

Joeten-Kiyu Public Library

Library Policy Handbook

**Policy with Supporting
Documentation and Frequently Used
Forms**

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*JKPL Policy Handbook was developed using Ventura College D.R. Henry Library Handbook as an example.
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Library Policy Handbook

LIBRARY BILL OF RIGHTS

(X. ALA Intellectual Freedom Statements)

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

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

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

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

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

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

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

Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980, by the ALA Council.

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MISSION STATEMENT (1.10)

The Commonwealth Library Council (PL-7-18), Director and staff of the Commonwealth Public Library, also known as the Joeten-Kiyu Public Library, jointly dedicate their resources and expertise to serve the people of the Commonwealth through the following goals:

- Provide access to information, knowledge and material in support of educational, entrepreneurial, cultural, research, and recreational activities.
- Cheerfully assist the general public in obtaining accurate and up-to-date information as well as classic or popular fiction, nonfiction and reference books, magazines and materials in printed, multi-media and digital formats.
- Maintain and expand traditional library services to the readers and nonreaders of all ages. Provide special emphasis on Children's and Youth collections, services and programs.
- Reach out to groups, classes, and individuals who have not traditionally used public library services. Seek out means to serve the underserved throughout all islands of the Commonwealth.
- Pragmatically use computer and related technology to reduce the inherent isolation of island societies and establish the library as a window to the outside world. Avoid obsolescence, anticipate trends, and create new models of public access as technology evolves. Take advantage of unexpected breakthroughs as well as changes in technology and other library services.
- Deliver innovative services that anticipate the needs of the library's users.
- Collaborate with the Federal Government, other agencies, organizations and businesses to prudently improve services or resources for the public.
- Promote flexible and responsive administrative structures, procedures and measures in internal and external relations with all governmental entities.

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CIRCULATION POLICY (2.10)

Reserve Materials

Reserve materials can be used in the library and cannot be checked out. These materials will be kept in a secure place and a patron must check out the material on their card and return the reserve items directly to the circulation staff. The reserve collection can be checked out for a **maximum of 3 hours**; however, items will have the loan time determined by the Circulation Supervisor and the Librarians.

Library Cards

The first library membership card is free. Replacement cards are \$5.00 each. The card is required to check out library materials (books, videos, magazines, etc.) Children and young adults under 18 need a parent's signature on the application form; children must be at least 6 years old to obtain their own card. Parents or guardians are responsible for all items checked out on minor's card. New cards for minors will not be issued if either of their parents have a fine greater than \$5.00.

Loan Period

- Books: 3 weeks
- Videos: 3 days
- Magazines/CDs: 1 week
- DVD: 3 days

Materials may be renewed once by telephone if there are no requests for the title. Video, DVD and CDs returned in the book drop will be charge \$1.00 per item. Magazine returned in the book drop will be charged \$0.10 per magazine.

Reference Material cannot be checked out.

Fines

Overdue fees:

- DVD \$1.00 per DVD per day
- Video \$1.00 per Video per day
- CD \$1.00 per day per CD
- Magazines \$0.10 per Magazine per day.
- Books after 7 days grace period \$0.10 per book per day

Lost or damaged materials: Fines may be assessed up to the current retail price and/or replacement cost. Library materials cannot be checked out while fines over \$5.00 are owed.

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CIRCULATION POLICY (2.10) continued

Limits

- Videos and CDs are restricted to 3 per family per 3 days borrowing period.
- DVD is restricted to 1 per family per 3 days borrowing period.
- A maximum total of 10 materials per membership card at any given time.
- The Library staff may limit the number of item that can be checked for subjects in high demand.
- Up to 3 titles may be reserved. Titles will be held for four (4) days after notification by telephone.

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COLLECTION DEVELOPMENT POLICY (3.10)

Books

The primary objective of the Joeten-Kiyu Public Library (JKPL) is to develop a collection and systems of access to resources that will support the needs of its primary clientele – the general public. Therefore, the collection development policy of the Library focuses on acquiring and providing access to materials that are recent popular titles, including multimedia, for the general collection. Considerations for all collections include the balance in the collection, professional reviews, and literary awards. For our special collections these factors are also considered in selection process:

- Relevance to Pacific anthropology/history/humanities; create a robust collection of CNMI related materials and other Pacific peoples.
- Relevance to the educational programs; acquire materials that can assist students and faculty.

All library users, regardless of status, are invited to make purchase recommendations.

Databases

Due to budgetary constraints the Library is not currently purchasing any database subscriptions. The Librarians are reviewing free database sources and including links to those relevant to our collection development goals in our library Online Public Access Catalog (OPAC).

Periodicals

- New periodical titles will be added based on need and availability of funds.
- Periodical subscriptions will be reviewed annually, prior to renewal dates. Renewals will be made based on need and budgetary constraints.
- A title **may** be maintained either in hard copy or in electronic format.
- Periodicals selected in hard copy format will be kept for a minimum of two years.

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COLLECTION DEVELOPMENT POLICY continued

Intellectual Freedom

It is the responsibility of the Librarians and other selectors to insure that all points of view relevant to the Library mission are represented in the collection. The Library endorses the American Library Association Library Bill of Rights, and the principles of that document are an integral part of this policy statement. (Appendix Page 23)

Patrons with a complaint about an item in the collection will be referred to a Librarian, who will ask them to submit their concerns in writing. The Library Steering Committee will review the complaint and the materials in question then make a recommendation to the Library Director to retain or withdraw the item. The complainant will receive a written response from the Library Director.

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CONFIDENTIALITY OF PATRON INFORMATION (4.10)

The Joeten-Kiyu Public Library recognizes the following:

- That all records identifying the names, social security numbers, and identification numbers of library patrons are confidential.
- That such records are not to be revealed to anyone other than the patron in question without either the express written permission of the patron in question or the adherence to proper legal procedures regarding required access to such information.

This does not include fees and fines (e.g. a parent may pay a late fee for his/her child without breaching this confidentiality policy).

This policy is based on the following:

- The Council of the American Library Association strongly recommends that the responsible officers of each library formally adopt a policy with regard to confidentiality of library patron records.
- The American Library Association Policy Manual 54.15--Code of Ethics, point 3, states, "Librarians must protect each user's right to privacy with respect to information sought or received, and to materials consulted, borrowed or acquired." (Appendix Page 25)

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COURTESY (5.10)

The mission of the Library is to serve the general public as a reliable source for education, research, information, continuing education, fulfilling intellectual curiosity, and promoting CNMI community through an effective library program.

Behavior of any type that is counter to this mission will be treated in the following manner:

- An initial gentle warning will be given that an individual is interfering with our goal.
- The second warning will inform the patron that any further violations will result in the removal of all library privileges for a time to be determined by the Library Director.

Individuals who are disruptive will be asked to leave the library. If necessary, the CNMI Police Department will be contacted.

Repeated or severe problems will be referred to the Library Director and Library Council for further action.

It should be noted that the students are welcome to use the Library as a place to study. However, all scheduled educational, reference, and community activities have priority over the privilege to use the Library as a place to study.

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FRIENDS OF THE LIBRARY (6.10)

The Friends of JK Public Library is an independent non-profit association. Members are people who unite to plan and execute, in conjunction with library goals and the needs of the library, programs and events to benefit the library. Specifically, the Friends group is often heavily involved in fund-raising for the library and oversees periodic book sales.

GIFTS AND DONATIONS (7.10)

The Library encourages and appreciates gifts and donations. The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the Library will dispose of them by giving them to the Friends of the Library Book Sale. The same selection criteria applied to purchased material are applied to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the purchased books. Specific memorial books can be ordered for the library on request of a patron, if the request meets the criteria established by the Library. The librarians will make a book selection if no specific title is requested.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items. However, a line-item receipt cannot be provided unless the donator provides the line-item receipt upon delivery, but no appraisal can be made only an item count.

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INTERLIBRARY LOAN POLICY (8.10)

Currently, the Joeten-Kiyu Public Library is not providing any ILL service to other libraries. However, a policy will be adopted when the other two public libraries, Tinian and Rota, are opened.

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INTERNET USE (9.10)

All patrons with a library card over the age of eighteen are allowed access to library stations subject to the following rules:

- Patrons must register at the ITC Desk and submit their library card for check in.
- Usage is limited to ½ hour if others are waiting.
- Patrons must respect all copyright laws.
- The Library will not assume financial responsibility for unauthorized Internet-related expenditures.
- Use of the name “Joeten-Kiyu Public Library” in any form is prohibited.
- Printing is \$0.25 per page.
- Patrons may not change any settings designated by the library staff.
- ITC may be monitored for hacks and DOS.
- JKPL is not responsible for any actions taken by patrons providing sensitive information to online sites.
- Library rules, if broken, will result in immediate dismissal from the ITC and permanent revocation of all privileges:
 - No instant messaging or chatting
 - No game playing
 - No adult sites
 - No sharing library card with friends or classmates
 - No installation of third party software or downloads
- Any conduct that restricts or inhibits others from using an on-line network or violates Library policies is not permitted.
- Internet use on the PAC stations is not allowed.
- All patrons **under the age of 18** must have their parents complete an authorization form to have access to library Internet stations. However, patrons must be in at least 4th grade to use the ITC.

An ADA compliant workstation is provided for use by patrons with low vision and/or deafness.

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LIBRARY GOVERNANCE FOR POLICIES AND OPERATIONS (10.10)

There are three main entities responsible for library governance and operations at the Library level. The governing body for all CNMI Library branches is the Library Council.

These groups serve as an interactive network, working together to promote communication and to oversee operations, review policies, and improve library services and environment.

Library Steering Committee (LSC)

Members: Circulation Supervisor, ITC Supervisor, Children's/Public Services Associate, Technical Services Librarian, Library Director

Meeting Schedule: Monthly

Charge: Responsible for providing leadership; managing daily operations; and initiating, implementing and evaluating policies, projects and procedures.

Library Staff

Members: All library staff

Meeting Schedule: Bi-Weekly

Charge: Review operational procedures, recommend policy, and provide frontline knowledge affecting the services of the library.

Library Council (LC)

Members: Appointed by the Governor

Meeting Schedule: Quarterly or as needed

Charge: Review operational procedures, approve policy, hire Director, and represent the Library in the CNMI government. Other duties as stated by P.L. 7-18

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ORIENTATION TOURS (11.10)

The library offers orientation tours given by the Children's/Public Services Associate to acquaint teachers, students, and the general public with the use of basic research materials and with the physical arrangement of the library. Teachers assigning speeches, reports or other papers are encouraged to use this service.

- Group Library orientations must be scheduled with the Children's/Public Services Associate. Arrangements should be made at least three business days before the day of the orientation.
- Prior to a scheduled student group orientation, the teacher and the Associate will discuss the specific needs of the class assignment and any specific resources the instructor wishes emphasized.
 - The Associate will be given a copy of the class assignment that will involve library research during the teacher/Associate consultation.
- Evening library tours will be scheduled as needed.

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PUBLIC RELATIONS (13.10)

The librarians and staff of the Joeten-Kiyu Public Library will make every effort to assure that patrons are made aware of library hours, services, policies and events. This includes the up-to-date maintenance of:

- Access to the Library catalog and databases
- Bookmarks, information brochures, and the quarterly issued patron newsletter
- Library Policy Handbook
- COHL Cultural Center Policy Handbook
- Teacher/Student Orientation Handbook
- Library website

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REFERENCE SERVICES (14.10)

The Joeten-Kiyu Public Library Reference Staff:

- Will provide information to specific questions and guidance in locating material for patrons.
- Will assist patrons in the use of the Library and teach basic research methodology. When appropriate, this includes providing help in developing a research strategy.
- Will provide bibliographic verification of items, both in the Library and items not owned by the Library.
- May refer Library users to other agencies and libraries in pursuit of needed information.
- May use the Library's resources in printed form, but consult appropriate digital resources as well as other agencies in pursuit of "ready reference" information.
- Will provide orientation tours for classes as arranged by instructors. See Orientation Tour Policy on page 15.

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VOLUNTEERS (15.10)

The Library encourages individuals and groups to volunteer their time and efforts in the service of the Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the Library and the community it serves.

Recognition will be given based on the number of hours of service. This will include a certificate of appreciation, and the addition of a book to the collection in each volunteer's name.

The Homework Center will select volunteers using a 3 criteria system:

1. Does the volunteer have the skills/knowledge in the subject area(s) he/she is requesting to be a volunteer.
2. Is the volunteer available when the Homework Center needs help.
3. Is the volunteer willing to commit for a duration of time set by the Homework Center Supervisor.

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WEEDING (16.10)

Books

An up-to-date and useful reference and circulating collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the librarians. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Periodicals

Periodicals shall be weeded yearly to remove items no longer useful to the collection and to maximize shelf and storage space.

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ADDITIONAL POLICES (17.10)

Smoking and other tobacco products (including betel nut) are prohibited in the library. Food and drinks are not permitted in the public area in the library (except during approved programs).

Individuals using the copier are responsible for any infringement of copyright material. The copier is primarily for library users and for copying library materials. The library staff may restrict use of copier.

Children under the age of 12 should not be left alone in the library without a parent or guardian in attendance. Otherwise they will be reported to the proper agency (DPS & DYS) after 30 minutes of unsupervised time.

The library will not be held responsible for any lost personal property. Property that is left unattended in the Library will be seized by Library staff. Patrons must be able to describe belongings for them to be returned. A second warning for unattended belongings will result in the patron being asked to leave the Library.

ANA Grant

During the active ANA Grant period for the Children of Our Homeland Library and Cultural Center, specific policies will be developed and approved as needed to comply with the ANA Grant goals, objectives, and requirements.

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Once approved by the staff and the Library Council this Handbook will supersede any and all previously approved policy handbooks.

This policy handbook was approved by the Library Staff on the ____ of _____, 2006.

Signatures of Supervisors:

Director

Tech. Serv. Librarian

Circ. Supervisor

Children's Librarian II

ITC Supervisor

This policy handbook was approved by the Library Council on the ____ of _____, 2006.

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APPENDIX

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DIVERSITY IN COLLECTION DEVELOPMENT An Interpretation of the LIBRARY BILL OF RIGHTS

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other topics of a potentially controversial nature.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities. Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs. Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the *Library Bill of Rights*: “Libraries should provide materials and be proscribed or removed because of partisan or doctrinal disapproval.” A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures. There are many complex facets to any issue, and variation of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just and equitable and to give all library users equal protection in guarding against violation of the library patron’s right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues. Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

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Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted in July 14, 1982; amended January 10, 1990, by the ALA Council.

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POLICY CONCERNING CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION ABOUT LIBRARY USERS

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to “information sought or received, and materials consulted, borrowed or acquired,” and includes database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services. The First Amendment’s guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to “any use of government prerogatives which lead to the intimidation of the individual or the citizenry from the exercise of free expression. ..[and] encourages resistance to such abuse of government power. . .” (ALA Policy 53.4).

In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation. Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well as assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, where it is alleged that they have asked for personally identifiable information about library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect an insensitivity to the legal and ethical bases for confidentiality, and the role it plays in the preservation of First Amendment rights, rights also extended to foreign nationals while in the United States. The government’s interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information.

It also is a threat to a crucial aspect of First Amendment rights: that freedom of speech and of the press include the freedom to hold, disseminate and receive unpopular, minority, “extreme,” or even “dangerous” ideas.

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The American Library Association recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate “national security” concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Thus, the right of access to this information by individuals, including foreign nationals, must be recognized as part of the librarian’s legal and ethical responsibility to protect the confidentiality of the library user.

The American Library Association also recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are *necessary* to the progress of an investigation or prosecution, the American judicial system provides the mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of *good cause* based on *specific facts*, by a court of competent jurisdiction.

Adopted July 2, 1991, by the ALA Council

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