

**COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING AGENDA**

**Wednesday November 17, 2021**

**5:15pm**

**meeting will be in the library with an online option**

**Introductions**

- 1. Public Comments**
  
- 2. Minutes and Circulation Reports**
  
- 3. Treasurer's Reports**
  
- 4. Correspondence**
  
- 5. Librarian's Report**
  
- 6. Friends of the Library Report**
  
- 7. Foundation Report**
  
- 8. Old Business**
  - Roof Update**
  - Approval of Policies from 9/18, 2021 meeting**
  
- 9. New Business**
  - Architecture team selection by city**
  - Policy Review**
    - Art Exhibits**

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Bulletin Boards and literature Racks  
Code of Conduct  
Unattended Children and Vulnerable Adults  
Privacy of Library Records  
Collection Development Policy  
Reconsideration Form  
Freedom to Read  
Freedom to View  
Free Access to Libraries for Minors  
Gifts and Donations

**Holidays 2022**

**10. Announcements**

**11. Adjourn**

COOS BAY PUBLIC LIBRARY  
SEPTEMBER 2021 REPORT

# OF ITEMS ADDED TO COLLECTION - 968

NLW CARDS ISSUED - 78

TOTAL REFERENCE QUESTIONS - 216

DAILY AVERAGE CIRCULATION - 663

TOTAL # OF PROGRAMS - 23

PROGRAM ATTENDANCE - 361

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - 12,628

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - 15,915

TOTAL DIGITAL DOWNLOADS - 292

GATE COUNT - 3,906

TOTAL MONTHLY VISITORS - 4,492

COOS BAY PUBLIC LIBRARY  
OCTOBER 2021 REPORT

# OF ITEMS ADDED TO COLLECTION - 448

NEW CARDS ISSUED 82

TOTAL REFERENCE QUESTIONS - 334

DAILY AVERAGE CIRCULATION - 652

TOTAL # OF PROGRAMS - 25

PROGRAM ATTENDANCE - 868

TOTAL ITEMS CHECKED OUT AT THE LIBRARY - 14,200

TOTAL OF COOS BAY ITEMS CHECKED OUT ANYWHERE - 16,955

TOTAL DIGITAL DOWNLOADS - 355

GATE COUNT - 5,420

TOTAL MONTHLY VISITORS - 5,518

COOS BAY PUBLIC LIBRARY  
BOARD OF TRUSTEE MEETING MINUTES  
September 15, 2021

**Call to Order** – Curt Benward called the meeting to order at 5:16 p.m.

**Board Members Present:** James Moore, Curt Benward, Gina Sutherland, Janice Langlinais

**Others In Attendance:** Sami Pierson, Christina Coffman, Crystal Barr, Marie Benton

**Public Comment** –None

**Minutes and Circulation** – Minutes from the August 2021 meeting were reviewed. James made a motion to approve the minutes. Janice seconded the motion. Approved unanimously. The circulation report was reviewed. It was noted that the monthly visitors and items checked out has been steadily climbing.

**Treasurer's Report** – There is still no final reports out for the budget year ending June 2021 and none yet for 2021/22. The memorial account report was reviewed

**Correspondence** – Peggy Christensen's grandchildren sent letters about their experience visiting the library while here on vacation.

**Librarians Report** – Reviewed. Sami said that the library has begun to take limited reservations for the Cedar Room again. The social worker contract has been finished and the hiring process will be starting soon.

Gina commented on how impressed she was with the variety of programming we have been able to offer. Sami said that she is working on a grant for rehabbing the study room.

**Friends of the Library Report** – Marie reported that the book store is doing well. There will be a lobby book sale on Saturday, October 9th from 10-2pm.

**Library Foundation Report** – The event will be virtual again this year. Presenter Buzzy Neilson, Program Manager of the Library Support & Development Services at the State Library of Oregon will be speaking about the unique opportunities that library and park partnerships present. The night will culminate with the online silent auction.

**Old Business** –

**Roof Update** – The contractor is setting up a fence in the Bennett Street parking lot for staging. The new membrane has been ordered. Curt questioned if there will be a warranty. Sami will check on it.

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**New Business –**

The library has been working with American Library Association to promote the Build American Libraries Act. There is a Senate bill in play for capital construction money for libraries. Oregon would receive \$52 million for new and renovations of libraries. The library provided video clips and other information for ALA to use. The story has run in several nationwide publications.

Policy Review: (need to make them all the same font and format when they are all finished)  
City Ordinance There was a question about 2.25.040 hiring of staff need some clarification

ByLaws – There was discussion about Article IV Section 6 but no changes recommended. Article VIII Section 7. Hiring isn't listed in duties and needs to be spelled out. Section 10 needs to be changed to participate in professional development. Rather than specify only library meetings.

Public Complaints – no changes

Checking Out Materials – add "at one time" to Total items checked out...

His/her will be replaced with they/their

Most circulating materials may be borrowed for three weeks, or seven days. Special collections may have other borrowing times.

Below bullets – "Due dates are available by receipt received at checkout or by logging into the patron's online account."

All references to fines will be removed.

"Patrons may not exceed these limitations" removed

Renewal Policy – Library materials automatically renew up to two times as long as there are no holds. Middle sentence removed

Library Card Policy – Remove Section 1 Purpose and Section II Scope

Section III remove e.

Section V Remove E

Section VI d. change to Pay all lost or damage fees in a timely manner. Library cards are blocked from usage with fees over \$5.

Fines and Fees – Late fees omitted fax is now just \$1 a page need to update City Resolution number

Interlibrary Loan – Materials Offered section removed

Cost - "fees...without charge" removed

Overdue Fines and replacement costs – reference to fines removed

Notification of Patrons – last sentence removed

Policy for Other Institutions – include what we will lend

Public use Computers and WiFi – eliminated and replaced with Computer use Policy

Social Media Policy - no changes

Cedar Room and Myrtlewood Agreement – repetitive sentence removed from Cleanup and Damages section

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General Policies second sentence in second bullet point should be "Alcohol service must meet any permit requirements of the City of Coos Bay"  
Remove "Use the Bennett Street..." sentence  
The policies will be updated with changes for approval at the next meeting.

Adjournment – C. Benward adjourned the meeting at 6:45p.m.  
Next Meeting: October 20, 2021 – 5:15 p.m.

Respectfully submitted,  
Crystal Barr

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## COOS BAY PUBLIC LIBRARY SEPTEMBER 2021

### INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	193	118
Adult Audio Books	39	2
Adult Video	38	16
Adult Music	0	0
Adult Video Games	11	0
Library of Things	0	0
Young Adult Books	22	0
Young Adult Audio	0	0
Child Books	61	17
Child Audio	0	0
Child Video	4	0
Child Music Cds	0	0
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<b>TOTAL</b>	<b>368</b>	<b>153</b>

### CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2021	12,628	15,915	
2020	10,706	10,822	
2019	24,296	24,470	
2018	18,399	23,310	
2017	21,141	21,182	
2016	21,400	23,376	
GATE COUNT:	3,906		
	(2020 - 536)		
REFERENCE QUESTIONS ANSWERED:		206	
YP REFERENCE QUESTIONS ANSWERED:		10	
NEW PATRON REGISTRATIONS:		78	
#DAYS OPEN:	24	23	24
DAILY AVERAGE CIRCULATION:	663	(20) 401	(19) 1020

### RECEIPTS FROM PATRONS

DISKS/MISC	\$0.00
DAMAGE/LOSS	\$175.81
RENT	\$0.00
BOOK BAGS	\$5.00
COPIES	<u>\$311.25</u>
<b>TOTAL</b>	<b><u>\$492.06</u></b>

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## COOS BAY PUBLIC LIBRARY OCTOBER 2021

### INVENTORY

<u>CLASSIFICATION</u>	<u>ACQUIRED</u>	<u>DISCARDS</u>
Adult Books	232	140
Adult Audio Books	52	2
Adult Video	75	9
Adult Music	0	1
Adult Video Games	0	0
Library of Things	0	0
Young Adult Books	11	0
Young Adult Audio	0	0
Child Books	74	59
Child Audio	0	0
Child Video	3	0
Child Music Cds	1	0
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<b>TOTAL</b>	<b>448</b>	<b>211</b>

### CIRCULATION SUMMARY

	Total Items Checked Out At Coos Bay	Total Coos Bay Owned Items Checked Out	
2021	14,200	16,955	
2020	10,891	11,659	
2019	25,978	26,010	
2018	20,857	23,460	
2017	22,881	23,012	
2016	22,689	24,766	
GATE COUNT:	5,420		
	(2020 - 692)		
REFERENCE QUESTIONS ANSWERED:		309	
YP REFERENCE QUESTIONS ANSWERED:		25	
NEW PATRON REGISTRATIONS:		82	
#DAYS OPEN:	26	27	26
DAILY AVERAGE CIRCULATION:	652	(20) 432	(19) 1000

### RECEIPTS FROM PATRONS

DISKS/MISC.	\$51.22
DAMAGE/LOSS	\$41.99
RENT	\$0.00
BOOK BAGS	\$0.00
COPIES	<u>\$499.35</u>
TOTAL	<u>\$592.56</u>

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**Coos Bay Public Library  
Memorial Funds Checking Account  
September 2021**

<u>BALANCE, August 31, 2021</u>	\$ 73,039.68
Misc Donations-September 2021	\$ 29.62
TOTAL DEPOSITS	\$ 29.62
<b><u>DISBURSEMENTS:</u></b>	
Builders First source, Supplies-Story Walk	\$ 95.80
TOTAL DISBURSEMENTS	\$ 95.80
<b>Balance September 30, 2021</b>	<b>\$ 72,973.50</b>
General Fund	\$ 11,254.37
Friend's Children's Fund	\$ 606.66
Kenaston Estate Donation	\$ -
Mallek Estate Memorial	\$ 52,610.89
Jones Estate Donation	\$ 7,272.59
Coos Bay Library Foundation YP Book Donation	\$ -
E-Books	\$ -
Friends Library Purchases	\$ 3,788.58
Rotary Donation	\$ (5,129.05)
Coos Bay Library Foundation-Equipment	\$ -
Coos Bay Library Foundation-Audios	\$ -
Eagles Large Print Fund	\$ -
Dollywood	\$ 2,569.46
<b>MEMORIAL ACCOUNT FUNDS TOTAL</b>	<b>\$ 72,973.50</b>

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## Librarian's Report

October 2021

### ***PROGRAMS***

Spanglish Conversation had two meetings with 6 people in attendance.

Forever Young Adult Book Group met with 3 in attendance.

Community Cooking with the Co-Op had 34 attendees.

Craft Take Out – 48 kits distributed and 11 views on YouTube

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 6 participants.

ASL Practice Place – 7 participants

Story time in the Park (5) – 66 participants

Book Box Program – 84 adults and 65 children participating

Swords and Starships Podcast – 2 podcasts released in September with 91 downloads

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The Empire and Eastside pickup/drop off sites continue.

Community Yoga – 13 participants

One on One Appts – 3

Young Writers in the Park (2) - 11

STEAM Kits Bristlebots – 50

Food Insecurity Discussion (2) - 23

*Miscellaneous*

In September there were 5,555, county-wide, checkouts on OverDrive. 290 circulations on hoopla in September with 5 new borrowers. Tumblebooks had two checkouts.

## Librarian's Report

November 2021

### ***PROGRAMS***

Spanglish Conversation had two meetings with 5 people in attendance.

Forever Young Adult Book Group met with 5 in attendance.

Community Cooking with the Co-Op had 22 attendees.

Craft Take Out – 56 kits distributed and 130 views on Facebook Live

Unlimited Book Club, a partnership with Coos History Museum and North Bend Public Library had 6 participants.

ASL Practice Place – 10 participants

Story time in the Park (3) – 29 participants

Book Box Program – 84 adults and 65 children participating

Swords and Starships Podcast – 2 podcasts released in October with 64 downloads

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The Empire and Eastside pickup/drop off sites continue.

Community Yoga - 14 participants

One on One Appts 4

Writer's Day, a partnership with Coos History Museum - 50

Young Writers in the Library (4) - 32

Take and Make Pumpkin Kits - 150

Tales From the Ghost Coast - 9

Pumpkin Painting Contest - 6

Fire Department Story Times (2) - 48

*Miscellaneous*

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In October there were 5,823, county-wide, checkouts on OverDrive. 355 circulations on hoopla in October with 5 new borrowers.

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2021/22	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
Jul-21	0	0	0	4	4	8
Aug-21	0	0	3	18	21	81
Sep-21	0	0	3	13	16	76
Oct-21	0	0	3	14	17	98
Nov-21			0	0		
Dec-21			0	0		
Jan-22			0	0		
Feb-22			0	0		
Mar-22			0	0		
Apr-22			0	0		
May-22						
Jun-22						
Totals						263

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## PUBLIC COMPLAINTS

The Board welcomes constructive criticism to improve the Library. All complaints should be resolved through the proper channels in the following order:

1. Staff
2. Management
3. Director
4. Board

Any complaint about the Library, including policies, regulations, facilities, or services, will be referred through proper administrative channels before being presented to the Board for consideration and action. The Library Director or staff will summarize a public complaint in writing before that complaint comes before the Board.

## Circulation Policy

A library patron should present their library card to check out materials. If the library card is not in their possession, materials may be checked out with photo identification.

Patrons with outstanding fees over \$5.00 will not be allowed to check out additional materials.

Each card has a limit of fifty (50) items checked out at any one time.

Most circulating material may be borrowed by cardholders for either seven (7) days or three (3) weeks (21 days), depending on format. Special collections may have other borrowing times. Digital platform downloads have varying checkout periods. Total items checked out may not exceed 50 per card

Due dates are available through a receipt at time of checkout or by logging into their online account.

### **Check In Policy**

Items may be returned to any Coos or Curry County library in a designated book return. All items are checked for damage and for missing pieces before they are checked in and removed from a patron's account.

### **Items Returned Incomplete**

If a patron returns an item that is lacking one or more of its components, the patron is responsible for returning the missing component(s). The library will contact the patron. The item will not be removed from the patron's account (i.e. will not be checked-in) until the missing component(s) is/are returned. In the event the patron does not return the missing component(s) the item will be considered "lost" and the patron will be assessed the appropriate fees.

### **Renewal Policy**

Library materials automatically renew up to two times as long as there are no holds on the material. Digital materials may differ.

**Lost Materials**

If a patron loses an item, the patron is responsible for the replacement cost of that item. In the event that no amount is indicated in the item record, then the replacement cost will be the amount the item is listed for sale as a new item and a processing fee. The patron can replace or substitute the lost item with another item with approval of library staff. In the event a lost item that has been paid for is found and is returned to the library, the patron will receive a refund minus the processing fee according to library procedures within 90 days of payment.

**Overdue Materials**

Materials checked out and not returned sixty-three (63) days after the due date are considered "lost." The patron is billed for the replacement costs of the materials plus processing fees.

**Damaged Materials**

Damage to items beyond normal wear and tear, including purposefully defacing or destroying library material, is the responsibility of the patron. Fees for damaged materials may be the replacement cost for the material.

If the patron has lost or permanently damaged a DVD, Blu Ray, or Music CD but still has the case, the patron is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost.

**Claims Returned or Claims Never Had**

When a library patron claims that an item still charged out to them has been returned to the library, or that they never borrowed that item in the first place, the patron may request that the library mark the item as "Claims Returned". Patrons are limited to five (5) claimed returns in total for the duration of their valid library card.

**Holds**

Patrons may place up to twenty-five (25) hold requests on circulating items. Items are held for nine (9) days for patron pickup. If the item is not picked up within the time allotted, the hold is cancelled and the item is returned to circulation or fills the next hold in the queue.

In order to check out the hold item, the patron must present the library card on which the hold request was made or be a designated cardholder associated with the patron who

originally placed the hold. No pickups will be allowed without the originating card or a designated patron association. If a patron presents the card that originated the hold or the patron has an associated library account, check-out will be allowed even if the cardholder is not present at the time of pick-up. No other account information will be shared without proper identification or presenting the library card.

# Library Card Policy

## I. TYPES OF LIBRARY CARD USERS

- a. Standard patron is a permanent resident or property owner of a taxing district in Coos or Curry Counties with full access to all library services.
- b. Out-of-County patron is one who does not reside or own property in a taxing district in Coos or Curry County. Out-of-County cards may be purchased for 12 months/365 days at the rate of \$100 per household per year. This card has full access to all library services.
- c. Provisional patrons are short-term residents, wanting a library card on a short-term basis such as camp hosts. This card has full access to electronic resources, up to 10 items checked out at any one time, up to three DVDs or CDs at any one time, and access to 3 holds at a time.
- d. Temporary patrons are residents of temporary housing such as shelters, or residents who have a PO Box but cannot show proof of a physical address. Status will be changed to Standard patron with proof of physical address. This card has full access to electronic resources and a maximum of 3 items checked out at any one time. There is a limit of 1 hold at a time on the card.
- e. One book patron status is for standard coastline patrons who have fees over \$5 and occurred when the patron was under 18 years of age. One book status does not apply to electronic media. The purpose of the one book status is to allow minor patrons the ability to borrow one book at a time while paying down their account. Once an account is below \$5, it will resume as Standard type. This card has full access to electronic resources and can check out one book at a time and have one hold at a time.
- f. One book patron status is also for children under the age of 13 who do not have parental consent at the time a coastline library card is issued. Once the child has parental consent, status will be changed to Standard type.
- g. Additional fees may be assessed at individual libraries for non-standard library cards.

## II. TO BECOME A COASTLINE LIBRARY CARD HOLDER

- a. Provide proof of identity with photo ID.
- b. Provide proof of mailing and physical address or property ownership.

## III. RESPONSIBILITIES OF ALL LIBRARY CARD USERS

- a. Abide by library rules regarding behavior, public computer uses, and use of materials.
- b. Accept full responsibility for items checked out on a Coastline card and all charges associated with its use.
- c. Return items on time and in good condition to any Coastline library in Coos or Curry county.
- d. Pay all lost or damaged fees in a timely manner. Library cards are blocked from usage with fees over \$5.
- e. Notify Coastline library if name or contact information has changed.
- f. Keep library card secure and notify a Coastline library if card is lost or stolen.
- g. Coastline library cards are nontransferable.
- h. Coastline libraries do not offer family cards.

- i. Coastline library card holders will not allow another person or organization the use of library card to access licensed databases or services.
- j. Library card holders assume full responsibility for any damages that may occur to personal equipment when using multimedia material.

#### IV. RESPONSIBILITY OF PARENT/GUARDIAN OF A MINOR LIBRARY PATRON

- a. Responsible to monitor child's use of library and library resources accessible with Coastline library card. Library material and services are available to library users of any age. Coastline libraries do not censor patron usage, regardless of age.
- b. Provide child's library card for access to child's library account. Coastline libraries respect the privacy of all library users, regardless of age.

#### V. REGISTRATION REQUIREMENTS FOR ALL LIBRARY CARD APPLICANTS – (The following policies may vary from library to library).

- a. Provide Photo ID .
- b. Provide proof of physical address.
- c. Everyone applying for a Coastline library card should be able fill out the application form, sign their name on the library card and be able to understand the statement of responsibility and policies on the card.
- d. Minor children may have a parent or legal guardian present to help answer questions on the form.
- e. Minor children under age 13 may be required to have a parent or legal guardian present with proof of their ID and physical address
- f. Minor children under the age of 13 may be required to have a parent or legal guardian sign the Coastline library card application form.
- g. Minor children ages 13-17 with proof of identification and physical address do not need a parent or legal guardian present. Coastline libraries will send a letter of notification to the address on the application informing the parent or legal guardian that the child has been issued a Coastline library card.
- h. Coastline library cards that are issued to children are the same Coastline library cards that are issued to adults. The responsibility for the card and materials checked out on the card lies with the cardholder.
- i. Information pertaining to the library card is strictly confidential protecting patron privacy regardless of the age of cardholder unless referred to a collection agency for delinquent account or when legally required by law enforcement agencies.
- j. Parents and/or legal guardians are not held responsible for a minor child's library fees unless the account goes to collections.
- k. If a minor's account is referred to a collection agency, the parents or legal guardian become financially responsible under Oregon law.
- l. Exceptions may be made for:
  - o Disabled persons who are unable to fill out the application form.
  - o Cardholders who wish to give written permission for use of their card on their behalf on a temporary basis. For example, a relative may be authorized to checkout materials for the cardholder, during an illness. The original cardholder is still responsible for fines or fees involved with overdue items, damaged items or items that are not returned.

Potential patrons without sufficient identification to immediately get a library card are welcome to use the library, its computers, and borrow honor books.

## Fees

### LIBRARY

Replacement Library Card	\$1.00
Lost Items	price of item plus \$5.00 processing fee
Copies	
Black and White	.20 cents
Color	.25 cents
Fax	\$1.00 per page
Room Rental	
Cedar Room	No Charge
Myrtlewood Room	\$30 per (3 hour minimum)

Contained in City of Coos Bay Resolution 21-23

Board Approved 3/16, 1/19

### Interlibrary Loan Policy

The purpose of interlibrary loan is to obtain materials not owned by Coastline Libraries for patrons in good standing.

### Eligibility and Limits on Interlibrary Loan Borrowing

Because Interlibrary Loan involves items owned by institutions other than Coos Bay Public Library, and because of the labor the service requires, certain restrictions and limits apply to Interlibrary Loan borrowing. Currently patrons may only have five requests active in the system at any one time. Active requests include both items currently on loan and items currently being searched for.

### Cost

While staff will attempt to obtain items without charge, some items, including photocopies, genealogical materials, and information obtained from medical libraries, routinely incur charges. Patrons must indicate a maximum amount they will be willing to pay for an item. If no amount is named, a zero amount will be assumed.

Once charges have been incurred on a patron's behalf, the patron is responsible for charges up to the amount he or she has agreed to even if the item is not picked up.

### Replacement Costs

Replacement costs for damaged or lost items are determined by the lending institution, and may amount to many times the actual value of the item.

### Loan Periods, Renewal of Items, and Restrictions on Use

Loan periods and renewal options are determined by the lending institution. Moreover, a lender may recall an item at any time. Some libraries do not allow renewals, or require that items be used only within the library. Renewals, which are solely at the discretion of the lending institution, cannot be guaranteed. Requests for renewal must be made prior to five days before an item's due date.

The due date is listed on the white band attached to the item. This band must be returned with the item.

### Notification of Patrons

Information regarding the arrival of items, approval or disapproval of renewal requests, overdues and recalls, unfilled requests, and any other pertinent matters will be communicated to the patron by phone, email, or surface mail.

3/2019



# Computer Use Policy

Coos Bay Public Library makes computers and Internet access available in support of the library's role as a provider of current resources for lifelong learning, social exchange, and entertainment.

CBPL cannot control the nature or content of information accessed on the Internet, nor can the library protect users from information they might find offensive. Not all information on the Internet is accurate, current, or complete. Library users are encouraged to be critical consumers and to evaluate the validity of information carefully. If a user has concerns about the quality or content of a site, he should contact the original producer/developer of that site. Users are responsible for the access points they reach. Parents of minor children are responsible for their children's use of the Internet.

Any use of CBPL computers and/or Internet service that interferes with activities of the library, its users or its network is strictly prohibited. Prohibited behaviors include, but are not limited to:

- accessing material harmful to minors
- harassing, bullying, libeling, or slandering
- using the Internet for any other illegal or unethical purpose
- damaging equipment
- altering computer hardware or software, including screen settings
- disrupting electronic communications
- violating copyright or software licensing
- violating another user's privacy

The standards of intellectual freedom and confidentiality endorsed by the American Library Association and incorporated into CBPL policies for traditional media shall apply also to the use of electronic media, including the Internet.

Coos Bay Public Library cannot guarantee viewing privacy, nor can the library guarantee the privacy of information sent or received over the Internet.

Library staff are responsible for ensuring this policy is enforced. The use of computers will be monitored by Library staff. Violations of this policy can result in loss of Internet privileges and may be subject to prosecution by local, state, or federal authorities.

## Printing and Downloading

Users may print electronic files or copy them to a personal portable storage device.

- The charge for printouts is displayed during the printing process and is subject to change.
- The library may offer portable storage devices for sale and the cost is subject to change.

Users should be aware that downloaded files may contain viruses. CBPL is not responsible for damage which may result from files downloaded from the Internet. Users must adhere to copyright and software licensing when downloading.

### **Staff Assistance**

CBPL staff will assist patrons with Internet use as time permits but cannot offer personal instruction. Formal instruction or information on the Internet may be offered by the library at designated times.

Users are responsible for configuring their own equipment. The library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the library's wireless connection.

## **Social Media Policy for Coos Bay Public Library Users**

### **Policy**

The Coos Bay Public Library offers blogs, community reviews, patron comments and other social media tools as a way to achieve our mission. Library social media tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. Library social media is intended to create an online space where library users will find useful and entertaining information and can interact with library staff and other library users. Comments may be moderated by library staff and the library reserves the right to remove comments that are unlawful or do not comply with the library's other policies

### **The Library's Definition of Social Media**

Social media is defined as any web application, site or account offered by the library that facilitates the sharing of opinions and information about library related subjects and issues. Social media includes such formats as blogs, listservs, websites, social network pages or posts to community reviews and patron ratings of library materials.

### **Rules for commenting**

Protect your privacy. Do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address.

Posts containing the following are against library policies and may be deleted or removed by library staff:

1. Copyright violations
2. Off topic comments when a clear topic is designated
3. Commercial material/spam
4. Duplicated posts from the same individual
5. Obscene posts
6. Specific and imminent threats
7. Libelous comments
8. Illegal items

**By choosing to comment you agree to comply with library policy.**

8/12 – Approved by CBPL Board

## Cedar Room Agreement

The Cedar Room is available free of charge for public use as a shared community benefit. **It is not available to groups conducting sales or charging fees to the general public.** The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to help in keeping the room clean and in excellent condition for all to enjoy. Please care for the room as you would any home in which you are a guest.

### Scheduling:

The Cedar Room is in high demand so reservations will not be accepted on a continuous basis unless specifically approved by the Library Director. Reservations can be made through the library's website, calling the library during business hours, or in person at the Reference Desk. Reserving a room and not showing up to use it without cancelling the reservation may result in restriction on future reservations.

### Equipment Available:

- Large screen television that can be used with laptops and dvd players
- White board

### Cleanup and Damages:

No cleaning fees or deposits are charged, but the responsible party will be billed for any loss, damage, or excessive cleaning at cost to cover the extra expense to the library. Food and beverages can be consumed but the kitchen is not available. Please dispose of all debris in the waste containers. The user must remove overflow trash from the premises. The library is not responsible for lost or stolen items.

### Keys:

Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Please return keys immediately following room use to library staff during open hours or through the outside book drop during closed hours. There is no key deposit but there is a \$100 charge for unreturned keys. Keys will open the interior meeting room as well as the exterior door to the right of the main entrance.

### General Policies:

- No Smoking or use of flammable materials in the building.

- Alcohol is only permitted after regular library hours and with special board approval. Alcohol service must meet any permit requirements of the City of Coos Bay.
- Applicants are responsible for limiting room occupancy to the posted number of people as required by fire regulations.
- No tacks, nails, or adhesive tape in or on doors, walls or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks notice.
- Advertising for the scheduled room usage must not imply that the library or City of Coos Bay is sponsoring or endorsing the meeting or group.

Important Reminders:

- Before leaving, check the room, lobby, and restrooms for people and left behind items.
- Lock and secure all doors.

3/2019

### Myrtlewood Room Agreement

The Myrtlewood Meeting Room is available for public use as a shared community benefit. The library provides basic cleaning, maintenance and furniture arrangement as a service to the community and depends on users of the room to help in keeping the room clean and in excellent condition for all to enjoy. Please care for the room as you would any home in which you are a guest.

#### Room Fees:

Rental fees are to defray a portion of the operation and maintenance of the meeting room and presentation equipment. The fees are payable in advance unless billing is prearranged. The room is free of charge for City of Coos Bay use.

3 hours - \$90.00 (base rate)	6 hours - \$180.00
4 hours - \$120.00	7 hours - \$210.00
5 hours - \$150.00	8 hours - \$240.00 (max. daily charge)

#### Scheduling:

Scheduled hours need to include set-up and clean-up time. Reservations cannot be on a continuous basis unless specifically approved by the Library Director. Rental fees may be refunded if cancellation is made at least 48 hours prior to scheduled use.

#### Cleanup and Damages:

Basic cleaning is included in the room rental fee without additional charge. Please dispose of all food and debris in the waste containers provided. Wipe counters and tables and leave the room in good condition. The user must remove overflow trash from the premises. Please remove any outside equipment or displays at the end of the meeting. The library is not responsible for lost or stolen items. Applicants using the room are responsible for any loss or damage to the library premises, equipment, or furnishings occurring during the applicant's use.

#### Keys:

Meetings scheduled to begin or end outside of library open hours will require a key check out. Groups are responsible for checking out the key during open hours prior to the meeting time. A valid Coastline card is necessary to check out keys. Please return keys immediately following room use to library staff during open hours or through the outside book drop during closed hours. There is no key deposit but there is a \$100 charge for unreturned keys. Keys will open the interior meeting room as well as the exterior door to the right of the main entrance. There is a separate key for kitchen use.

**General Policies:**

- No Smoking or use of flammable materials in the building.
- Alcohol is only permitted after regular library hours and with special approval by the board. Alcohol service must meet any of the permit requirements of the City of Coos Bay.
- Applicants are responsible for limiting room occupancy to the posted number of people as required by fire regulations.
- No tacks, nails, or adhesive tape in or on doors, walls or furniture.
- If the room is needed for library purposes, a reservation can be cancelled with at least two weeks' notice
- Advertising for the scheduled room usage must not imply that the library or City of Coos Bay is sponsoring or endorsing the meeting or group.
- Use the Bennett Street parking lot for meeting parking.

**Important Reminders:**

- If the kitchen was used make sure stove and oven are off and coffee pot is unplugged.
- Before leaving, check the room, lobby, and restrooms for people and left behind items.
- Lock and secure all doors.

3/2019

## COOS BAY PUBLIC LIBRARY

### ART EXHIBIT POLICY

#### PURPOSE:

A guiding principle of the library is to offer open access to a broad range of information and ideas while serving as a dynamic community hub that welcomes all residents to connect to information and to each other. Art exhibits are provided to enhance and increase community appreciation of the arts, present a variety of exhibitions in the visual arts as well as of an educational and/or historical significance, and to help local and regional artists increase their public exposure.

#### CONTROL:

Exhibits in the library are visible to anyone who walks into the building, both children and adults who may have various degrees of sophistication. Materials of the exhibit should be chosen and arranged by the artist with this in mind.

#### CONDITIONS:

1. Exhibits are normally scheduled for a period of one month, beginning approximately on the first day to the last day of the month. It is not the intent of the library to provide permanent or continuous exhibits. Exhibit space is available to individuals or groups. The exhibit area is available on a first-come first served, advance reservation basis. Reservations are to be made through the Library Director or Display Coordinator. The Director may require a review of sample pieces of the art to be shown, or photos of them, before scheduling an exhibit.
2. The library exhibit area is located across from the main circulation desk. All works of art must be suitable for exhibition and must be neatly and accurately labeled by the artist. The artist or artists will be responsible for setting up the exhibit using the art hanging system provided by the library. Pins or tape may not be used to attach materials to painted or wooden surfaces. Consideration should be given to the arrangement of the display to emphasize the art without unnecessary crowding on the walls, without constricting use of the library and without creating a safety hazard.
3. The library will submit public service announcement to local media for exhibits. Artists should provide publicity material to the Library Director two weeks prior to opening of the exhibit. This may include artist's statement or biographical material, and a description of the works to be exhibited. A high-contrast photo of the artist and/or of the artist's work may be submitted for possible newspaper coverage.



4. Artists must furnish the library with a list of items to be displayed along with the value of each for insurance purposes. Works of art are covered by a library insurance policy, subject to the limits of that policy. There is a \$1,000 deductible requirement for loss or damage for which the artist would be responsible.

5. Prices for art pieces may be posted. Transactions for the purchase of exhibit items shall be directly between the buyer and the artist. The artist must post his or her name and contact information if works are for sale so a buyer may contact the artist directly. The library shall receive no fees, commissions or other remuneration in connection with the sale of exhibit items.

6. The library will provide space for a reception upon request with advance notice. Publicity for the reception is the sole responsibility of the artist.

7. Artists are responsible for removal of exhibit items on an agreed upon date. No exhibit material sold may be removed from the exhibit before the end of the exhibit period unless the library approves such removal and the rearrangement of the display. The library does not provide storage space for artwork.

**COOS BAY PUBLIC LIBRARY  
ART EXHIBIT AGREEMENT**

**EXHIBIT PERIOD:** \_\_\_\_\_

**ARTIST (S)** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I agree to abide by the Art Exhibit Policy as stated above:



## **Bulletin Boards and Literature Racks Policy**

**Bulletin Boards:** Bulletin Boards are located in the entry lobby, in the library, in the Children's Room, and in the Myrtlewood Meeting Room. Corkboards are also attached to dry erase boards in the study room and Cedar Conference Room. Boards in the study room and the two meeting rooms are for temporary use only by individuals or groups using the rooms, at the time of such use.

Bulletin boards in the Children's Room are reserved for displays that enhance children's library services and are approved by the Youth Librarian.

The bulletin boards in the library are reserved for library announcements.

Items of general community interest will be posted on the lobby bulletin board by library staff on a space available basis. Posted items may include, but not be limited to, announcements of local or regional community events, activities of local community organizations, public notices, meeting announcements, or educational announcements.

Any person or group may submit items for posting. Designated staff will approve items for display, initial and post them. Items placed on bulletin boards without staff approval will be removed and discarded.

Bulletin board space is provided on an impartial basis in accordance with the American Library Association's Library Bill of Rights adopted by the Library Board of Trustees.

Acceptance of material for display does not imply approval or disapproval by the library or the City of Coos Bay of the ideas or opinions expressed.

Items will be rejected for posting if they are in violation of any legal statute. Items rejected for posting may be appealed to the Library Board of Trustees.

Because of space limitations, the following restrictions apply:

- Only one copy of an item will be posted.
- Unusually large posters may be refused posting.
- A person or organization may display only one item at a time if the bulletin board is full.
- A person or organization may submit an item for posting each month but is not guaranteed repeated posting if space is limited.
- If items must be rejected because of limited space, priority will be given to items of an educational, cultural, intellectual or charitable nature. Rejected items may be held for later posting.

**Literature Racks:** Most of the literature racks located inside the library will be used to display library related items only. Designated display space is available on an equitable basis for brochures of general interest, primarily brochures that provide information about local or regional agencies or organizations, and that are in accordance with the library's mission and goals.

Any person or organization may submit copies of brochures for members of the public to take from the racks. Designated staff will select items for inclusion in the racks based on the above criteria. Items placed in the racks without staff approval will be removed and discarded.

Placement of materials in these general literature racks does not imply either approval or disapproval by the library or City of Coos Bay.

Because of space limitations, these restrictions apply:

- A maximum of 15 copies of an item may be submitted.
- An individual or group may only display one item at a time.

- Items will normally be available for a total period of one month within a fiscal year. At the end of the display period, items will be discarded.
- Items that are too large to be effectively displayed in the pockets of the racks will be rejected.
- If space is limited, priority will be given to brochures of a not-for-profit nature and community events.

Reviewed by Board 6/18

## Code of Conduct

In order for everyone to enjoy the library, please refrain from the following, unless otherwise authorized by library rule or staff:

- Solicitations
- Smoking and vapor devices
- Eating inside the library
- Engaging in any behavior that interferes with others use of the library, or with the ability of the staff to perform their duties. Examples of behavior or activities are, but not limited to:

*Climbing, running, loud noise, throwing things, pushing and shoving, misusing library property, verbal or physical harassment of staff and others, threats, engaging in sexual conduct, intoxication.*

- Unauthorized removal of library property
- Using library facilities for the purpose of bathing
- Odors which are disruptive to patrons or staff
- Sleeping
- Destroying or damaging library property
- Possessing a weapon, except as allowed by state law
- Engaging in activities prohibited by law
- Animals of any type, other than service dogs

## UNATTENDED CHILDREN AND VULNERABLE ADULTS POLICY

Coos Bay Public Library strives to provide a welcoming and safe environment for all community members. The Library is particularly concerned for the safety of children and vulnerable adults on the Library premises.

While the Library is concerned for the safety of children or vulnerable adults on Library grounds, the Library does not act in loco parentis (in place of parents). A parent, legal guardian, teacher, custodian or caregiver is responsible for monitoring the activities and managing the behavior of children or vulnerable adults during their Library visits.

Vulnerable adults are functionally, mentally or physically unable to care for themselves and should not be left alone in the Library including at programs. This includes adults who need staff help beyond assistance with normal library services.

Children 10 years of age and younger must be accompanied and directly supervised at all times by a parent or other responsible caregiver who is 12 years of age or older. These rules may apply to children over the age of 10 at staff's discretion. Older children, (age 11 and older) are welcome to use the library independently, however, responsibility for minors using the library rests with the parent/guardian. Children are subject to Library rules and policies concerning behavior, conduct, and demeanor.

During Library hours, when the safety of an unattended child or vulnerable adult is in doubt, Library staff will attempt to contact the caregiver before calling authorities. In the case of an immediate safety concern, staff will contact authorities immediately and then attempt to contact the caregiver. Staff will stay with the person until help arrives.

In the event a child under the age of 15 or vulnerable adult is still at the library after the library closes to the public, the Librarian in Charge and one other staff member will wait 15 minutes and then authorities will be called to take charge of the situation. Attempts will be made during that 15 minutes to reach a caregiver or parent, but in no instance will staff take anyone home. If at any time staff are concerned for the safety of the child or vulnerable adult, they may contact authorities immediately.

6/2019

## Policy on Confidentiality of Library Records

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also ALA Code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and Privacy: An Interpretation of the Library Bill of Rights.) 2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. 3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. 1

1Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.

Board Reviewed 10/2016

Coos Bay Public Library respects and protects the confidentiality of patrons' registration and circulation records. Furthermore, these records are protected by Oregon State Law. Oregon State law recognizes Coos Bay Public Library as a public body subject to the Public Records Law. However, ORS 192.355.23.22 provides the following exemption from disclosure of library public records:

The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of a library patron together with the address or telephone number of the patron; and
- (c) The electronic mail address of a patron.

The purpose of this policy is to affirm that the library recognizes these records as confidential. This policy serves as official notification to the public and library employees that such records shall not be made available to any agency of state, federal, or local government except as required by law.

In addition to the legal protections, Coos Bay Public Library extends confidentiality to information sought or received, materials consulted or borrowed, wired or transmitted, and includes database search records, reference interviews, public computer use, attendance at classes and events, interlibrary loan transactions and other records. In addition, Coos Bay Library works with all contracted vendors to ensure security of records.

Library employees may not access any information about patrons or their circulation records for any purpose except as it relates to the transaction of library business.

Coos Bay Public Library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys or other administrative mailings. The Library does not allow use of library records for fundraising or political purposes.

6/2019



## **Coos Bay Public Library Collection Management Policy**

### **Purpose**

The purpose of this policy is to guide Coos Bay Public Library staff in the development and management of library collections that meet the needs of the Coos Bay community as well as to inform the public and other interested parties about the means by which the library makes decisions about the selection and retention of materials.

### **Library Mission**

The Coos Bay Public Library exists to provide library materials and services, and guidance to those materials and services, for Coos County residents.

### **Collection Scope**

The Coos Bay Public Library provides materials in a broad range of subjects and formats to serve the community's informational and recreational needs. The library selects materials to accommodate the diverse ages, reading and understanding levels, abilities, tastes, viewpoints, and interests of the community.

The library collection emphasizes breadth over depth, and while the library may provide supplemental materials to persons pursuing educational programs, due to budgetary and space constraints the library will not normally collect textbooks or materials on specialized academic subjects that would not also be appropriate for and useful to the general public. The library also relies upon the Coastline cooperative to obtain materials from other Coos County libraries and will not necessarily purchase materials that can be obtained from other Coastline libraries, unless demand is high.

The library strives to collect materials in the formats that are most relevant to the Coos Bay community, and the formats collected may change in response to evolving technology. Considerations for adding formats to or removing formats from the library's collection include demand, cost, and the ability to house and maintain collected items.

### **Guiding Principles**

The Coos Bay Public Library adheres to the principles of intellectual freedom as expressed in the American Library Association's Bill of Rights, Freedom to Read Statement, and Freedom to View Statement (appended to this policy). The library upholds individuals' right to access information that may be controversial in nature, and supports the right of parents and guardians to make decisions regarding the reading and viewing of their children. The library strives to collect materials representing a wide variety of viewpoints, and will not identify materials in any way that implies approval or disapproval of the item's contents, or sequester any materials from the rest of the collection except to prevent theft or damage. An item's inclusion in the library's collection does not imply endorsement of its contents by the library.

Approved by Board 9/2014

## **Selection Responsibility**

Responsibility for the library collection and the implementation of the Collection Management Policy is delegated to the Library Director by the Coos Bay Library Board of Trustees. The Director in turn delegates selection responsibilities to library staff with the appropriate training and expertise to select materials in their assigned areas.

## **Selection Guidelines and Criteria**

In selecting materials for the library, staff take into account the diverse needs and interests of the community as well as knowledge of the existing collection. Selectors are trained librarians who utilize the standards and criteria of professional librarianship in their selection decisions. Criteria include but are not limited to the following (in no particular order):

- Popular demand
- Literary or artistic merit
- Contemporary significance or permanent value
- Favorable attention from critics, reviewers, or the public
- Relation to existing collection
- Availability of information in alternative sources
- Ease of use and accessibility
- Accuracy
- Cost
- Suitability for intended audience

The library welcomes suggestions from the general public and all library staff. Selectors give high priority to requests from patrons, though requests for items that do not meet the guidelines explained in this policy may be declined.

The library may acquire self-published items if they are created by a local resident, have special local or regional significance, or otherwise comply with the selection criteria detailed in this policy.

## **Gifts and Donations**

The Coos Bay Public Library welcomes gifts of materials. Donated items will be added to the collection only if they meet the selection guidelines expressed in this policy. By donating an item to the library, the donor acknowledges that if the library chooses not to add the item to the collection, it will be given to the Friends of the Library to be sold in the Friends Bookstore or at a book sale, or otherwise disposed of as the library staff and/or the Friends of the Library see fit.

The library also encourages monetary donations to be used in the acquisition of new materials for the collection. The library prefers that no constraints be placed on monetary gifts, but a donor may identify a general subject area or format if they so choose. All specific

item selections will be made by trained library staff.

### **Collection Maintenance**

Systematic and continuous evaluation and weeding of the collection ensures that the collection remains relevant and useful to the community, helps the staff identify areas where additional or updated materials are desirable, and creates the necessary space for newer materials to be added to the collection. Trained library staff identify items to withdraw that are damaged, out-of-date, superseded, or no longer of interest to the community. The decision of whether to replace a withdrawn item with an identical or similar item is based on the selection guidelines laid out in this policy. Withdrawn items in good condition are given to the Friends of the Library to be sold, donated, or disposed of as the Friends see fit.

### **Special Collections**

The following library collections may utilize different guidelines for selection, retention, and use than the rest of the library:

#### Oregon Collection

The library collects and archives materials pertaining to the state of Oregon with an emphasis on Coos and neighboring counties. Selection of materials for this collection follows the general criteria stated elsewhere in this policy, with the added criteria of historical value and interest. This collection is kept in a protected area and is available for in-library use only during open business hours in order to preserve these materials and guarantee their availability.

#### "Read and Return" Collections

The library maintains uncataloged "read and return" collections for patrons who are unable to check out materials with a library card. The collections comprise of materials donated to the library in good condition, and are not subject to the criteria for selection and retention of materials detailed elsewhere in this policy.

### **Request for Reconsideration of Library Materials**

The library welcomes feedback on the collection from the public. Any resident of Coos Bay's regular service area with a concern about an item in the library's collection will be immediately referred to the Library Director or, in the absence of the Library Director, to the Assistant Director. If, after speaking with the Director or Assistant Director about their concerns, the patron wishes to formally request the removal of the material in question, the following process will be followed:

- Only one item at a time will be considered per patron.
- The patron must have read/viewed/listened to the item in question in its entirety, absent extraordinary circumstances.
- The patron will be provided with a copy of the Coos Bay Library's Collection Management Policy, including the Request for Reconsideration of Library Materials

- form (appended).
- If the patron wishes to pursue the matter, the completed reconsideration form must be submitted.
  - The Library Director will review the form and make a decision regarding the inclusion or removal of the material within four weeks of receipt of the form. The Director will provide the patron with a written explanation of their decision.
  - The patron may appeal the Library Director's decision to the Library Board within two months of receiving the Director's reply. The Board will reconsider the decision based on whether the item in question conforms to the selection guidelines outlined in the Board-approved Collection Management Policy.

7/2019

**Coos Bay Public Library  
Request for Reconsideration of Library Materials**

The library values your opinion. If, after discussing your concerns with the Library Director, you would like to formally request that the library take action, you may do so by completing this form. Please return the form to any librarian.

Have you read/viewed/listened to the entire work?  Yes  No

Please describe the item in question as fully as you are able:

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

Format (book, DVD, audio CD, etc.): \_\_\_\_\_

Call number or location in the library: \_\_\_\_\_

Please state the action you wish taken on this item:

Add it to the library  Shelve it elsewhere  Remove it from the library

Other: \_\_\_\_\_

Why? (Use other side or additional pages if necessary.)

Please explain how such action would improve the library's service to the community:

If requesting removal of the material, do you have recommendations for other materials to use in place of it?

What do you believe might be the result of reading/viewing/listening to this material?

How was the material brought to your attention?

Your Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am acting as a spokesperson for the following group or association:

\_\_\_\_\_

## 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. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish

and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

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 that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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 should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*



To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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 these 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.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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.

Board Reviewed 10/2016

## Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Board Reviewed 10/2016

## Free Access to Libraries for Minors

### An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies

cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup>See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. *See Tinker v. Des Moines School Dist.*, *supra*. *Cf. West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943)."

**Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991,  
June 30, 2004.  
Board Reviewed 10/2016**

**Coos Bay Public Library Board has adopted this American Library Association  
policy to be followed by Coos Bay Library 9/2019**

## GIFTS and DONATIONS POLICY

The library acknowledges the great importance of gifts and donations to the Library's future growth and development. In recognition of such, the Library welcomes gifts of cash, securities, library materials, furnishings or real property. These gifts help enrich and improve the Library's resources. Coos Bay Public Library Foundation may also work with a donor.

### ACCEPTANCE OF GIFTS

1. Any donations or gifts to the library must be consistent with the library's policies, goals and objectives, and/or master plan.
2. Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted provided they meet the library's selection policies and procedures and, in the opinion of the professional staff, they enhance the value of the library's collections.
3. Donated materials are evaluated according to the same criteria that are applied to purchased material. Items not added to the collection may be sold at Friends of the Library's book sales.
4. All donations (of furnishings, equipment, and materials, etc.) become the sole property of the library. No gifts of this nature are accepted unless freely given to the Library without restriction to be used as the library sees fit.
5. The decision as to the acceptance of furnishings and equipment shall be made by the Library Director. Among the criteria on which the decision shall be based are need, space, impact on staff time, and expense and frequency of maintenance.

6. The decision as to the acceptance and location of gifts of exterior or interior ornamentation, sculpture and signage shall be made by the Library Board of Trustees on the advice of the Library Director.

7. Gifts of cash, securities, real property and bequests that support the mission of the Library will be handled by the Library Director, who, with the Library Board and Coos Bay Public Library Foundation, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

#### DISPOSITION OF GIFTS

1. Gift items will be integrated into the regular library collections and otherwise handled as any other material belonging to the library.

2. The library will place a bookplate into books purchased with donated monies when appropriate; however, the library will not agree to form separate collections of either donated materials or materials purchased with donated money.

3. The Library retains unconditional ownership of an accepted gift. Once conveyed to the library, no gift will be returned to the donor.

4. All gifts may be utilized, sold or disposed of in the best interest of the Library. The library is not obligated to keep donated materials for any length of time.

5. The library will not appraise items for tax purposes.

9/2019

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## 2022 Holiday Closures

January 1

January 17

February 21

May 28 – 30

July 4

September 3-5

November 11

November 24-26

December 23 – 26

December 31

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# Intellectual Freedom Blog (https://www.oif.ala.org/oif/)

The Office for Intellectual Freedom of the American Library Association

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## Lawn Boy and Gender Queer: The Trend Toward Book Challenges

October 15, 2021 (https://www.oif.ala.org/oif/?p=27097) ALA Office for Intellectual Freedom Staff (https://www.oif.ala.org/oif/?author=4)  
Banned and Challenged Books (https://www.oif.ala.org/oif/?cat=329). Challenge Reporting (https://www.oif.ala.org/oif/?cat=222).  
Diversity (https://www.oif.ala.org/oif/?cat=497)

Forget Tide Pods and cinnamon swallowing. The latest dangerous fad sweeping the nation is book challenges. In September – traditionally Banned Books Month, celebrating the freedom to read – challenges to YA books *Lawn Boy* (https://www.workman.com/products/lawn-boy-1) and *Gender Queer* (https://www.simonandschuster.com/books/Gender-Queer-A-Memoir/Maia-Kobabe/9781549304002#?text=Gender%20Queer%3A%20A%20Memoir%20%7C%20Book,Official%20Publisher%20Page%20%7C%20Simon%20%26%20Schuster) arose in Texas, Virginia, Ohio, and New Jersey. Recent days delivered challenges to *New Kid* (https://www.harpercollins.com/products/new-kid-jerry-craft?variant=33007664562210), *Stamped* (https://www.lbyr.com/titles/jason-reynolds/stamped-racism-antiracism-and-you/9780316453707/), and *Front Desk* (https://shop.scholastic.com/teachers-ecommerce/teacher/books/front-desk-9781338157796.html). In September 2021, ALA's Office for Intellectual Freedom recorded 60% more challenges than in September of the previous year.



(https://www.oif.ala.org/oif/wp-content/uploads/2021/10/Blog\_hickson.png)

Interestingly, many of the books targeted in this wave appear on lists like this one (https://www.noleftturn.us/exposing-books/) from an organization that claims, "We are loud. We are tenacious. We must be heard. We won't be denied."

In keeping with that approach, protestors in Texas, Virginia, Ohio, Missouri, Wyoming, Florida, and New Jersey launched their challenges by ambushing board meetings, where they presented provocative excerpts from *Lawn Boy* and *Gender Queer* to fire up followers, foment fear among school board members, and generate viral clicks. In the heat of the moment, operating in "emergency mode," some districts immediately pulled the books from circulation.

## Press "Pause" and Prepare

But as with any emergency, the best defense against book challenges is preparation. Press "pause" on panic and encourage a more civilized reconsideration process by sharing these tips with your colleagues, principal, superintendent, and board:

- **Familiarize yourself with the books that activist organizations are targeting** (<https://www.noleftturn.us/exposing-books/>). Know which of those titles is in your collection, and consider preparing a "resume" for each, similar to these for *Lawn Boy* (<https://docs.google.com/document/d/1RQkgsr7uS8pDByUmw7HdxVHI5evjHWlUx8pThu3lrQw/edit?usp=sharing>) and *Gender Queer* ([https://docs.google.com/document/d/1YpDVUiiF3rqrR392A\\_Cehv0POqhoxCDj0pNGeZiaWA/edit?usp=sharing](https://docs.google.com/document/d/1YpDVUiiF3rqrR392A_Cehv0POqhoxCDj0pNGeZiaWA/edit?usp=sharing)). A librarian's research skills make this a fairly quick task. ALA's Office for Intellectual Freedom can help gather resources (<https://www.ala.org/tools/challengesupport>) to defend specific materials.
- **Understand your district's reconsideration policies.** Keep links handy and have printed copies of those policies and any associated forms available in key offices (e.g., principal's office, board office) and at public meetings. If you don't have a reconsideration policy or form, the ALA offers models in its "Selection & Reconsideration Policy Toolkit." (<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit>)
- **Use the policies.** During public comments at meetings, when it becomes apparent that a speaker intends to challenge a book or library program, the moderator should explain the policy and process for public complaints, offer the speaker a copy of the policy and the reconsideration form, and move on. Do not permit the meeting to be hijacked by a "protest performance." Materials reconsideration is a careful, deliberate process and does not occur in the heat of a contentious public meeting.
- **Reserve judgment.** Do not form an opinion of the book based on provocative passages presented out of context. Instead, encourage the complainant to read the work in full, as should all members of the reconsideration committee.
- **Engage your librarian.** When you receive a complaint – whether verbally or through a formal challenge – alert your librarian immediately. The heat of a challenge is often directed at the librarian, so offer your encouragement and support, and keep the lines of communication open. In return, the librarian can support you by providing background information about the book, placing the book in context within the larger collection or curriculum, and helping form a reconsideration committee. The librarian will also have connections to intellectual freedom organizations, such as ALA, local library associations, and other professional societies, which offer advice and resources to help the district navigate the challenge.
- **Share information and resources with neighboring districts.** The recent challenges have been hopping from community to community like wildfire. Use your professional network to share resources and strategies.
- **Protect the First Amendment and students' right to read.** Learn from the history of court rulings about censorship in schools. In *Inland Trees School District v Pico* (<https://www.oyez.org/cases/1981/80-2043>), the U.S. Supreme Court ruled in 1982 that the First Amendment limits the power of school officials to remove books from school libraries because of their content. In *Montero v Tempe Union* (<https://www.edweek.org/education/schools-cant-ban-books-because-of-complaints-court-says/1998/10?r=2042332599&print=1&mkey=E518BA18-24B6-11E9-90D8-5CEFC819EBCD>), the U.S. Court of Appeals for the 9th Circuit decided in 1998 that removing controversial books from the curriculum because of parent complaints would be a violation of students' First Amendment rights to receive information. And in *Counts v Cedarville School District* (<https://www.bookweb.org/news/harry-potter-and-order-cedarville-school-board>), the U.S. District Court for the Western District of Arkansas ruled in 2003 that it is unconstitutional for the school district to require children to receive parental permission when checking out Harry Potter books from the school library.
- **Report Censorship.** Whether you need challenge support or not, please share information (<https://www.ala.org/tools/challengesupport/report>) with ALA. It can be confidential and anonymous. Anyone can report or contact ALA for any reason.

Although certain titles are trendy targets now, book challenges will be an issue for the long run. That's because, ultimately, no book is the perfect fit for every reader, especially works that tackle difficult topics reflecting real-world circumstances. But one reader's objection is not a license to restrict all other readers from the book.

Perhaps the best approach comes not from trends but from a classic ruling by Pennsylvania Supreme Court Justice Curtis Bok in the 1949 case *Commonwealth v Gordon* (<https://cite.case.law/pa-d-c/66/101/>):

“I should prefer that my own three daughters meet the facts of life and the literature of the world in my library than behind a neighbor’s barn, for I can face the adversary there directly. If the young ladies are appalled by what they read, they can close the book at the bottom of page one; if they read further, they will learn what is in the world and in its people, and no parents who have been discerning with their children need fear the outcome. Nor can they hold it back, for life is a series of little battles and minor issues, and the burden of choice is on us all, every day, young and old.”

*Martha Hickson is a high school librarian and recipient of the 2020 AASL Intellectual Freedom Award.*



ALA Office for Intellectual Freedom Staff (<https://www.oif.ala.org/oif/?author=4>)

Established December 1, 1967, the [Office for Intellectual Freedom](http://www.ala.org/aboutala/offices/oif) (<http://www.ala.org/aboutala/offices/oif>) is charged with implementing ALA policies concerning the concept of intellectual freedom as embodied in the [Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill) (<http://www.ala.org/advocacy/intfreedom/librarybill>), the Association’s basic policy on free access to libraries and library materials. The goal of the office is to educate librarians and the general public about the nature and importance of intellectual freedom in libraries.

-  (<https://www.facebook.com/ALAOIF/>)
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-  (<https://www.pinterest.com/BannedBooksWeek/>)
-  (<https://www.youtube.com/channel/UCqruep4YtE-2ioliG2MsWZg>)

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- Tagged [Front Desk](https://www.oif.ala.org/oif/?tag=front-desk) (<https://www.oif.ala.org/oif/?tag=front-desk>) [Gender Queer](https://www.oif.ala.org/oif/?tag=gender-queer) (<https://www.oif.ala.org/oif/?tag=gender-queer>)
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## One thought on “Lawn Boy and Gender Queer: The Trend Toward Book Challenges”

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