

Grantsville City Library Policy Manual

Grantsville City Library Policies were initially approved by the Grantsville City Library Board of Trustees on November 13, 2013. Revision dates are included after individual policies.

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1. General

1.01 Mission, Vision, and Neutrality Statements

Mission Statement:

The Grantsville City Library strives to enrich lives, promote literacy, and connect people.

Adopted by the Board of Trustees on February 6, 2020

Reviewed and approved by the Board of Trustees on April 6, 2023

Vision Statement:

The Grantsville City Library will be a vital information and resource destination for people of all ages. Materials, programs, outreach, and technology offered by the library will meet the changing needs of our growing community. Our staff will provide excellent service in a friendly environment.

Adopted by the Board of Trustees on July 2, 2020

Reviewed and approved by the Board of Trustees on April 6, 2023

Neutrality Statement:

The Grantsville City Library promotes the principle of intellectual freedom and neutrality in the use of the Library's collection, technology, meeting rooms, and spaces that are available to the public as defined in the Library's Policies. The Library will not deny access, services, or resources to anyone based on race, color, religion, ethnicity, sex, gender, sexual orientation, national origin, age, or disability.

The Library, however, reserves the right to curb behaviors that we believe are disruptive, illegal, frightening, or threatening. Additionally, the Library may, from time to time, create or sponsor the display of materials, exhibits, designs, programs, and similar, that identify, educate, or evaluate certain themes or concepts even though such identity, education, or evaluation may contradict or conflict with the ideas, research, creeds, philosophies, theologies, etc., of library patrons or attendees.

Adopted by the Board of Trustees on December 2, 2021

1.02 Role Statements

Grantsville City Library

Role #1: Popular Materials Library

The library provides a wide variety of current, high-demand, high-interest materials in a variety of formats for borrowers of all ages.

Role #2: Reference Library

The library provides reference materials and services to fulfill the community's need for timely, accurate, and useful information on a broad array of topics.

Role #3: Programs and Outreach

The library sponsors a variety of programs and activities for children, teens, and adults and participates in community outreach.

Role #4: Technology

The library offers access to computers, the internet, software, printers, and other technology to benefit our community.

Adopted by the Board of Trustees on July 7, 2022

1.03 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.

- A. 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.
- B. 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.
- C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- E. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- F. 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.
- G. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

1.04 Statement on Professional Ethics

1.04.01 Introduction

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision-making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1.04.02 Code of Ethics

- A. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- B. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- C. 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.
- D. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- E. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- F. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- G. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

- H. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- I. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

1.05 Bylaws Library Board

Article I: Name & Membership

Section 1: This organization shall be called "The Board of Trustees of the Grantsville City Library" existing by virtue of the provisions of Chapter 9-7-402 of the Laws of the State of Utah, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. It exists also by virtue of the provisions of Resolution 2013-01 of the Grantsville City Code, which establishes a library board with five (5) members. Grantsville City Ordinance 2019-20 amends the number of trustees to seven (7) members.

Section 2: The Board shall consist of seven (7) voting trustees, recommended by the Board and appointed by the Grantsville City Council, who may serve two terms of one to four years each. Terms will be staggered.

Section 3: If a Board member resigns before their term is complete, a replacement will be found by the Board to finish the remaining time. Trustees appointed to fill mid-term vacancies shall serve until the end of the term of the member replaced. As this is a partial term, that person shall be eligible for two more full terms.

Section 4: A local High School representative and a member of the Grantsville City Council may serve on the Board as non-voting members. The Library Director shall attend all Board meetings, except in the case of a closed session, when the Board may meet privately.

Article II: Officers

Section 1: The officers shall be a chair, a vice-chair, and a secretary elected from among the appointed members, at the annual meeting of the Board.

Section 2: A slate of officers shall be prepared from nominations made from the floor during the annual meeting under the direction of the chair of the Board.

Section 3: Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There are no limits to the number of times a member may serve in a particular office.

Section 4: The chair shall preside at all meetings of the Board, authorize calls for any special number of meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5: In the absence of the chair, the vice-chair shall assume and perform the duties and functions of the chair.

Section 6: The secretary shall keep a true and accurate record of all meetings of the Board and perform other duties as assigned.

Article III: Meetings

The Board will conduct meetings in accordance with UCA §52-4-201, the Utah State Open and Public Meetings Act, and will make proper accommodations for electronic meetings as outlined in UCA §52-4-207.

Section 1: Time: The regular meetings shall be held each month, or at least each quarter. The dates and time will be set by the Board at its annual meeting.

Section 2: Location: The regular meetings shall be held at the Grantsville City Library, 42 North Bowery Street, Grantsville, Utah, or at such other place that the Board may designate.

Section 3: Meeting attendance: Every member of the Board shall attend the Board meetings unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the Board secretary, or the library director, or chair of the Board. The chair shall recommend to the mayor replacement of any Board member with two consecutive unexcused absences.

Section 4: Not to vote unless present: No member of the Board shall be permitted to vote on any question unless the member is present when the vote is taken and when the result is announced. No member shall give his/her proxy to any other person.

Section 5: Explaining the vote: After the vote is taken, any member of the Board desiring to explain his/her vote shall be allowed an opportunity to do so.

Section 6: The annual meeting shall be for the purpose of the election of officers, and will be held at the regular meeting in January of each year.

Section 7: The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in order as determined by the chair of the Board:

- A. Call to order
- B. Roll call of members and introductions
- C. Approval of minutes of the previous regular meeting and any intervening special meeting
- D. Director's report
- E. Committee reports
- F. Unfinished business
- G. New business
- H. Public Comments
- I. Adjournment

Section 8: Special meetings may be called by the chair or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 9: A quorum shall consist of four members of the Board present for the transaction of business at any meeting.

Section 10: Conflict of Interest: A Board Member shall not participate in any decision or recommendation involving the library in which they have a personal financial interest. Any Board member aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The chair of the Board shall rule as to whether the situation constitutes a conflict. If a conflict exists, the Board member shall abstain from voting and discussion.

Section 11: Conduct of meetings: The Board will utilize Robert's Rules of Order, latest edition, as a guideline for procedural matters.

Article IV: Library Director and Staff

The Board shall be involved in the process to appoint a qualified Library Director, in accordance with State and City code, who shall be the executive and administrative officer of the library on behalf of the Board under its review and direction. The Library Director shall recommend to the Board the appointment and the specific duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of library materials in keeping with the stated collection development policy, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The Library Director shall have authority to appoint library employees without prior approval of the Board provided that all such appointments shall be reported to the Board at its next regular meeting.

Article V: Committees

Section 1: The chair shall appoint committees of one or more members each for such specific purposes as the business of the Board may require. Standing or special committees may be appointed for Finance, Policies, Long-term Planning, Establishing a Friends Group or Foundation, Community Outreach, or other relevant and useful tasks.

Section 2: All committees shall make a progress report to the Library Board at each of its meetings.

Section 3: No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI: General

Section 1: An affirmative vote of a majority of all members of the Board present at the time shall be necessary to approve any action before the Board, provided a quorum is present. The chair may vote upon and move or second a proposal before the Board.

Section 2: The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendments shall have been mailed or emailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3: Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

Grantsville City Library Board of Trustees
Bylaws adopted November 13, 2013
Bylaws revised & approved March 3, 2022

2. Library Policies

2.01 Collection Development Policy

2.01.01 Purpose

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the evaluation, selection, and purchase of materials that meet the diverse needs of the Grantsville City community.

To support the First Amendment Rights of citizens of Grantsville City, the Library provides access to a broad and diverse range of ideas.

2.01.02 Statement of Policy for Collection Development

The Grantsville City Library is supported by, and recognizes as its primary patrons, the residents of Grantsville City, Utah. The residents represent a diversity of age, background, religion, ethnicity, culture, education, socioeconomic level, and lifestyle. Library materials will be selected to reflect and meet the needs of our diverse community.

Our selection practice is guided by a set of professional ethics and the core values of intellectual freedom and the freedom to read. Freedom of thought and communication is vital to preserving an open and free society. Accordingly, the Collection Development Policy mandates the choosing of library resources based on the values of interest, information, and enlightenment for all the people of the community.

2.01.03 Authority and Responsibility for Selection

- A. Authority for the determination of policy to guide collection development in the library is vested in the Grantsville City Library Board which operates under Title 9 of the Utah Code.
- B. Responsibility for collection development rests with the Library Director who operates within the framework of policies determined by the Library Board. Staff members may assist in the process of collection development as assigned by the Library Director.

2.01.04 General Selection Criteria

The following criteria shall be applied in making materials selection decisions:

- Resources are selected to meet the informational, educational, and recreational needs of patrons.

- Budget and space limitations preclude the library from the specialized and comprehensive collections that exist elsewhere. Access to these collections is provided through interlibrary loan and direct referral.
- Resources are selected to contribute to the balance and variety of the library collection as a whole. Materials at the library present a diversity of viewpoints, enabling citizens to make informed choices necessary in a democracy.
- Resources are selected based on popular interest, literary merit, currency and accuracy of information, and items with a local emphasis.
- The quality of binding and packaging and the cost and availability of a resource shall be considered.
- Reviews are used when possible in the selection of new items. The decision to acquire resources is also based upon other criteria such as author interest, media coverage, popularity exhibited through review of online purchase sites, local significance, and the professional judgment of a qualified staff member.

2.01.05 Withdrawal and Discarding of Library Materials

The Grantsville City Library maintains a policy of withdrawing outdated resources, those no longer of interest or in demand, duplicates, worn or mutilated copies, and resources which no longer contribute to the quality or balance of the total collection. Withdrawal of library materials is vested in the Library Director who authorizes staff to perform this process. Withdrawal of materials is a necessary means to maintain collection interest, vitality, size, and scope.

Withdrawn resources may be sold, exchanged, donated to nonprofit or educational organizations, discarded, or recycled at the discretion of the Library Director.

2.01.06 Gifts of Library Materials

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the library director determines is appropriate. Titles acquired in this manner are subject to the established selection criteria for purchased materials.

2.01.07 Reconsideration of Library Materials

The Library will consider patron concerns or objections to resources in its collections. Patrons wishing to make a formal request for reconsideration of library materials shall state their concerns using the Library challenge form.

Library administration shall respond to all formal requests. Final decisions regarding the

collection are vested in the Library Director, who shall be guided by this policy. Citizens have the right to appeal the Library Director's decision regarding reconsideration of library materials to the Library Board of Trustees.

Grantsville City Library Board of Trustees

Adopted November 13, 2013

Revised & Approved July 7, 2022

2.02 Public Services Policy

2.02.01 Eligible Patron Policy

All patrons, both adult and juvenile, must bring their library cards with them, if they intend to check out materials.

- A. Free use of the resources of the Grantsville City Library will be granted to patrons with an active library card on file at the Grantsville City Library. Access to the library facility and in-house use of the resources will not be restricted to cardholders.
- B. Non-card holders, however, must comply with the library rules and regulations if they wish to use the available resources and facilities.
- C. The presentation of an active library card is required to circulate library materials from the library or to access some licensed databases through the Internet. A library card shall be considered to be active if it is used at least once every (3) three years, and has no outstanding fines or fees. Any library card that is not used at least once every (3) three years or the patron cannot be contacted through the contact information within the patron's file will be considered inactive and may be removed from the library patron file or blocked.
 1. Patrons must fill out an application form to register for a new library card. By signing the application, the patron is indicating that they will be responsible for all materials signed out by their library card. Patrons will receive the (a) library's circulation policy, (b) the patron code of conduct, (c) Library Patron Rights and Responsibilities and (d) the Internet Policy upon receiving their card.
 2. Identification with proof of address is required. A driver's license or student ID is preferred; however other proof as listed below are considered acceptable forms of ID.
 - Lease Agreement
 - Purchase Contract
 - Utility Bill
 - Check Book
 - Vehicle Registration
 - Home or Car Insurance
 - Hunting or Fishing License

- D. All potential library patrons must complete a library application form and must comply with all the requirements in at least one of the following categories before receiving a library card.
1. A patron must be eighteen (18) years of age or older, a resident of the City of Grantsville, and present two (2) forms of acceptable identification. One (1) form must have their current Grantsville address imprinted on it.
 2. A patron under eighteen (18) years of age, but age five (5) or older, who is a resident of the City of Grantsville must provide the following to be eligible for a library card:
 - a. Be accompanied by a parent or legal guardian.
 - b. Provide proof of residency.
 - c. Accompanying Legal Guardian/Parent must present
 - Legal documents proving Legal Guardianship to the child they are signing for.
 - Two (2) forms of acceptable identification.
 - Sign application

By signing the child's application, the parent or legal guardian is indicating that they shall be responsible for all materials signed out on the child's library card.
 3. A patron whose permanent address is outside of Tooele County but maintains a temporary residence for at least three (3) months of the year in the City of Grantsville, is eighteen (18) years of age or older, and presents one (1) form of acceptable identification with his/her permanent address imprinted on it and one (1) form of identification verifying his/her temporary residence.
 4. A library card may be issued in the name of a business when the home office of the business resides within the limits of the City of Grantsville. An active, City of Grantsville, business license is required along with one (1) form of identification indicating the name of the authorized employee who is applying for the card in the name of the business.
 5. A library card may be issued to an individual who owns real property located within the limits of the City of Grantsville. The applicant must show ownership of the property in his/her name and one (1) form of identification verifying the applicant's home address. All members of the immediate family (over age five) of the property owner, living at the same address as the property owner, are each entitled to a library card.
 6. Non-Resident of Tooele County Family Card: A library card may be issued to a nonresident family of Tooele County at the rate of \$10.00 per card, per

year. The adult applicant must show identification verifying his/her address and must meet all other identification requirements. This fee shall be established by the Library Director on January 1 of each year, shall be based upon the current cost per capita assessed in Grantsville City to operate the library system, and is non-refundable.

7. Tooele County Resident Family Card: A library card may be issued to a resident family of Tooele County at the rate of \$10.00 per card, per one (1) year term. The adult applicant must show identification verifying his/her address and meet other identification requirements. This fee is non-refundable.
8. Active military & veterans:
 - a. Active military personnel stationed within Tooele County may apply for a free library card providing they prove current active duty, Military ID. The card will stay active for one (1) year or when the military orders expire (whichever is soonest).
9. Exceptions to this policy may be made by the director of the library if upon review of the application in question the director can justify the exception in accordance with the general intent of the total Public Services Policy.
10. Library patrons shall be responsible for keeping all personal information related to their library patron card (i.e. name changes, address, telephone, email, etc.) current.
11. All library cards expire after one (1) year from the date of issuance. In order to renew a library card, patrons must produce identification, must have no overdue items, and; clear all outstanding fines and bills associated with their account.
12. Applicants presenting an Out-of-State driver's license will be issued a temporary card for sixty (60) days at which time the applicant is required to obtain and present a valid Utah driver's license or ID.

2.02.02 Delinquencies, Fines and Other Charges

Overdue fines inhibit access to library materials and services, and do not act as an effective deterrent to the return of overdue materials. Also, the use of fines has been shown to serve as a barrier to library services which disproportionately impact children, students, and community members with the fewest financial resources. Given the Library's core values of equitable service and barrier-free access to information and library services, we do not impose or collect fines for the late return of materials. We believe in providing access to knowledge for all.

- A. **Patron Responsibility:** The patron, who is the library cardholder, is responsible for the care and return of materials checked out from the library. Parents or legal guardians are responsible for materials checked out by minors in their care.
- B. **Fines and Fees:** The library does not charge overdue fines for collection materials, which are returned past their due date. A library card will be "blocked" when the amount owed reaches ten (\$10.00) dollars due to charges for the replacement cost of items assumed lost, damaged items, or out-of-area fees.
- C. **Courtesy Email Notification:** The library is under no obligation to notify patrons of overdue library materials. As a courtesy, however, the library will send automated email notices of overdue items to patrons.
- D. **Damaged Materials:** Patrons are responsible to maintain the library materials they check out of the library in reasonable condition during the time that they have the library materials in their possession. Reasonable condition is defined as normal wear and usage of library materials. Patrons, who damage library materials will be billed for the replacement cost of the item. The director may exercise discretion on a case-by-case basis.
- E. **Lost Materials:** If a patron checks out an item and then loses it, or does not return the item within twenty-one (21) days after the due date, they will be billed the replacement cost of the item plus a processing fee of \$5.00. Refunds will not be given for lost items that may be found later by the patron and returned to us. Fees may be waived at the discretion of the library director.
- F. **Returned Checks:** Returned check fees are twenty dollars (\$20), are subject to change, and will be the same as the City's most current fee schedule.
- G. **Blocked Accounts:** Blocked patrons shall not be allowed to check out additional materials until outstanding balances due are paid to less than ten dollars (\$10).
- H. **Delinquent Account Recourse:** Patrons, who fail to return library materials and disregard overdue notices and associated bills may be referred to the Grantsville City attorney for collections, or as assigned at the discretion of the director pursuant to state law (see Sections 76-6-801, 76-6-802, 76-6-803, 76-6-804, 76-6-805, of the Utah Code).

Library cardholders agree to pay for any unreturned, lost or damaged library materials checked out on their account or on the account of a juvenile patron for whom they have signed. By signing, patrons also agree to pay all court costs and attorney fees associated with the collection of a delinquent account. Accounts are considered to be cleared only after all materials have been returned or paid for.

- I. **Lost Cards:** Patrons who lose their library cards should notify the library as soon as possible and request a replacement. Identification and proof of residence must be furnished as stated above. There is a non-refundable three-dollar fee for a replacement card.

Grantsville City Library Board of Trustees
 Adopted November 13, 2013
 Revised & Approved December 3, 2020

2.02.03 Collections

- A. Books, audiobooks, and audio CDs will be circulated for twenty-eight (28) days to eligible patrons.
- B. DVDs will be circulated for fourteen (14) days to eligible patrons.
- C. The reference collection is for in-house use only and will not circulate.
- D. Special Collections will be available to patrons by request only and will not circulate.
- E. The number of items that may be checked out at the same time on one account shall be thirty (30) items. However, the director of the library may impose additional restrictions if there is a limited number of resources available or if there is excessive demand being placed on a particular item or collection of items.
- F. Patrons will be allowed two (2) automatic renewals after the initial check-out providing items are not on hold by another patron.
- G. Reserved materials may be held one (1) week after the patron has been notified. Holds shall be filled in the same order they are listed in the Holds queue.
- H. The library director may establish a different loan period for special items or collections, or for materials which are temporarily in great demand

Grantsville City Library Board of Trustees
 Adopted November 13, 2013
 Revised & Approved December 3, 2020

2.02.04 Hours of Operation

- A. The hours Grantsville City Library will be open to the public are Tuesday, Thursday and Friday from 10:00 A.M. to 6:00 P.M., Wednesday from 10:00 A.M. to 7:00 P.M., and Saturday 10:00 A.M. to 3:00 P.M.

- B. The library will be closed on the following holidays: New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Memorial Day, Juneteenth Independence Day, Independence Day, Pioneer Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
- C. Holidays falling on Sunday or Monday, are observed on the following Tuesday or on the previous Saturday, at the discretion of the Library Director.
- D. When major holidays fall on Friday, Saturday, Sunday, or Monday, the library will observe a three-day holiday. Major holidays will be New Year's Day, Independence Day, and Christmas Day.
- E. Closing the library because of bad weather or other major problems will be the determination of the Library Director. Any other schedule changes, as needed, will also be at the discretion of the Library Director.

Grantsville City Library Board of Trustees
Adopted November 13, 2013
Revised & Approved May 5, 2022

2.02.05 Privacy of Records

- A. All records, formal and informal, in the Grantsville City Library relating to patron registration and the subsequent circulation by patron of materials provided by the library are to be confidential in nature.
- B. Any problems or conditions relating to the privacy of a patron through the records of the Grantsville City Library which are not provided in this policy statement shall be referred to the library director, who, after study and consultation with the library board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

Note: Policy based on "Policy Confidentiality of Library Records," adopted by the Council of the American Library Association, January 20, 1971; revised July 4, 1975 by the ALA Council. Utah Code 63-2-202,302.

2.03 Donations and Gifts Policy

We can only accept donations of gently-used books, CDs, DVDs, vinyl records, and comic books. Items representing or documenting local Grantsville or Tooele County history may be accepted, at the discretion of the director.

We cannot accept:

- Textbooks or Magazines
- Encyclopedias
- Computer software
- Readers' Digest condensed books
- Computer/medical manuals
- VHS/Cassette Tapes
- Dirty/Damaged/Musty/Moldy items

Donated materials added to our collection must meet the same guidelines as materials we purchase. We will consider adding items that are up-to-date, and appropriate to our current collection. Items that are not needed will be sold, and the proceeds used to supplement a variety of Library projects including programs and exhibits, materials, outreach events, computer equipment, furnishings, and more.

The volume of donations we receive prevents us from returning any donated items once they are given. Monetary gifts are accepted to support the mission and core values of the Library.

Donations are generally tax-deductible. We will provide a proof-of-donation receipt upon request. Please consult with an accountant or tax preparer to determine the value of your donation.

Grantsville City Library Board of Trustees
Adopted November 13, 2013
Revised & Approved August 4, 2022

2.04 Interlibrary Loan Policy

The Library is committed to sharing resources among libraries, and it is the policy of the Grantsville City Library to provide efficient, courteous and cost effective interlibrary loan service that affords patron access to resources that are not available in the Library's collections, and makes the Library's resources available to patrons of other libraries. Interlibrary loan services are available to current community borrowers in good standing,

Every reasonable effort will be made to locate material through regional, national and international sources and to expedite requests within the limits of available staff. The Library follows the established policies and procedures for the use of OCLC and their online circulation system and respects the confidentiality of patron records and requests.

Interlibrary loan services are traditionally divided into interlibrary borrowing and interlibrary lending. Interlibrary borrowing refers to local patron requests for resources that are not available in the Library's collections, available for purchase, or fall outside of our collection development policies. Interlibrary lending refers to requests from other libraries for resources available at the Grantsville City Library.

2.04.01 Interlibrary Borrowing

1. Requests

- A. Paper form, online, telephone and email requests are accepted.
- B. The information supplied on the request form must be as accurate and complete as possible. Requests that cannot be verified will be returned to the patron for clarification.
- C. Requests for items owned by the Library will be processed after it has been determined that they are not available in the collection.

2. Non-Circulating Materials

While all types of materials may be requested through Interlibrary Loan, the following categories of materials are generally non-circulating and unavailable:

- A. Rare or valuable material
- B. Bulky or fragile items that are difficult or expensive to ship
- C. Material in high demand at the lending library
- D. Material with local circulation restrictions (Reference books, periodicals, dissertations, reserve books, and media items.)

3. Borrowing Privileges

- A. Lending libraries may place restrictions on the use and photocopying of their materials. The Library will strictly adhere to any restrictions specified by the lending library.
- B. Most borrowed material may be photocopied under the "fair use" doctrine, which provides that one copy may be made for scholarly purposes. If such copying is specifically disallowed by the lending library, the borrower must comply with that restriction.
- C. Borrowers are responsible for items received through interlibrary loan from the time the material is picked up until the time it is returned to the Library.
- D. The Library reserves the right to deny interlibrary borrowing privileges to anyone who abuses borrowed material or who disregards borrowing restrictions imposed by lending libraries.

4. Loan Periods

- A. The length of the loan period is determined by the lending institution.
- B. Renewals may be requested for materials borrowed unless "non-renewable" is stated on the form attached to the item. Renewals should be requested seven days before the item is due back to us, but renewal requests will be processed when received.
- C. Materials must be returned by the date due.

5. Overdue Materials

- A. The patron will be notified when material is not returned by the date due.
- B. If it becomes necessary to send a second overdue notification, it will include an itemization of charges assessed by the lending library.
- C. If the material is not returned within fourteen days after the second notice is sent, a hold will be placed on the patron's library privileges. The hold will be removed once the item is returned and any fines levied by the lending library are paid.

6. Charges

- A. While photocopies and interlibrary loans from libraries in Utah and most OCLC participating libraries are free, many other libraries assess fees for interlibrary borrowing. The Library charges a \$2.50 fee to help defray return postage costs, and may subsidize direct charges for its patrons on a case by case basis.

This subsidy does not apply to special requests when more cost effective alternatives are available. Patrons will be notified by the staff of any charges related to ILL borrowing prior to the processing of the ILL request.

- B. If an item is not returned, any charges assessed by the lending library will be passed on to the borrower.

2.04.02 Interlibrary Lending

1. Requests

The Library lends to any requesting institution submitting its request on appropriate interlibrary loan forms or through the online OCLC interlibrary loan system.

2. Non-Circulating Items

Reference materials are designated as non-circulating and will not be lent through interlibrary loan. Material archived in Special Collections cannot be loaned but may be photocopied at the discretion of the director, or the individual responsible for those collections.

3. Newspapers & Journals

Photocopies of articles are provided in lieu of loaning original volumes or issues.

4. Loan Periods

- A. Items are lent through Interlibrary Loan for six weeks use.
- B. Items lent through Interlibrary Loan that are requested by a community patron will be recalled.

5. Overdue Material

Overdue notices are sent on items that are not returned. Borrowing libraries will be billed for replacement cost of material that is two months overdue.

6. Restriction on Use

Borrowing privileges may be revoked if an institution consistently damages or fails to replace lost materials or if restrictions placed on borrowed items are ignored.

7. Charges

The Library does not charge for interlibrary loan lending or photocopies.

2.05 Meeting Room Policy

2.05.01 Purpose

In keeping with the library's mission to create welcoming spaces, the library meeting rooms are available at no charge for use by community groups for informational, educational or cultural meetings and programs.

The Library Board encourages the use of the library meeting rooms by nonprofit community groups, as long as that use does not interfere with the normal functions and programs of the library.

Use of the meeting rooms does not imply endorsement by the Library, library staff or Trustees of the viewpoints presented. No advertisement or announcement implying such endorsement shall be permitted.

- A. The city is not responsible for loss or damage to materials belonging to individuals or groups using the meeting rooms.
- B. Scheduled meetings shall coincide with the Library's public service hours except by prior permission of the Library Director.
- C. Permission to use meeting rooms shall be denied any group whose purposes or actions are illegal or whose conduct interferes with the activities of the library.

CHARGES

- D. There is no charge for use of meeting rooms by city/county governmental agencies, by non-profit community groups, or by groups presenting programs in which the Library is a sponsor or cooperating agency.

CONTRACTS

- E. If a government agency or other organization wishes to make a written agreement for the use of the meeting space for a period of up to one (1) year, the Library Director is authorized to sign such an agreement if:
 - 1. The room use is consistent with the Policy.
 - 2. The written agreement incorporates the rules and regulations of this Policy, and
 - 3. The agreement has been reviewed and approved by the City of Grantsville Attorney.

GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

All meeting room reservations will be scheduled through the Library Director or assigned staff.

Application/Reservations

1. Groups interested in scheduling use of the Library meeting rooms must first fill out an application form provided by the Library. Exceptions may be made by staff for informal study, tutoring or similar groups.
2. An authorized adult representative of the group must request use of the meeting room and fill out the application form. By signing the form, the applicant agrees that this Library Meeting Room Policy applies to the requested use of space and has been read and understood. Failure to abide by the Policy may disqualify the group from future use of the rooms.
3. The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
4. Meeting rooms are scheduled on a first come, first served basis.
5. The Library does reserve the right to cancel a scheduled meeting with two (2) weeks notice if the room is needed for library programming. The Library will make every effort to avoid a cancellation but does reserve that right.
6. Room reservations may be called in but are not confirmed until the application form has been completed, signed, and processed.
7. Library staff should be notified in advance of cancellations when possible.
8. The Library Meeting Room Application will expire one (1) year from the date signed. At that time a new application will need to be submitted and approved.

2.05.02 Conditions of Use

- A. The users are responsible for any damage caused to any library property during the use of the rooms.
- B. Advance reservation of rooms is required. A maximum of 4 reservation dates may be held by one user or organization at one time. Extended reservations that monopolize the room to the exclusion of others will not be permitted.
- C. A Wireless internet connection is available for use in rooms. The library's internet and computer use policy must be followed by all room occupants. This policy is available for review at the library, or upon request via email.

- D. Room reservations may be canceled and the room released to another if the reserving party is more than 15 minutes late.
- E. Rooms may be reserved for use within the library's regular business hours.
- F. The users are responsible to set up and put away chairs, and to leave the meeting room in a clean and orderly condition.

ADA Requirements

- G. The Library is responsible for current Americans with Disabilities Act (ADA) compliance, and will assist participants when accommodations are requested for meetings or programs. A statement regarding the availability of accommodations must be included in all official meeting agendas or notices.

Sample statement for publicity:

"If you need an interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization) one (1) week in advance of the program or meeting."

Food or Drink

- H. Groups who use the library meeting rooms may serve light refreshments (note: alcoholic beverages or red drinks are prohibited) when their plan to do so has been pre-approved by the library director. Charges will be assessed if damage occurs, and a \$75 refundable cleaning fee may be requested before the event.

Equipment and Media

- I. Personal devices may be brought in to use in the meeting rooms.

Internet/PC Use

- J. Filtered wireless internet access is available in all meeting rooms.
- K. If projectors or laptop computers are needed, see the library director or staff for options.

Signs

- L. Signs, working papers or posters may not be permanently attached to the walls of the meeting rooms.

- M. Signs or posters placed anywhere in the building must be approved by the Library Director, or staff person in charge.

Information on Meeting Rooms and Capacities

ROOM CAPACITY

Multi-Purpose (Large) 75

Special Collections (Medium) 10

Quiet Study (Small) 8

- N. Rooms may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops, and other similar functions.
- O. Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by library policy. The Library Director may allow performers or other participants at Grantsville City Library programs to sell sound recordings, videos, and books related to their performance or program.
- P. No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees.

Grantsville City Library Board of Trustees
Policy 2.05 Adopted November 13, 2013
Revised & Approved June 3, 2021

2.06 Unattended/Disruptive Children Policy

2.06.01 Purpose

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

Therefore, parents and guardians should be aware of their responsibility to supervise and ensure the safety of their children while they are in the library.

2.06.02 Policy Statement

- A. If a child is found to be unattended in the library (that is, if the responsible adult is not on the library premises) at closing time, or if an unattended child becomes disruptive at any time, the library may take action necessary to resolve the situation. If necessary, the library may ask the police to take the child into custody for the child's protection.
- B. Disruptive behavior is any behavior within the library that infringes on the rights of others using the library.
- C. This policy applies to any child twelve years of age or younger. Older minors who become disruptive will be asked to leave the library premises and failure to comply may result in the police being called.

2.06.03 Guidelines for Staff Members

A. Dealing with Disruptive Children

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

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

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

1. Attempt to locate a parent/caregiver to deal with the problem. If a parent/caregiver cannot be located within the library and the disruption is sufficiently severe, the police may be called to deal with the situation.
2. Ask the child to leave the library. Library staff members are to use their discretion in such situations. (Is the child old enough to leave on his/her own; does he/she live within walking distance; is it light or dark out; etc.)

B. Disruptive Attended Children

If a child is disruptive with a parent/caregiver nearby, library staff may speak directly to the child or may inform the parent/caregiver that the child is behaving inappropriately and ask the parent/caregiver to correct the behavior. Staff members are to use their discretion in such situations. If the parent/caregiver refuses or is unable to control the child, they may be asked to remove the child from the library until the problem is resolved.

C. Unattended Children at Closing

Library staff will not remain after hours with an unattended child and are not permitted, under any circumstances, to give him/her a ride home. If a child's transportation is not available within 15 minutes after closing, the police may be called to escort the child home or keep the child until parents can be reached. The library is not responsible for children outside the building who await transportation or who are socializing. Parents and caregivers, not library staff, are responsible for the safety and behavior of children within the library.

Grantsville City Library Board of Trustees
Adopted November 13, 2013
Revised & Approved June 1, 2023

2.07 Displays, Exhibits, Posted and Distributed Materials Policy

2.07.01 Introduction

In support of the mission of the library to provide a variety of informational, educational, and recreational resources to the citizens, the library provides opportunities for displays, exhibits, and other posted and printed materials to be displayed that are not inconsistent with the overall mission of the library.

The library endorses the Library Bill of Rights of the American Library Association. The library accepts the Association's Interpretation of the Library Bill of Rights for Exhibit Spaces and Bulletin Boards.

The library adheres to all federal, state, and local laws, including those pertaining to libel, copyright, and pornography. The library will exercise its right to impose reasonable restrictions on the time, place, and manner of any use of its display, exhibit, and posting facilities.

The library does not necessarily endorse the views represented in any display, exhibit, or posting on library property.

2.07.02 Displays/Exhibits

The library has display/exhibit space available generally located in established display cases in the library and in the main hallway. All displays/exhibits must be scheduled in advance. The library maintains complete control over the content of displays/exhibits and of space available for displays/exhibits.

2.07.03 Standards for Selecting Displays/Exhibits

The following standards will be used in determining which displays and exhibits will be approved for presentation in the library.

- A. Highlights or stimulates use of library resources.
- B. Relates to or compliments a library exhibit or program.
- C. Is of cultural, historical, or educational significance.
- D. Is of notable interest to the community.
- E. Relates to another significant exhibition or event in the community.
- F. Is of suitable size and physical form.
- G. Requires minimum security.

2.07.04 Responsibilities of the Exhibiting Person and the Library

A. The responsibilities of the exhibitor are as follows:

1. Provide a display/exhibit consistent with what was approved for display/exhibit.
2. Set up the display/exhibit.
3. Remove the display/exhibit at the end of the scheduled display time.
4. Insure the display/exhibit against damage or losses if the exhibitor desires insurance. The library assumes no responsibility for the security, damage, or theft of any non-library material on display.
5. Provide signage to alert the public of the name of the display/exhibit and the person(s) or groups(s) responsible for the display/exhibit
6. Set up and remove displays/exhibits at a predetermined time as arranged with the library staff.

B. The responsibilities of the library are as follows:

1. Provide access to the display/exhibit areas in order that a display can be set up and/or removed.
2. Provide a disclaimer sign.
3. The library reserves the right to rearrange any item in a display/exhibit if necessary.
4. The library will remove displays/exhibits that are not removed by the exhibitor at the pre-determined time, if the display/exhibit space is needed.

2.07.05 Posted Materials and Distributed Materials

The library allows for the posting of information and the distribution of multiple copies of printed materials in specific locations in the library. The library must approve all materials to be posted and/or distributed before the material is posted and/or distributed.

A. Guidelines for the posting of materials are as follows:

1. Where possible, separate bulletin boards should be used for library notices and public notices. When limited bulletin board space is available and is shared for library and public notices, library notices will be given priority.
2. Space limitations generally require that notices be 8 ½" X 11" or smaller. Larger posters may be posted if space is available.
3. All approved materials will be dated and will be removed and disposed of by the library staff when they are outdated.

B. Guidelines for the display of distributed materials are as follows:

1. Where possible, separate display areas for materials to be distributed should be used for library printed materials and public printed materials. When

display space is limited, library materials printed for distribution will be given priority.

2. The library reserves the right to limit the number of printed materials to be distributed due to space constraints.
3. All out-of-date materials will be removed and disposed of by the library staff.

C. The library will not distribute, post, or display the following types of printed materials:

1. Advertising for profit-making or fundraising affairs unless the event is of recognized cultural or educational interest to the community.
2. Advertising or promotional materials of a profit-making commercial entity, items for sale, or estate or trustee sales.
3. Obscene and/or illegal materials.

2.07.06 Grievances

A member of the public who has a concern about a display, exhibit, or printed materials posted or displayed in the library is invited to send written comments to the library director. The library will respond to written statements as follows:

- A. The patron will be notified that the library has received his/her written statement of concern.
- B. A review process will be conducted by the library administration in response to an individual's statement of concern.
- C. While a concern is being considered, there will be no change in the status of the display, exhibit, or printed materials.
- D. Upon completion of the review process, the library director will notify the patron of the library's decision.

Grantsville City Library Board of Trustees
Adopted November 13, 2013
Revised & Approved June 1, 2023

2.08 Employee Handbook

https://grantsville.municipalcodeonline.com/book?type=emphandbook#name=Employee_Handbook

2.09 Reference Policy

2.09.01 Purpose

To set standards and guidelines for reference services reflecting a suggested level of performance and to explain which services and resources are offered and the extent to which they are provided. To give purpose and direction to future reference service.

To provide accurate, prompt and courteous assistance to the public in the use of the library's reference and regular collections. To provide a reference collection and services adequate to meet the general information, basic research, recreational and instructional needs of the public.

2.09.02 General Statement

- A. The main reference functions provided to the patrons are guidance, direction, and instruction.
- B. The reference librarian selects a variety of reference materials, maintains a balanced collection of standard and popular works and makes decisions as to eventual disposition of these materials. The collection includes basic reference tools such as general encyclopedias, special encyclopedias and dictionaries, almanacs, biographical dictionaries, directories and indexes, foreign language dictionaries, atlases and gazetteers, etc. and United States Government Documents and local history materials.
- C. The reference collection is a non-circulating collection.
- D. Information contacts with users, whether reference or directional, are to be taken seriously and treated with utmost respect and confidentiality. Under no circumstances should there be any discussion of an individual or a group of users, or of any transactions between user and reference librarian, outside of a professional context.

2.09.03 Reference Service

Grantsville City Librarians select and qualify books of all types. The reading level of a source may be clarified and knowledge of sources on a myriad of subjects can be provided. Reference librarians direct patrons to appropriate publications and assist in their use, such as reviews, selected lists, buying guides and other means of evaluation.

Information within books etc. may be read and interpreted by the public but the professional librarians do not interpret or give opinions of the findings. The librarians may indicate the best sources on a given subject.

Special libraries, such as the medical library, the law library or the genealogy library, may be referred to as sources of specific information. These libraries are available to the public and telephone numbers and addresses for them may be obtained from the library staff.

Reference Statistics and Requests

- A. Library staff is responsible for recording the number of questions received at the reference desk. Unfulfilled requests and needs will also be reported on the form. Telephone statistics will also be recorded.
- B. A directional transaction is defined as an information contact that facilitates the use of the library and does not involve the knowledge, recommendations, or instruction in the use of any information sources other than those which describe the library.
- C. A reference transaction is defined as an information contact that involves the knowledge, use, recommendation, or instruction in the use of information sources by the reference librarians.

Library Use Instruction

- D. The staff assists patrons in the use of the library and teaches research methodology when appropriate. Small groups may be given tours of the library. They are shown the different areas of the library and they may be introduced to library personnel. Librarians take the opportunity to familiarize library patrons with library-usage concepts to help them feel comfortable when visiting the library.

Citations

- E. The reference staff provides bibliographic information verified with standard tools, such as Books in Print, etc. When information is given on any subject, including the most common knowledge, the patron is provided with the reference source for the data.

Library Etiquette

- F. A cheerful and courteous manner is employed in dispensing information and reference service. The reference staff is attentive and respectful. The patrons are given the benefit of the doubt, and credit for good intentions and honesty.
- G. The reference staff provides services to patrons without bias and without imposing value judgments as to the importance of their questions or needs.

Fax

- H. Library personnel answer fax requests within twenty-four hours, except on holidays and weekends. In order to comply with copyright law, these requests must be on the appropriate request form and signed by the person wanting the material.
- I. The fax machine is available for public use. Information sent or received is charged .25 per page.

Photo-Duplication

- J. Assistance in operating the copy machines is provided when necessary.

School Questions

- K. The reference staff does not do in-depth research for school assignments.
- L. They instruct students in the use of library materials so that they will become familiar with the library and learn to use library skills in doing schoolwork.
- M. Some school assignments deplete the circulating collection. Materials on required subjects are collected in the reference section when demand warrants.

Telephone Reference

- N. Telephone reference is a service of the library. The reference staff verifies answers, cites sources that are used and gives the date of the source when relevant. The reference staff responds to telephone requests as received in turn. The questions are answered with quick, specific answers. For questions that take longer to find the answer, the reference staff calls the patron back within twenty-four hours.
- O. Long passages are not read over the telephone. A photocopy of lengthy material may be mailed to the patron or the patron may come to the library to pick it up.
- P. Patrons are encouraged to come to the library to do their own research.
- Q. Contest questions are answered for a person over the phone only if the reference librarian can find the answer immediately.

Reading Guidance

- R. The library staff provides reading guidance for the public. The library staff prepares bibliographies for materials on many subjects found in the library. Bibliographies are offered for children, young adults and adults.

Business

- S. A reference request from a business is treated the same as a reference request from an individual.
- T. A collection of current annual reports and other information made available to the library from local businesses is kept on file for the public.

Libraries and Media Centers

- U. The Grantsville Library cooperates with school media centers and other libraries. The library does not charge for this service except as prescribed in the Interlibrary Loan Policy.

Interlibrary Loan

- V. Interlibrary loan services are available to help patrons obtain materials not found in the library. (See ILL Policy 2.04).
- W. The reference staff assists patrons in finding bibliographic verification of items not owned by the library. The patrons are assisted in filling out the forms to obtain materials through Inter-library loan when necessary.
- X. The reference staff refers patrons to other agencies and suppliers of information when appropriate.

On-line Services

- Y. On-line search services are available to help patrons identify and obtain materials not found in the library. All on-line searches are done by qualified library staff.

2.09.04 Reference Collection Development Guidelines

- A. The reference collection is comprised of sources for factual and statistical information.
- B. The collection shall include reference tools recommended for public libraries in the following areas: general reference, the humanities, the social sciences, history and the pure and applied sciences.
- C. Selection in most subject areas is made with the non-specialist in mind. Both current and retrospective coverage will be provided. The reference collection provides selective coverage of subjects of local interest and information on local politics, statistics, and organizations.

- D. Any material under consideration for acquisition for the reference collection will first be evaluated in each of the following areas: physical format, bibliographic form, usefulness, quality of work, demand, currency of the topic, date of the publication, opinions expressed in professional reviews, the price on the material and local interest.
- E. Materials acquired will include indexes, handbooks, guides, dictionaries, directories, bibliographies, almanacs, encyclopedias, atlases, yearbooks and manuals.
- F. The same criteria apply to both acquisition and weeding. The physical condition of the material, age of the material, subject matter, datedness, and demand will be used as criteria for keeping the material in the reference collection.

2.10 Grantsville Library Special Collections Policy

2.10.01 Purposes and Objectives

The purpose of the Special Collections is to preserve the history and genealogy of the City of Grantsville and Tooele County Region of Utah.

The various sections of the Grantsville City Library Special Collections as follows all serve to meet this purpose.

City of Grantsville Archives

The purpose of the City of Grantsville Archives is to act as a repository for all departments of city government in Grantsville, Utah.

History Collection

The purpose of the history collection is to preserve the history, culture, geography, religion, etc. of the Tooele County region.

Genealogy and Biography Collection

The purpose of the genealogy and biography collection is to preserve the history of families and of individual lives in the larger Tooele County region.

2.10.02 General Policy

- A. The Library Director is designated to manage the Grantsville Library Special Collections.
- B. Focus
 1. The City of Grantsville constitutes the primary focus of all sections of the Special Collections.
 2. The larger Tooele County area constitutes the secondary focus of the collection.
 3. The state of Utah constitutes the third focus of the collection.
 4. Items unrelated to these three areas of focus will be dealt with on an individual basis with the Library Director to determine the appropriateness of acceptance into the special collections.
 5. The collection is intended for use by the public.
 6. Misuse or abuse of the collection by the public will be dealt with in accordance with state statute 76-6-8 "library theft".

2.10.03 Guidelines for Collection Development

- C. The Grantsville City Library Special Collections seeks to acquire materials which meet the following guidelines in regards to format.
- D. The Library Director will seek to preserve the original format and integrity of materials whenever feasible.
- E. If preserving the original format is not feasible, the Library Director will seek another format which will preserve the information contained in the materials and maximize the ability for patrons to access the information.
- F. Items may be removed from the main library collection which are rare, irreplaceable or are subject to theft and/or mutilation to be reclassified and included in the Special Collections.
- G. Guidelines for collecting materials concerning the City of Grantsville:
 - 1. Information and/or biographies about prominent people in Grantsville i.e., mayors, council members, city officials, business and professional people, etc.
 - 2. Political and governmental histories of Grantsville.
 - 3. Histories of Grantsville businesses and educational institutions.
 - 4. Diaries, genealogies, and biographies of Grantsville residents.
 - 5. Oral histories of Grantsville residents.
 - 6. Other histories, records, or information that may help in the preservation of the history, culture, and social history of the City of Grantsville.
- H. Guidelines for collecting other materials:
 - 1. Histories of local communities and counties primarily in Utah.
 - 2. Biographies and genealogies of Tooele County residents, and significant people who have lived in Nevada, and Utah.
 - 3. Publications by local authors will be added based on the objectives of the Special Collections and appropriateness to the Library's overall mission.
 - 4. Some items of general historical, geographical, or genealogical interest that relate to the larger Tooele County area.

2.10.04 Public Access

- A. Access to the Special Collections Room is restricted. Permission to use this collection will be granted by the Library Director or staff on duty who may limit the number of people using the room at one time.

- B. Meetings may be scheduled; however, the librarians reserve the right to interrupt meetings in order to retrieve materials if necessary.
- C. Materials housed in the Grantsville City Library Special Collections are for reference only and do not circulate.
- D. Children under the age of twelve must be accompanied by an adult when using the Special Collections. The Library Director may make exceptions to that specific age when deemed appropriate.
- E. City of Grantsville Archives:
 - 1. The closed stack area of Special Collections, which houses the City of Grantsville Archives, is not available to the public for browsing.
 - 2. Materials are retrieved for patrons by the Library Director or staff on duty.
 - 3. Use of these materials is restricted to the Special Collection Room unless authorized by the librarian on duty.

2.10.05 Duplication of Materials

- A. Photocopying is regulated through Federal Copyright Law.
- B. Permission of the reference librarian on duty is required before items from the archive collection can be photocopied.
- C. Items that are rare or fragile may require special authorization and/or the assistance of the librarian to be copied.
- D. Selected materials are microfilmed or digitized for preservation purposes and in accordance with Federal copyright law.
- E. Requests to remove materials from the library to be professionally duplicated require the authorization of the Library Director and/or the Library Board of Trustees.

2.10.06 Management of the Grantsville Library Special Collections

- A. The Library Director is responsible for the operation and management of these collections including but not limited to the following duties:
 - 1. Ensuring the protection and safety of the collection.
 - 2. Providing the public and library staff with instructions for proper use.
 - 3. Monitoring and maintaining the physical condition of the collection in accordance with established library policies and procedures.
 - 4. Acquiring materials in accordance with established library policies and procedures.

5. Coordinating the cataloging and processing of materials in accordance with established library policies and procedures.
- B. The sale, alienation, destruction or other disposition of records housed in the archives is prohibited without written authorization of the Library Director and the Library Board. This documentation must be retained.

2.11 Computer Use Policy

2.11.01 Introduction

The use of computers and computer-based resources is an important part of the operation and services provided by the Grantsville Library. This policy is designed to manage the usage by the public of the library's computer network and the resources it makes available. Library computing resources are to be used to advance the library's mission. Patrons of the library who use the library's network and the computer resources made available through this network will adhere to the policies and procedures established by the library.

2.11.02 Legal Use

The public may only use computing resources for purposes that are lawful. Examples of unacceptable purposes include, but are not limited to the following: Harassment of other users; libeling or slandering other users; destruction of, or damage to equipment, software, or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; viewing of material deemed obscene or pornographic as defined by State Law (Utah Code Annotated 1953 76-101203) and by the U.S. Supreme Court in *Miller V. California*, 413 U.S. 15 (1973).

Violators of computer use policies and practices may lose library privileges. Violations of this policy regarding the use of computers and computer related resources will be dealt with in a serious and appropriate manner. Illegal acts involving library computing resources may also be subject to prosecution by local, state or federal authorities.

2.11.03 Licensed Databases

The library provides a wide variety of licensed databases for public use. The library will comply with the licenses and agreements pertaining to each of these products. The library will allow, or disallow, the general public use of these products in accordance with the licenses and agreements for each of these products.

2.11.04 Internet Access

The Internet is a global electronic network. There is no local or state control of its users or content. The Internet and its available resources may contain material of a controversial nature. The library cannot censor access to material nor protect users from all offensive information.

The Library restricts access to sites that contain obscene materials. The Library intends to meet and enforce the requirements of Utah Code Section 9-7-213, 9-7-215, 9-7-216,

Administrative Rule R-458-2, and the Children's Internet Protection Act (CIPA). The Grantsville City Library uses content-filtering software on all public and staff computers that connect to the Internet and on the wireless internet to assist in restricting access to obscene materials. However, parents of minor children must assume responsibility for their children's use of the Internet through the library's connection.

The Library has adopted written administrative procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. These written administrative procedures and guidelines are available for review at the library.

The Library cannot control the availability of information links, which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users should question the validity of the information found on the Internet in the same way they question information found in books and other informational resources.

The Internet Access Policy is developed under the direction of the Library Board of the Grantsville City Library, and the Grantsville City Attorney and will be reviewed by the Library Board of the Grantsville City Library and said attorney at least every three years. A copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R458-2. This policy, as revised, is effective as of May 5, 2022.

2.11.05 Online Communication

The library will allow the general public access to online communication tools such as e-mail (electronic mail), instant messaging, chat rooms, and other online communication tools through the use of the library's computer equipment and Internet connection. Established library rules and practices will govern online communications.

The library shall not be responsible for providing users with online communication accounts or assisting users with using their accounts. Library staff will make reasonable efforts to answer online communication related questions, but cannot be expected to be knowledgeable about the variety of systems and accounts available. The library does not endorse or promote any online communication provider, but may provide quick and easy access to common providers.

The library has no control over the content of messages a patron receives. Any illegal online communication activity may be reported to the appropriate authorities in accordance with the computer use policy.

All policies governing acceptable use of Internet sites shall apply to online communication. Because Internet sites are often part of online communication messages, patrons may access those sites, provided they comply with the acceptable use policy as established by the library. Users shall be responsible for their own actions. Parents of minors shall be responsible for their child's activities and online communication access.

Printing of online communication messages will be charged at the same rate as other printing from public computers.

2.11.06 Public Access

All patrons using the Library's public access computer equipment, online resources, wireless internet, and licensed databases agree to abide by the rules and regulations of the library governing such equipment and resources. Violating these rules and regulations could result in loss of the library patron's computer privileges, their general library privileges, and use of their library card.

2.11.07 Reconsideration of Computer Use Policy

The Grantsville City Library will consider requests for reconsideration of websites that have been blocked. Reconsideration requests will be handled in an attentive and timely manner under the direction of the Library Director. Adults may ask for and receive unfiltered internet use for legal research purposes.

Citizens have the right to request reconsideration of the library's Computer Use Policy, and related procedures, practices, and observed patron behavior. A form is provided to assist the citizen in identifying his/her objections or concerns. Reconsideration requests will be handled in an attentive and timely manner under the direction of the library director.

Grantsville City Library Board of Trustees
Revised and approved May 5, 2022

2.12 Public Relations Policy

2.12.01 Purpose

The Grantsville City Library exists to provide quality library services to the citizens of Grantsville. In order to meet this responsibility, it is important that the library establish effective relationships with the public so that the public is familiar with the policies, practices and services offered by the library. It is the policy of the Grantsville City Library that methods and activities be employed by the library to promote a favorable relationship with the public.

2.12.02 Library Director Responsibilities

The Library Director will be responsible to develop and maintain a public relations program that will implement methods and activities designed to promote a favorable relationship with the public and the elected officials of the city. All releases, promotions, displays, and exhibits for library services must be approved by the Director. In an emergency situation, the City is responsible for all official statements to the public and media.

2.12.03 Library Board Responsibilities

The Grantsville City Library Board will be responsible for developing policies that support the public relations program of the library. The Library Board will support the Library Director in representing the library before the general public and the elected officials of the City of Grantsville.

2.12.04 Friends of the Library

The Friends of the Library, in coordination with the Library Director and the Library Board, will be responsible for:

- A. Raising money for special projects and expansions not covered by the operating budget.
- B. Sponsoring programs designed to contribute to the cultural life of the community.
- C. Volunteer work in the library on specific projects.
- D. Raising public awareness of library services and promoting public relations.
- E. Organizing politically for favorable library legislation and appropriations.

2.13 Patron Behavior and Library Use Policy

2.13.01 Patron Behavior Policy Statement

Everyone is welcome to use the library and have access to information and library resources. In order to protect library users' right of access, ensure the safety of users and staff, and protect library resources and facilities, the library prohibits activities that are: illegal, interfere with the use or enjoyment of the library by others, present health or security risks, damage library resources, or disrupt the normal flow of library operations.

2.13.02 Patron Behavior

If patron behavior interferes with the use of the library or disrupts the normal flow of library operations but does not require external intervention immediately, the library employee with the assistance of another employee will follow these steps:

- A. Inform the patron that the behavior is inappropriate and if it is not stopped, they will be asked to leave.
- B. Ask the patron to leave if the inappropriate behavior does not stop.
- C. Call the police (911) if the patron refuses to leave or becomes threatening in any way.
- D. File an incident report with the Library Director.
- E. Under no circumstances should untrained library personnel touch or try to restrain a patron as part of the foregoing process.

2.13.03 Behaviors That Are Prohibited in the Library

- A. Damage of property (either that of other patrons, staff, or the library).
- B. Physical abuse (such as an altercation between two patrons or physically abusive behavior directed at a staff member).
- C. Threatening others; brandishing or displaying weapons.
- D. Exhibitionism, sexual advances or abuse, and lewdness.
- E. Viewing pornographic material.
- F. Theft.
- G. Extreme obscene language and verbal abuse.
- H. Possession or use of alcohol or illegal drugs on library premises.
- I. Intoxication.
- J. Unauthorized soliciting or sales.
- K. Tobacco or cannabis use.
- L. Bringing animals into the library, except service animals assisting patrons or those who are part of a library program.
- M. Sleeping.
- N. Excessive noise or loud talking.
- O. Bathing or excessive grooming in public restrooms.

- P. Entering non-public areas of the library or using library equipment or facilities without authorization.
- Q. Loitering.

Grantsville City Library Board of Trustees
Adopted November 13, 2013
Revised & Approved August 3, 2023

2.14 Emergencies/Unusual Situations Policy Statement

- A. Emergencies are unforeseen circumstances that generally call for immediate action. When an emergency of any kind occurs anywhere in the library, the number one concern is to protect and preserve human life. The secondary concern is to protect and preserve the collections and equipment used to provide library services. When emergency circumstances require that service to the public be interrupted, restoration of public library service should occur as soon as the building can be safely occupied.
- B. It is the policy of the library to follow the Emergency Action Plan for the building as established by the City of Grantsville in dealing with all major emergencies.

Revisions approved 7/20/16

2.15 Criminal Background Check Policy

2.15.01 Purpose

The purpose of this policy is to establish a background check requirement for individuals seeking employment at the Grantsville City Library, as mandated by Utah House Bill 284. This policy aims to ensure the safety and security of library patrons, particularly children and vulnerable individuals, by vetting prospective employees and volunteers, who would have significant contact with minors.

2.15.02 Guidelines

- A. Covered Positions: All individuals, 18 years or older, applying for paid or volunteer positions with the Grantsville City Library, including but not limited to Library Tech I & II, Associate Librarian, Director, and volunteers working with minors, shall submit to a criminal background check.
- B. Background Check Process: The Grantsville City Human Resource Manager shall be responsible for overseeing criminal background checks for qualifying prospective employees. Each applicant will be supplied with a copy of this policy and directions for obtaining a finger-print based background check. The process shall include obtaining written consent from the applicant before initiating the background check. The Human Resource Manager and Library Director will review the background check results for qualifying prospective employees before making any offer of employment.
- C. Background Check Criteria: The finger-print based background check shall include, at a minimum, a search of national criminal records, sex offender registries, and other relevant databases.
- D. Confidentiality and Non-Discrimination: All information obtained during the background check process shall be treated confidentially and used solely for the purpose of evaluating an applicant's suitability for the position. The library shall not discriminate against any applicant based on their criminal history, except where the nature of the conviction directly relates to the job requirements and poses a significant risk to public safety.
- E. Disqualification Criteria: Factors to be considered for disqualifying an applicant may include: a. Convictions related to violence, sexual offenses, or crimes against minors. b. Any other convictions that may reasonably jeopardize the safety and security of library patrons. c. Falsification of information or providing misleading details in the application process.
- F. Appeals Process: Applicants who are denied employment or volunteering opportunities based on the background check results shall be informed in writing of the reasons for disqualification. Applicants may respond to the reasons for

disqualification in writing to the Grantsville City Human Resource Manager. An appeals process shall be established to address any inaccuracies or concerns related to the background check results.

- G. Ongoing Monitoring: For existing employees and volunteers, the library may conduct periodic background checks to ensure ongoing suitability for their roles.
- H. Record Retention: Background check records shall be maintained by the Grantsville City Human Resource Department in accordance with applicable state and federal laws governing the retention of such records.

2.15.03 Implementation and Review

This policy shall be distributed to qualifying prospective employees and posted in a prominent location in the Grantsville City Library. This policy, adopted by the Library Board of Trustees, shall be reviewed by the Library Board at least every three years.

This policy takes effect on July 1, 2024.

Grantsville City Library Board of Trustees
Adopted January 4, 2024