

BAUDETTE PUBLIC LIBRARY

POLICY MANUAL

September 22, 2015

MISSION STATEMENT:

The primary mission of the Baudette Public Library is to extend and improve access to information and materials which promote education, intellectual stimulation, and pleasure to the citizens of the area. The Baudette Public Library will uphold intellectual freedom, the right to know, and access to information representing various viewpoints.

The Baudette Public Library board of directors is comprised of five members who are appointed by the Baudette city council. A term consists of three years. In accordance with Minnesota Statutes 134.09 Subd. 2, "A library board member shall not be eligible to serve more than three consecutive three-year terms.

Meetings of the library board will be posted unless otherwise determined. Due to the diversity and outside commitments of some Board members, next meeting date and time will be decided at previous meeting and posted in the library, city hall and the local paper and cable TV.

This Policy manual is intended to provide the library board and the library staff guidelines and directions. This policy will be revised or amended by the library board as the need for additions, deletions or modifications are brought to its attention.

This Policy Manual was updated and approved by the library board on September 22, 2015.

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PUBLIC POLICY

Originally formed to provide free access to library services to all residents of the City of Baudette, the Baudette Public Library now extends its services to all residents of Lake of the Woods County and the seven-county Arrowhead Library System region.

The Arrowhead Library System region encompasses the counties of Carlton, Cook, Itasca, Koochiching, Lake and St. Louis in addition to Lake of the Woods County.

As a member of the Arrowhead Library System, the Baudette Public Library retains local governance. The library is governed by a five-member board of directors appointed by the city. Some of the responsibilities of the board are detailed in later sections of this Policy Manual.

The Arrowhead Library System provides services to member libraries including Baudette as well as direct services to library users by Mail-a-Book.

The Baudette Public Library participates in the Minnesota Library Borrowers' Card Compact, a reciprocal borrowing agreement that makes it possible for a library user registered with a public library that is part of or a member of, a Minnesota regional system to borrow library materials in person from another public library anywhere in the state, as long as that library participates in the compact.

WHO MAY USE THE LIBRARY?

Residents of Lake of the Woods County and summer residents in the area and patrons of Rainy River Public Library may use the Baudette Public Library.

Persons residing in a recognized regional library system of Minnesota, providing they present a library borrower's card from the regional library system or member library serving that person's area of residence. A reciprocal borrowing agreement was signed with Rainy River Public Library. Our library may request the borrower to complete a registration card.

HOURS OF THE LIBRARY

Open 43.5 hours per week

| | | | |
|-----------|-------|---|------|
| Monday | 10:00 | - | 5:30 |
| Tuesday | 10:00 | - | 5:30 |
| Wednesday | 10:00 | - | 7:30 |
| Thursday | 10:00 | - | 5:30 |
| Friday | 10:00 | - | 5:30 |
| Saturday | 10:00 | - | 2:00 |
| Sunday | | | |

LOAN PERIOD

Books, records, audio books.....two weeks
Periodicals.....three days to a week
Videocassettes and DVDstwo days

SPECIAL SERVICES

Public Computers with Internet access
Wireless Internet Connection for Public
Photocopies: b & w – 25 cents, color - .50
Children – Summer reading program for school age children
Spring and Fall programs for preschoolers.
Book & Cassette/CD combos & cassette player
Fishing Equipment (Rods & Reels, Tackle) 2 day rental
Life Jackets
iPads (\$600 value each)
Projector/Screen (\$1,050 value together)
Handicapped or homebound – Special requests & large print books

MATERIALS POLICY

The Baudette Public Library subscribes to *The Library Bill of Rights* of the Council of the American Library Association and *The Freedom to Read* statements which appear on the following pages.

Materials which are no longer useful to the library will be systematically weeded from the collection according to accepted professional practices. Such materials will be destroyed or given away. The library will not sell books and materials to private individuals.

SELECTION

The Baudette Public Library has adopted the Materials Selection Policy of the Arrowhead Library System.

RECONSIDERATION

No materials will be removed from the collection until a decision is reached after following the approval procedure:

1. The complainant must fill out and sign a "Citizen's Request for Reconsideration of Library Material" form and submit it to the library director.
2. The library director will, in turn, submit the form to the library board for its decision.

On the following page is a form for Request for Consideration of Library Material.

Materials policy updated and approved by the Baudette Public Library board on February 18, 1993.

CITIZEN'S REQUEST FOR RECONSIDERATION
OF A BOOK OR OTHER LIBRARY MATERIAL

Author: _____

Title: _____

Publisher or Producer: _____

Request initiated by: _____

Telephone: _____

Address: _____

City: _____ Zip Code _____

Complainant represents (check one):

Himself

Organization name: _____

Other Group (Identify) _____

Check one item: Book Magazine Recording Picture
 Video Audio Book Other _____

1. Specifically, to what do you object? (cite pages, instances, etc.)

2. What do you feel might be the result of reading, hearing or seeing this material (book, recording, etc.)?

3. Is there anything good about this material?

4. Did you read the entire book or examine the entire item?

5. Are you aware of the judgment of this material by professional critics?

6. What do you believe is the theme of this book or other material?

7. What would you like the library to do about this material?
 Have it reconsidered
 Withdraw it from the library
 Other

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries 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,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

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

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

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

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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

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

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

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

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

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

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

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

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

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

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

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

Baudette Public Library Internet Acceptable Use Policy

We are pleased to offer our patrons access to the Internet. Access to the Internet helps fulfill the library's mission to promote education, information, intellectual stimulation, and recreation to the citizens of Baudette and the surrounding area.

The library neither monitors nor has control over the information accessed through the Internet. As an information resource, the Internet enables the library to provide information far beyond the confines of its own collection. Currently, however, it is an unregulated medium. As such, it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also enables access to some material that may be interpreted as offensive, disturbing, or illegal. Further, not all sources on the Internet provide accurate, complete, or current information.

The Internet is filtered and is in compliance with the Children's Internet Protection Act (CIPA) regulations. The Library cannot protect users from materials they may find offensive. The Library is not responsible for any online breakdowns by the Internet provider(s) nor for any virus downloaded by any user.

Note that restriction of a child's access to the Internet is the sole responsibility of the parent or legal guardian. As a result, you need to be aware of our library's Internet policy and sign a parental awareness form for your children to access the Internet. Parents may wish to read the guidelines for Child Safety on the Internet produced by the National Center for Missing and Exploited Children and Interactive Services Association. A paper copy of this document is available at the library's front desk.

Copyright

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the library expressly disclaims any liability or responsibility resulting from such use.

INTERNET ACCEPTABLE USE GUIDELINES BAUDETTE PUBLIC LIBRARY

By using a public Internet workstation at the Baudette Public Library you agree to the following guidelines:

- Use of the Internet workstations is on a first-come, first-serve basis. Users will need to sign in at the circulation desk and will have a limit of 1 hour. Usage beyond 1 hour requires approval of library staff.
- A printer is available for printing from the Internet at \$.25 per page.
- No more than 2 people will be allowed at one time at a computer station, unless through approval of library staff.
- Library personnel will be available for initial help only, not for complete instruction or training on the computer or the Internet.
- All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. Irresponsible, unethical uses of such resources include, but are not limited to, the following:
 - Using resources for unauthorized, illegal or unethical purposes.
 - Making unauthorized copies of copyrighted or licensed software or data.
 - Violating the privacy of others by misrepresenting oneself as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system, damaging or altering software components of any network or data base, or interfering with other patrons using the public access workstations.
 - Sending, receiving, or displaying, text or graphics which may reasonably be construed as obscene.
- Misuse or abuse of this computer or Internet access will result in suspension of Internet access privileges. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware. Damages to software or hardware may result in disciplinary or legal action including, but not limited to, liability for all damages caused, including financial remuneration, and criminal prosecution under appropriate local state and federal laws.

Baudette Public Library
Internet Acceptable Use Policy and Internet Behavior Policy Agreement

**NOTE: THIS FORM MUST BE SIGNED IN THE PRESENCE OF LIBRARY
PERSONNEL**

I understand that when I am using the Internet or any other telecommunication environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying information as prescribed by either Federal, State, or Local law. I understand that if I violate these policies I may face:

1. Restriction or loss of Internet access.
2. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

My signature below means that I understand and agree to follow the Acceptable Use Policy and Guidelines for the Baudette Public Library.

print name

signature and date

Baudette Public Library
Internet Acceptable Use Policy and Internet Behavior Policy Agreement

**NOTE: THIS FORM MUST BE SIGNED IN THE PRESENCE OF LIBRARY
PERSONNEL**

I understand that when I am using the Internet or any other telecommunication environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying information as prescribed by either Federal, State, or Local law. I understand that if I violate these policies I may face:

1. Restriction or loss of Internet access.
2. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

My signature below means that I understand and agree to follow the Acceptable Use Policy and Guidelines for the Baudette Public Library.

print name

signature and date

***Baudette Public Library
Parental Awareness Form***

Required for users under the age of 18

**NOTE: THIS FORM MUST BE SIGNED BY THE
PARENT/GUARDIAN IN THE LIBRARY, IN THE PRESENCE OF
LIBRARY PERSONNEL.**

Supervising children's use:

Parents or legal guardians are solely responsible for deciding what library resources are appropriate for their children. As the Internet access is filtered, there could be some resources which are inappropriate, offensive, or controversial for children. It is the sole responsibility of the parent to let their children know there are materials which they do not want their children to use. All children under the age of 18 must have a parent sign this Parental Awareness form *at the library desk* prior to using the Internet.

I understand that when I am using the Internet or any other telecommunication environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying information as prescribed by either Federal, State, or Local law. I understand that if I violate the user guidelines I may face:

1. Restriction or loss of Internet access.
2. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

My signature below, and that of my parent or guardian, means that I understand and agree to abide by the Internet Use Policy and the Internet Behavior Policy for the Baudette Public Library.

Child's name, signature, date

As the parent or guardian of _____, I have read and understand the Internet Use Policy and Internet Behavior Policy. I give permission for my child to use the Internet computers at the Baudette Public Library, with the understanding that I am responsible for monitoring their appropriate use of the Internet computers and that I am responsible for any damage that may occur.

Parent's signature, date

Unattended Children in the Library

Baudette Public Library cannot assume responsibility for children left unattended in the library. In order to prevent undue disruption of normal library activities, provide for the general welfare of all persons using the library, and for the safety of children using the library, the following policy has been adopted.

1. Pre-school children shall be attended and adequately supervised by a parent or other responsible person.
2. School-age children may use the library unattended, subject, of course, to appropriate behavior. However, the library is not a day care facility and cannot be responsible for children left unattended.
3. Persons responsible for children who have special needs shall remain with their children at all times.
4. If a child is left unattended in the library at closing time the staff shall remain on duty until the child is picked up.
5. The staff member will:
 - a. Ascertain the name of the child, and name(s) of the parents or guardians.
 - b. Assist the child in calling his or her parents. If the parent answers the phone, the child or staff member should tell the parent that the library is closed and that the staff will wait fifteen minutes for the parent to pick them up. If it will take longer than fifteen minutes for the child to be picked up, then the parent is to be informed that the Baudette Police Department will be called to come pick up the child.
 - c. Call the Baudette Police Department and explain to the officer on duty the situation, and ask that the child be picked up. If a police officer has not arrived within 10 minutes after the call was made, the staff member will call the Police Department again.
 - d. Place on the front door a sign that indicates that the child was left unattended in the library and that he or she may be picked up at the police station.
 - e. Complete a Library Incident Report and give it to the Library Director the next working day.
6. The Library Director will send a letter to the parents or guardians informing them of the library's policy, and why the child was taken to the Police Department.