaging manner, in a manner likely to cause personal injury to any person, or in any other manner inconsistent with local customary use.
- Carrying weapons or weapon-like items on the library premises.

- Using skateboards, bicycles, or rollerblades in the building, on the walkways, or in the parking lot.
- Soliciting, petitioning, or distributing materials or canvassing on library premises.
- Disobeying the reasonable direction of the Library Director or designee.

#### Illegal Activities

- Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance.
- Engaging in sexual conduct or indecent behavior on library premises as defined under Texas Penal Law.
- Using controlled substances on library premises.
- Smoking or other use of tobacco inside the library.
- Consuming alcoholic beverages on library premises is prohibited unless approved in advance by Library Director as part of a scheduled meeting or event in The Meeting Center.

#### Other Inappropriate Behavior

- Bringing animals, other than service animals, inside library building without prior permission of library staff.
- Prolonged or chronic sleeping.
- Using library restrooms for bathing, shaving, washing hair, or other personal hygiene.
- Loitering on library grounds.
- Parking vehicles on library premises when not using the library.
- Exhibiting any other condition or action which in the judgment of the Library Director disrupts the operation of the library or its use by others or which endangers the health, safety, or welfare of library users or employees.

### **1.7 Social Media Policy**

Social media is defined as any web-based tool such as a blog, micro-blog, online forum, content-sharing website, or other digital channel established for online interaction and connection. The Library maintains a presence on several social media sites such as Twitter, Facebook, and YouTube. These sites allow users to interact with the Library's profile.

Although comments and posts are welcomed on the Library's social media sites, postings containing any of the following will be removed:

- Obscene comments or hate speech
- Personal attacks, harassment or threatening language
- Potentially libelous statements
- Political directives
- Plagiarized or copyrighted material
- Commercial messages or spam

- Material that is deemed off-topic or inappropriate
- Private or personal information
- Falsification of identity
- Hyperlinks to material not directly related to the discussion
- Any illegal activity
- Solicitation for donations, or memberships or services requiring a fee
- Photos or other images that may fall in any of the above categories

The library does not collect, maintain, or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site. Users should be aware that third party websites may have their own privacy policies. By posting any comments, the user agrees to indemnify McAllen Public Library and its representatives from and against all liabilities; damages and costs incurred which arise out of or are related to the posted content.

### **1.8 Unattended Vulnerable Adult Policy**

The Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults in and around the Library. *A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.*

A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits. Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.

The Library will adhere to the following guidelines concerning the care and behavior of vulnerable adults:

- Vulnerable adults, who can understand and follow the rules of conduct and who can care for themselves, are welcomed to be in the Library unattended. Vulnerable adults will be expected to follow the rules of conduct as outlined in the Public Behavior Policy. They should have contact information for a parent/guardian or caregiver who can assist them in an emergency.
- Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times.
- Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's:
  - health or safety is in doubt
  - behavior disturbs other Library users
  - actions violate any of the rules of conduct for library patrons
  - parent/guardian or caregiver is not present at closing time.

Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate adult. If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of Library closing, staff may notify the police.

### **1.9 Internet and Wi-Fi Access – Board Approved 9.13.2012; revised 5.24.2013; revised 12.11.2014**

The library recognizes that computers and the Internet address the research, educational, and recreational needs of the public. The library offers a public computer lab with print capability and a copy machine; a Children's computer lab, a Teen computer lab, and Wi-Fi throughout the main building and branches. Adult and teen users with a McAllen Public Library Borrower's Card are allowed 3 hours of Internet use per day. Juvenile users with a McAllen Public Library Borrower's Card are permitted 1 hour of Internet use per day. Users who do not have the documents required to register for a full-access library card may register for an e-access only library card with a valid photo identification (U.S., Canada, Mexico). At the discretion of library staff, a 1-hour extension may be granted for educational or employment purposes to McAllen Public Library Cardholders.

Printing is available at a cost of .10 per black ink copy and .50 for color copies. Users approve all printing and are responsible for payment of a print job. Payment is required at the time of transaction. Users whose library patron accounts are blocked must pay fines before being allowed to use public computers.

Users should be aware that information on the Internet might be inaccurate, incomplete, dated or offensive to some individuals. The library strongly recommends that users evaluate the validity and appropriateness of information obtained via the Internet. Users who download data to the computer's desktop are strongly advised to delete it before signing off the computer. All Internet history is erased between user sessions, but downloaded data remains until the close of the operational day.

McAllen Public Library staff may offer brief assistance to computer users. Users in need of extended assistance are encouraged to enroll in a library-sponsored instructional class (when available) or arrange for a 30-minute session with a librarian through the library's Book-A-Librarian program (see North Information Desk for more information). Library staff may not offer tax assistance or complete forms for individuals.

McAllen Public Library is not responsible for the safety of personal belongings. Computer users must keep their belongings with them at all times, and are encouraged not to leave the area when charging cell phones or other devices. Food and drink are not permitted in the computer lab.

The user is responsible at all times for using the Internet appropriately. The library encourages parents/guardians to supervise their child's Internet sessions to ensure appropriate and safe access. Use of the Internet for unlawful purposes including, but not limited to, the production or distribution of threatening material; expressions of bigotry, racism or hate; obscene or sexually explicit material; and material protected by trade secret is prohibited. The harassment of others is also prohibited.

The library reserves the right to terminate an Internet session that disrupts MPL services or that involves user behavior that violates library policies. Violations include, but are not limited to:

- Any material deemed “harmful to minors” as defined by CIPA (Child Internet Protection Act).
- Engaging in defamation
- Knowingly uploading a harmful program or file.
- Uses that jeopardize the security of the library’s network.
- Disclosing or sharing the user’s library card information with others, or impersonating another user.

Users whose Internet sessions are terminated are entitled to an appeals process by stating their explanation in writing to the Library Director, and including their name, address, and phone number.

### **Wi-Fi Use**

The Library provides free Wi-Fi service throughout the building.

### **Personal Use Only**

Patrons may use the service and technology provided by the City of McAllen for the sole purpose of accessing the Internet and certain online City services as described here. The City of McAllen will assign you an IP address each time you access the McAllen Public Library Wi-Fi is accessed, and it may change. You may not use the McAllen Public Wi-Fi for any other reason, including reselling any aspect of the Public Wi-Fi service. Other examples of improper activities include, without limitation:

- Modifying, adapting, translating, or reverse engineering any portion of the McAllen Public Wi-Fi network

- Attempting to break security, access, tamper with or use any unauthorized areas of the McAllen Public Wi-Fi
- Attempting to collect or maintain any information about other users of the McAllen Public Wi-Fi (including usernames and/or email addresses) or other third parties for unauthorized purposes
- Creating or transmitting unwanted electronic communications such as "spam," or bulk commercial messages to other users or otherwise interfering with other user's enjoyment of the service
- Engaging in any activity that infringes or misappropriates the intellectual property, publicity, privacy or other proprietary rights of others, including patents, copyrights, trademarks, service marks, trade secrets, or any other proprietary right of any third party, or that is defamatory, objectionable, unlawful or promotes or encourages illegal activity
- The transfer of technology, software, or other materials in violation of applicable export laws and regulations, including but not limited to the U.S. Export Administration Regulations and Executive Orders
- Distribution of any Internet viruses, worms, ping, flooding, mail bombing, denial of service attacks, defects, Trojan horses or other items of a destructive nature
- Accessing illegally or without authorization computers, accounts, equipment or networks belonging to another party, or attempting to penetrate security measures of another system. This includes any activity that may be used as a precursor to an attempted system penetration, including but not limited to port scans, stealth scans or other information gathering activity; or
- Using McAllen Public Wi-Fi for any unlawful, harassing, abusive, criminal or fraudulent purpose. We have the right to monitor, intercept and disclose any transmissions over or using our facilities, and to provide user information, or use records, and other related information under certain circumstances (for example, in response to lawful process, orders, subpoenas, or warrants, or to protect our rights, users or property)

### **Changes in City of McAllen Terms of Service and McAllen Public Wi-Fi; Termination**

We may modify or terminate the McAllen Public Wi-Fi service and these Terms of Service and any accompanying policies, for any reason, and without notice, including the right to terminate the service with or without notice. Please review these City of McAllen Terms of Service from time to time so that you will be apprised of any changes. Upon any such termination, any and all rights granted by City of McAllen to you shall terminate.

To read the full City of McAllen Wi-Fi Terms of Use Policy, click here:

<http://www.mcallen.net/departments/it/wifi.aspx>

### **1.10 ADA Compliance**

The Library strives to provide equal access to all library facilities, activities, and programs in adherence to the Americans with Disabilities Act of 1990. The library will take appropriate steps to ensure effective communication with all patrons, volunteers, and employees of the library. The library provides a fleet of modern mobility scooters for patrons to use at will. Individuals with service animals are welcome. Questions about ADA compliance, concerns, or suggestions about accessibility of library facilities, activities, and programs should be addressed to the Library Director.

### **1.11 Data Privacy**

The Library is committed to protecting the privacy of our patrons. We limit requests for personal information to that which is necessary to conduct standard library business. Personal information gathered, such as name, address, telephone number, cell phone number, email address, photograph, driver's license number will be used only for the purposes of identification and accountability for library materials. Information related to retrieve items are overdue or to collect fines and fees owed to the library.

Non-personal information about visits to the library's website or use of electronic resources may be collected. This information is used for system administration and to calculate usage statistics. No personal information collected is connected to usage information.

### **1.12 Library Volunteers**

The mission of McAllen Public Library Advocates is to promote literacy, support and strengthen the Library and its branches, provide a means for the public to recycle their books and magazines, and promote fellowship among its members. The Library welcomes new members who wish to support the Library's goals.

McAllen Public Library provides opportunities for volunteers to participate in the running of the Library's used bookstore, and special programs and projects. Volunteers may be recruited through McAllen Public Library Advocates member meetings and special events, through staff members, or by recommendation. All interested persons 16 years and older must apply to be a volunteer by filling out an application with the City of McAllen Human Resources Office at McAllen City Hall (956-681-1045). The application process includes permission for the City of McAllen to conduct a background check and may include a short interview. The Library reserves the right to decline the services of any volunteer without having to state reasons for such declination of services.

Volunteers shall work directly with and under the supervision of one primary staff member or designated contact who will guide them in their work. Volunteers are expected to act in accordance with all Library directives and policies, follow all directions and instructions by the supervising staff member, and reflect positive customer service attitudes to all Library patrons and staff. The Library does not compensate volunteers through wages, benefits, reimbursement of expenses, or any other form of compensation. Library volunteers are not considered to be employees of the Library. The Library reserves the right to discontinue volunteer opportunities or terminate the services of any individual volunteer or volunteer group without prior notice at the discretion of the Library Director or the Director's designee.

All funds raised by and through volunteer activities shall be used exclusively to benefit McAllen Public Library resources and activities. All donations received by volunteers or Library staff shall become property of the City of McAllen and handled in accordance with the McAllen Public Library Gift Acceptance Policy.

### **VOLUNTEER PLEDGE:**

I will regard my assignment as a serious commitment. I understand that my volunteer work will take my full attention and I will not entertain friends or family while on duty. I will strive to be on time and will call the Library or my designated contact if I am unable to arrive when scheduled. I will report to the appropriate Library staff member when I arrive and depart. If there is a question or problem, I will promptly seek assistance from the Library staff or designated contact.

I will dress neatly, understanding that I am a representative of McAllen Public Library. Closed-toe shoes are recommended. I understand that if I do not come to work appropriately dressed, I may not be able to volunteer. I agree to treat Library patrons, staff, administration, and other volunteers with respect and courtesy and to follow all the policies and procedures of the Library.

I have read and agree to abide by the above Volunteer Policy and Guidelines.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **1.13 Bookstore Donations**

revised: May 7, 2015

McAllen Public Library encourages and welcomes donation of materials (books and audiovisual materials) unconditionally and without restrictions.

At the request of the Director or designee, a donation may be considered for the library's collection. In that case, the library applies the same criteria for evaluating gift items as it does for purchased materials.

Donated materials will be received at the Welcome Desk and placed in the bookstore storage room as part of the Welcome Desk opening procedure and throughout the day as time allows. Donations must be neatly packed in standard cardboard boxes weighing no more than 30 pounds. Donations delivered in bags or other containers will not be accepted. Individuals who wish to donate more than four boxes of donations are strongly urged to make an appointment with bookstore staff, Monday through Saturday, 1:00-5:00pm. Donations of more than four boxes must be received through the library's loading dock and will be received Monday through Friday, 9:00am-11:30am and 1:00pm-5:00pm.

If the donor wishes, bookstore staff will provide a receipt for tax purposes. The receipt form will state the number of donated items. Neither bookstore nor library staff can assign a value to any materials donated.

At the discretion of bookstore staff, donated items for resale may be stored until the bookstore schedules a public sales event.

Proceeds from bookstore sales may support McAllen Public Library services and activities.

#### **1.14 Monetary Gift Policy – Board Approved 11.14.2013**

McAllen Public Library acknowledges the importance of monetary gifts to the Library's operations and to its future development. Donations may be made in cash or by a check made out to "City of McAllen" with "Library" in the memo field. All donations will be acknowledged with a signed thank-you letter.

Restrictions on monetary gifts must be submitted in writing and approved by the Library Board. While an effort will be made to honor the wishes of the donor, the Library Board has the final authority to decide whether the wishes of the donor are consistent with the goals and objectives of McAllen Public Library.

Unrestricted monetary gifts will be used at the discretion of the Library Board, and with the approval of the Library Director, in accordance with this monetary gift policy and/or the Library's material selection policy.

## **Library Bill of Rights**

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

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

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

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.