

NEWPORT PUBLIC LIBRARY

POLICY MANUAL

Adopted by the Newport Public Library Board of Trustees
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1. MISSION AND GOALS

MISSION STATEMENT

The library's mission is to offer diverse materials for information and entertainment; provide personalized service to patrons of all ages; and foster the community's appreciation of reading and learning.

Goals

- The Library endeavors to maintain a high level of personalized professional service in the face of increasing demands.
- The Library provides access to diverse and popular materials.
- The Library fosters children's appreciation for reading and learning.
- The Library operates with the benefit of new technologies.
- Members of the community have access to an attractive library facility which has space for collections, user space, and program area.
- The Library develops avenues for individuals and organizations to support its mission and goals.
- The Library clearly articulates its current policies.

2. CIRCULATION POLICIES

2.1 PRIVACY POLICY

Newport Public Library protects the privacy of all library members, no matter their age.

In accord with Oregon Revised Statue 192.502(23), the Library will not disclose:

- circulation records, showing use of specific library material by a named person, or
- name of a library patron together with the address, telephone number, or e-mail address of that patron.

The Library's privacy policies are in compliance with applicable federal, state, and local laws.

2.1.1 Information Collected

Information we gather and retain about library users includes the following:

- Name, address, telephone number, e-mail address, birth date (required for registering for a library card.)
- Records of material checked out only in the case of unreturned items, charges owed, and payments.

We will not collect or retain your personally identifiable information without your consent. By registering for a library card, you consent to give us the information we request on the application.

If you consent to give us your information, we will keep it confidential and will not sell, license, or disclose it to any third party, except an agent working under contract to the library, unless we are required by law to do so.

We avoid creating unnecessary records and we do not engage in practices that might place information on public view.

We purge collected data on a regular schedule.

2.1.2 Access to Personal Information

We respect the privacy and confidentiality of all library users, no matter their age. Parents and guardians of minor children who wish to obtain access to their child's library records must provide the child's library card or card number. Similarly, if a friend or family member wishes access to your library records, they must present your card.

Library staff may access your personal data only for the purpose of performing their assigned duties. Staff will not disclose any personal data we collect from you or any other party except where required by law, or to fulfill your specific request.

2.1.3 Third Party Security

We ensure that the Library's contracts licenses and off site computer service arrangements reflect our policies and obligations concerning user privacy and confidentiality. When connecting to licensed databases outside the Library, we release only information that authenticates users as registered members of the Library or the Oceanbooks Network.

Nevertheless, users must be aware, when accessing remote sites, that there are limits to the privacy protection the library can provide. The library has limited ability to protect the privacy of information once it is outside of our control.

2.1.4 Choice and Consent

If we make a service available for your convenience that may in some way lessen our ability to protect your privacy, we will provide you with a privacy warning regarding that service. You will not be opted in to any such service without your consent. Whenever our practices change, we notify our users.

2.1.5 Web Site and Online Services

In order to access many of the Library's services on the Library's website, you must enable cookies on your computer. This allows our computer servers to verify that you are an authorized user. Cookies sent by our library servers will disappear after your computer browser is closed.

2.1.6 Enforcement and Redress

If you have a question, concern, or complaint about our handling of your private information, you may file written comments with the Library Director. We will respond in a timely manner and may conduct a privacy investigation.

The Library Director is custodian of library records and is responsible for responding to public records requests and inquiries from law enforcement officers. The Director may delegate this authority. The Director may confer with the City Attorney before determining the proper response to any request for records. We will not make library records available except in response to a subpoena, warrant, court order, or decision of the district attorney on a public records request.

2.1.7 Illegal and Prohibited Activity

Nothing in this statement prevents the library from exercising its right to enforce its policies or preventing the use of library facilities, resources, and services from being used for illegal purposes.

2.2 LIBRARY CARDS

2.2.1 Eligibility

All residents of the City of Newport are eligible for borrowing privileges at the Newport Public Library. By contractual agreement, residents of the Lincoln County Library District are also eligible for library services on the same basis as City residents. For all these library users, there are no fees required to receive a library card. Newport Public Library also honors current valid library cards from any other library which shares its patron registration records through the Oceanbooks Network.

2.2.2 Applications

In order to receive a library card, patrons 18 and older must complete an application for a Library Card, providing name, mailing address, street address, telephone number, date of birth, picture id, and the name, address, and phone number of someone at a different address, preferably a relative likely to know how to contact the applicant. Applicants 17 or younger must complete an application for a Library Card, providing name, mailing address, street address, telephone number, and date of birth, as well as the name, address, phone number, and signature of the parent or guardian accepting responsibility for the child's use of the library card.

2.2.3 Proof of Address and Identity

The person accepting responsibility for use of the library card (the adult applicant or the parent/guardian signing a minor's application) must provide proof of identity and of current residence address. Acceptable forms of proof of identity are a valid driver's license or a state ID card. Acceptable forms of proof of current residence address include: a valid driver's license, state ID card, utility bill, rent receipt, lease or mortgage agreement, imprinted check, or a postmarked piece of mail delivered to the street address. Staff members are encouraged to use sound but flexible judgment in accepting applications and address proof, remembering that our major aims are to verify that the applicant lives within the area that supports the Library financially and to have enough information to contact the patron regarding overdue, billing, and other notices. An exception will be made for "Internet Only" cards: see below.

2.2.4 Visitor Cards

Persons living outside the service area of the Oceanbooks Network and the Lincoln County Library District can obtain a Visitor Card, lasting one month for a nonrefundable fee of \$5.00. They must complete an application, providing local address and other contact information, verified permanent address and other contact information, and the same identification required of local residents.

2.2.5 Oregon Passport Cards

Oregon residents living outside the service area of the Oceanbooks Network and the Lincoln County Library District can obtain an Oregon Passport Card at no cost if they bring a valid library card from their home library. The home library must also be a participant in the Passport Program in order to get a Passport Card from Newport Public Library

Passport Card applicants must complete a registration form providing their verified permanent address and other contact information, which is the same identification required of local residents. Only two items at a time may be checked out on a Passport Card. No Interlibrary Loans are permitted on a Passport Card.

2.2.6 Non-Resident Cards

The library will provide cards to those living outside the service area of the Oceanbooks Network and the Lincoln County Library District for an annual fee for service established annually by the Library Board and approved by the Newport City Council. Non-residents must complete the regular application forms and pay the per-household fee at the time of application. (See Appendix A)

2.2.7 Honor Card Policy

In recognition of the fact that not all people have a permanent home address, Newport Public Library offers an "Honor Card." An Honor Card may be issued to patrons without a permanent address as long as they can provide identification. Only two items at a time may be checked out on an Honor Card. No Interlibrary Loans are permitted on an Honor Card.

2.2.8 Internet Only Cards

Internet Only cards provide patron-level public computer use privileges, but no other access or privileges, to regular users. No proof of identification or address is required. One card will be provided without charge per user; replacement cards must be purchased.

2.2.9 Institution Cards

Institution cards may be issued at the discretion of the Library Director. The person signing the application will be completely responsible for regulating use of the card and for all materials checked out on the card. The Library will not monitor individuals' use of an institution card.

2.2.10 Card Expiration and Renewal

All library cards, with the exception of fee cards, are valid for a period of two years from the date of application and may be renewed by verifying that application information is current.

2.2.11 "Card in Hand" Requirement and Exceptions

To conduct circulation transactions or to receive information about a cardholder's circulation records, patrons at the library must present a valid library card; if doing business by phone, they must provide the barcode number.

Discretionary exceptions to this policy may be made for the occasional forgotten library card, provided that the patron offers acceptable identification from the following list: driver's license or state ID card, school ID card, imprinted check, passport, voter's registration, canceled mail, credit card.

2.3 LOAN PERIODS AND RENEWALS

The loan period for all circulating materials, except DVDs, is two weeks; DVDs check out for one week.

Patrons may renew materials by contacting the library in person, by phone, or online, on or before the due date or during a seven-day grace period following the due date. An item will not be renewed if another person is waiting for it, if it has already been renewed two times, or if it is more than seven days overdue.

2.4 ITEM AND TRANSACTION LIMITS

To help optimize availability of the collection to the public, the Library applies the following limit on items that can be concurrently charged to a card:

- 50 total items

Because reserves and interlibrary loan requests are labor-intensive services, the Library applies the following daily limits on these transactions:

- 3 reserves / ILL requests by phone
- 5 reserves / ILL requests in person

Other requests beyond the limit may be negotiated, however, and patrons may place their own reserves without limit.

2.5 V-TEK MACHINE

The library has an older model V-TEK machine that is stored on site. This machine may be used upon request. Prior notification 24 hours in advance is required in order to streamline the user's experience as it takes at least 45 minutes to set up.

2.6 FINES AND FEES

Newport Public Library does not collect fines for overdue materials. A "conscience box" is available at the front counter for those who would like to contribute. The Library does collect fees for the following: interlibrary loans, replacement cards, visitor cards, nonresident cards, lost or irreparably damaged materials, photocopies and printing. The Library does allow library users to make up to five photocopies from most non-circulating materials without charge.

2.6.1 Refunds

Fees paid for lost materials may be refunded, less a processing fee, if a patron returns the material in good condition within three months of having paid the fee and presents a fee receipt.

2.7 OVERDUE AND BILLING NOTIFICATION

Patrons will be notified about overdue materials either by phone, email or mail. If a patron fails to return overdue materials within two weeks after a second notification has been made, the material will be considered lost and the patron will be billed for the replacement cost. Failure to return library materials is a violation of ORS 357.975 Willful detention of library property.

357.975 Willful detention of library property. It shall be unlawful for any person willfully or maliciously to detain any library materials belonging to a publicly supported library or privately supported school, academic or research library or incorporated library for 30 days after notice in writing from the librarian of such library, given after the expiration of time which by regulations of such library such materials may be kept. The notice shall bear upon its face a copy of this section and of ORS 357.990. [Formerly 357.830; 1975 c.476 §30]

PENALTIES

357.990 Penalties. Violation of ORS 357.975 is a Class B violation. Such conviction and payment of the fine shall not be construed to constitute payment for library material nor shall a person convicted under this section be thereby relieved of any obligation to return to the library such material. [Amended by 1971 c.743 §360; 1975 c.476 §31; 1983 c.208 §2; 1999 c.1051 §176]

2.7.1 Suspension of borrowing privileges for outstanding bills

The library will not check out materials to any patron with outstanding fines or fees, at any library or combination of libraries in the Oceanbooks Network, above an amount to be established by the Board. Borrowing privileges will be restored when materials are returned or outstanding fees are brought under the established amount.

2.7.2 Suspension of library privileges in families residing at the same address

Families whose members reside at the same address and who have been sent, cumulatively, at least three long overdue billing letters within the past two years, will have all family accounts blocked until all items have been returned or paid for, or all the outstanding fees have been brought under the established ceiling.

Privileges will be restored when materials are returned or fees are paid as required.

2.8 INTERLIBRARY LOAN

PURPOSE

The Library maintains a collection in Newport that is responsive to the needs and interests of its community. It is not possible, however, for the Library to own every title that a person might want. Some items may be obtained from other libraries as Interlibrary Loans (ILL). An Interlibrary loan is an item borrowed from other library systems, either in Oregon or elsewhere in the country.

The Library will attempt to meet the needs of its patrons primarily by developing a diverse collection. However, in the event that the Library's circulation and reference materials are inadequate to meet a particular need, the Library will, upon patron request, attempt to borrow desired material from other libraries. The Library will honor other lending institutions' policies, including loan periods, replacement charges, and non-renewal or in-library-use policies.

ELIGIBILITY

Newport Public Library endorses and, within its practical limitations, will abide by the Oregon Library Association's [Interlibrary Loan Code for Oregon Libraries](#) and Online Computer Library Center (OCLC) protocol. An Oceanbooks library card (resident or visitor) in good standing is required.

BORROWING MATERIALS

All types of materials may be requested, but audio, video and genealogy items are sometimes difficult to borrow. Recently-released titles are also not generally available through ILL.

LENDING MATERIALS

Staff will make every effort to fulfill requests for specific items in the collection, with the exception of those designated as Reference. Requests from other libraries for subject searches or other in-depth reference services will be addressed only as staff time allows. In fulfilling interlibrary loan requests from other libraries, Newport Library will charge no fees and will process all such requests in a timely fashion.

RULES AND REGULATIONS

ILL materials can only be checked out on the library card of the person who requested them. It is the patron's responsibility to pick-up and return ILL materials on time. The length of the loan period is determined by the lending library. Patrons may have up to three (3) active requests per month. Active requests are those at any stage of the Interlibrary Loan process: requested, in process or checked out.

No more than three interlibrary loan requests will be taken from a single patron at one time.

No more than three in-person requests from a single patron will be taken at one time.

CHARGES

The Newport Library always attempts to borrow from libraries who lend free of charge. Newport Library will not borrow materials from institutions charging an interlibrary loan fee, unless the materials are unavailable from other sources locatable with a reasonable effort and the patron agrees to pay the lending institution's fee.

To help defray the costs of this service, a fee will be charged to the patron for each item received. For out-of-county loans, the fee will be charged even if the patron does not pick the item(s) up.

We charge \$1.00 for each item borrowed from outside Lincoln County. This charge is applied to your account even if you do not pick up the item.

In-county loans, from the Toledo, Siletz, Waldport, and Oregon Coast Community College libraries, are free.

OVERDUE AND DAMAGED MATERIALS

See the current Fee Schedule, Appendix A, for charges related to overdue or damaged ILL materials.

3. POLICIES REGARDING USE OF NON-CIRCULATING EQUIPMENT

Newport Public Library encourages the public to explore and utilize the technological tools discussed below, which are available for public use in the library.

To protect the community's investment in this equipment, the Library reserves the right to hold patrons financially responsible for damage to any Library equipment. The Library also reserves the right to deny access to equipment or to suspend library privileges for any of the following reasons:

- deliberately or repeatedly misusing equipment or software
- tampering with hardware or software security systems or with any Library-installed files or programs
- introducing virus-bearing software into Library computers
- violating any equipment-specific policies stated below.

3.1 PUBLIC ACCESS COMPUTERS

Public Access Computers

Newport Public Library makes computers, selected software, and laser printers available for public use, charging for printing only. The computers are intended for personal and not for commercial uses.

It is not possible to save items on the hard drive; patrons wishing to preserve files must save them on their own thumb drives. The Library is not responsible for disclosure or erasure of any files on the public access computer.

Internet Use Policy

Internet access opens up a universe of informational, educational, and recreational resources, and the Library is pleased to offer it to the public. Patrons should note, however, that the Internet is an open unregulated forum and that the Library cannot control, select, or monitor the constantly changing material accessible through it. Library users access the Internet at their own discretion and may find some materials inaccurate or objectionable. As with all Library materials, individuals are responsible for determining what is appropriate for them and their families. The Library strongly urges parents and guardians of minor children to monitor and set guidelines for young people's Internet use.

Guidelines for Internet Use:

- The Library prohibits the use of library equipment to access child pornography
- Use is limited to time posted.
- See the current Fee Schedule, Appendix A, for charges related to printing. No more than two people may use a station at one time, unless otherwise permitted by staff.
- Users are not permitted to add, delete, or modify any hardware or software
- or to load personal software on Library machines; patrons are liable for any damage to equipment and may suffer loss of library privileges.
- The Library reserves the right to terminate an Internet session at any time for failure to comply with this policy.
- Anyone aggrieved by loss of library privileges may appeal to the City Manager.

The City of Newport, including the Newport Public Library, is not responsible for any user's misuse of copyright or other violation of local, state, or federal law or regulation; the user agrees, by use of the City's equipment, to indemnify, defend, and hold the City of Newport, its officers, agents, employees and volunteers harmless from any claim, action or loss arising from use of the City's equipment and services, including Internet access.

3.2 PHOTOCOPIER

Newport Public Library makes photocopying available for public use. The Library will allow patrons to make 5 free copies per day from most non-circulating library materials but will collect a fee for all other photocopies.

3.3 INTERNET AND OTHER COMPUTERIZED REFERENCE TOOLS

Newport Public Library offers selected computer reference and bibliographic tools for public use. Computers, modems, and terminals that support these tools shall be used only for applications specified and installed by the Library. Library staff will instruct and assist patrons in the use of these tools as necessary. Use is limited to times posted, one session per day unless otherwise permitted by staff.

3.4 SOCIAL SOFTWARE POLICY FOR NEWPORT PUBLIC LIBRARY USERS

Newport Public Library offers social software tools for educational, cultural, civic and recreational purposes. Library social software tools provide a limited (or designated) public

forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. Library social software is intended to create a welcoming and inviting online space where library users will find useful and entertaining information and can interact with library staff and other library users. Comments are moderated by library staff and the library reserves the right to remove comments that are unlawful or off topic.

DEFINITION OF SOCIAL SOFTWARE

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

RULES FOR COMMENTING

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

Posts containing the following are against library rules and will be deleted before posting or removed by library staff:

- Copyright violations
- Off topic comments
- Commercial material/spam
- Duplicated posts from the same individual
- Obscene posts
- Specific and imminent threats
- Libelous comments
- Images

By choosing to comment you agree to these rules.

4. COLLECTION DEVELOPMENT POLICIES

4.1 COLLECTION STATEMENT FOR BOOKS

Newport Public Library seeks to provide popular material reflecting diverse points of view to satisfy the informational and recreational reading needs of our community. The Library will not attempt to collect scholarly material, rare books, or manuscripts.

Although the Library Board is ultimately responsible for selection choices, the day-to-day responsibility for selection rests with appropriate staff.

Most materials will be selected on the basis of reviews in standard library publications such as Booklist, Library Journal, School Library Journal, and Children's Catalog. Reviews from other sources will also be consulted, if appropriate.

Within budgetary constraints, the Library will attempt to fulfill patron requests if the material requested seems appropriate to the collection.

The Library will attempt to identify populations with specialized informational needs and purchase materials they are able to utilize.

The Library will accept donations of books if they conform to the guidelines of the donations policy. Unusable materials will be disposed of as the Library sees fit.

The Library will purchase historical, general, comparative, and primary religious materials (the Bible, the Koran, etc.) The Library will not attempt to collect extensively in the literature of any particular religion.

4.2 COLLECTION STATEMENT FOR DVDS

Newport Public Library will acquire and maintain a balanced collection of entertainment, documentary, instructional, and cultural videos.

In the area of feature films, particular attention will be paid to acquiring materials not readily available from local sources, such as foreign language films, overlooked films from the United States, and films related to theater. In the area of children's films, particular attention will be paid to acquiring materials related to children's literature. The Library does not attempt to restrict or label videos as appropriate for particular age groups. It is the responsibility of parents or guardians to monitor what children view.

While some videos include public performance rights, most of the Library's collection is intended for home use, and the Library assumes no responsibility for license infringement.

4.3 WEEDING

Materials in all media will be weeded at regular intervals using standard professional criteria, including circulation, currency, physical condition, and degree of lasting interest.

4.4 DONATIONS

The Library will accept donations of the following materials:

- recent hardback fiction and nonfiction books which are not already in the collection and are in good condition with dustcovers
- other fiction and nonfiction books, in good condition with dustcovers, which fill a gap in our collection
- recent popular paperbacks in good condition
- popular magazines in good condition, no more than two months old
- popular audio and video materials in good condition which meet our collection development criteria

The Library will not accept items in poor condition, hardback books without dustcovers, textbooks, or condensed books of any kind.

The Library's acceptance of a donated item does not constitute an agreement to add it to the collection; the Library reserves the right to dispose of all donations as it sees fit.

4.5 PATRON INPUT REGARDING THE COLLECTION

Newport Public Library welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a Purchase Suggestion form, and all such suggestions will be considered for acquisition in accord with the collection development policy.

Patrons wishing to express concerns about materials already in the collection will be invited first to discuss their concerns with appropriate staff and/or the Director. Should a patron still be unsatisfied, s/he may formally request that the Library reconsider its classification or possession of an item by submitting a Request for Reconsideration of Library Materials form to the Library Director. In the event that a Request for Reconsideration is submitted, the Director will notify the Board as soon as possible. In consultation with appropriate staff, the Director will promptly review the item in question, together with any available reviews of the material, and will render a decision as to appropriate action. The Director will convey this decision to the requestor in writing.

Should the patron wish to pursue the matter further, s/he may ask that the Director bring the matter before the Board. At this point the Director and appropriate additional staff, having reviewed the material in question, will each fill out a copy of the Request for Reconsideration form, including his/her recommendation as to appropriate action. The Board will consider the request and these staff recommendations at the next regular Board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the patron submitting the request.

5. POLICIES GOVERNING THE FACILITY

5.1 OPEN HOURS

Newport Public Library is open to the public during these hours:

Monday – Wednesday	10 a.m. – 9 p.m.
Thursday – Saturday	10 a.m. – 6 p.m.
Sunday	12 p.m. – 5 p.m.

The Library will be closed on City holidays. In addition, the Director may determine open hours during other City holidays when appropriate.

5.2 USE OF BUILDING BY OTHER ORGANIZATIONS

The Library is a City of Newport facility intended primarily for the provision of library materials, services, and programs. While Newport Public Library seeks to work cooperatively with other community organizations and may sponsor or endorse cooperative activities, the building and grounds are not generally available for non-library-related programs, meetings, or events, except as noted below.

5.3 PETITIONS

The Library allows petitioning by members of the public in the outside public area under the building overhang that is just to the north of the eastern front door.

Use of this area by petitioners does not indicate the Library's endorsement of the issue that is the subject of the petition, and the Library will not assist the petitioners.

Petitioners may not hinder either foot or automobile traffic, or disrupt use of the library in any way. Building users may not be harassed, threatened, or interfered with. The entrances to the building may not be blocked.

5.4 DISPLAYS OF ART

When considering the acquisition or exhibition of artwork, the Library Board shall appoint a committee to recommend appropriate action. The committee shall include at least a member of the Board and a member of the Library staff with a suitable academic or professional background. In the event that a staff member is unavailable, the Board will appoint a member of the community with similar qualifications. All artwork will be submitted to the committee, which will make its evaluation based on criteria of professionalism and suitability for the building. The Board reserves the right to dispose of any purchases or donations as it sees fit.

5.5 BULLETIN BOARDS

The Library provides a bulletin board for library announcements and local general interest items. The bulletin board is not intended as a forum or for items of a personal or commercial nature. In accord with the Library Bill of Rights, the Library will post materials appropriate to the bulletin board's purpose in a timely fashion and "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting [the posting]". However, because space is limited, the Library cannot guarantee that all materials will be posted, and all postings are subject to the judgment of Library staff.

5.6 DISTRIBUTION OF FREE MATERIALS

The Library provides a limited area for the display of giveaway materials, subject to the following conditions:

- display of library materials will take precedence over other materials;
- materials will be timely;
- materials will either be produced by groups with addresses within the City of Newport (tax district) or be in very high demand;

- materials will not be of a commercial or personal nature;
- materials will not endorse specific political candidates or ballot positions;
- particularly in light of limited space, materials will be displayed subject to the judgment of professional Library staff, based on the criteria outlined in this policy.

In accord with the Library Bill of Rights, the Library will make no effort to censor or to amend the content of displayed materials. Those who object to or disagree with the content of any displayed materials will be entitled to submit their own materials for display in accord with the conditions above. Materials will be disposed of at staff's discretion.

5.7 MEETING ROOMS

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. –from the American Library Association’s Library Bill of Rights

5.7.1 Policy Tables for Use of Meeting Rooms

McEntee Meeting Room (comfortably fits 56 chairs or 30+ with tables)

Type of Group	Frequency of Use	May Reserve	Payment Info:	Application:
Library or City of Newport	Any	As far in advance as needed	No charge	No, but contact information required from City
Educational, Civic, Charitable & Cultural Programs, Non-Profits & Government Entities	Up to 2 days per month, or by special permission	Up to 1 year in advance	No charge	~Contact information and signature on policy contract required ~Signature to be given at Reference Desk on day of event ~ Paper application needed for multiple date requests
Commercial	Up to 2 days per month, or by special permission	Up to 6 months in advance	\$20/hr due at time of application or prior to the date of event	~Contact information and signature on policy contract required. ~Signature to be given at Reference Desk on day of event. ~Paper application needed for multiple date requests
Walk-In	Only if both other rooms are in use. Strictly in person, no calls or reserves	N/A	No charge	N/A

Conference Room (comfortably fits 10)

Type of Group	Frequency of Use	May Reserve	Payment Info:	Application:
Library or City of Newport	Any	As far in advance as needed	No charge	No, but contact information required from City
Educational, Civic, Charitable & Cultural Programs, Non-Profits & Government Entities	Up to 2 days per month, or by special permission	Up to 1 year in advance	No charge	~Contact information required ~Paper application needed for multiple date requests
Commercial	Up to 2 days per month, or by special permission	Up to 6 months in advance	\$10/hr due at time of application or prior to the date of event	~Contact information required ~Paper application needed for multiple date requests
Walk-In	One turn, one room per day, two hour limit	Day of or day before	No charge	No

Study Room (4-5 person maximum)

Type of Group	Frequency of Use	May Reserve	Payment Info:	Application:
Library or City of Newport	Anytime	As far in advance as needed	No charge	No, but contact information required from City
Walk-In	One turn, one room per day, two hour limit	Day of or day before	No charge	No

5.7.2 Additional Policies Governing Meeting Rooms

In consideration for and as a condition of the use of the above stated facility, the applicant shall hold the City of Newport, (hereafter known as "City"), its employees and agents harmless from any claim, loss or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The applicant shall indemnify the City, (1) for any damage to the City's property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney's fees, incurred by the City or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

Alcoholic beverages are not allowed in or around the Library.

Library staff may enter and remain in the Meeting Room at any time during a scheduled meeting.

The Library may cancel existing reservations with 10 days' notice, in favor of Library or City of Newport needs.

Time for set up and clean up should be included in the meeting time requested. Tables and chairs may be left out, but otherwise room should be returned to its original condition.

Cancellations must be made at least 72 hours in advance to receive a refund.

Activities for minors, age 17 and under, must be supervised by responsible adults.

Unless admission is charged or a meeting is limited to a group's membership, any person may attend a meeting so long as that person complies with Library policies.

Library facilities and Meeting Room users agree to pay for any and all damages to library property including, but not limited to walls, floors, grounds and furniture while applicant is using property.

The applicant will be present during use of the Meeting Room.

The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the City of Newport, the Library, or the Library Board of Trustees of policies or beliefs of that group or organization.

5.8 PROGRAM POLICY

Library-sponsored programs promote the use of library materials, facilities, or services and offer the community an informational, entertaining, or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. The Library strives to offer a variety of programs that reflect the broad range of community interests.

Library-sponsored programs are free and open to the public. Attendance shall not be restricted because of age, gender, race, background or beliefs.

Program presenters should provide a summary of their proposed program, with references, reviews, and relevant supporting material, such as books, brochures, photos, videos, or CDs.

Programs should fit the library's mission, programming objectives, themes, budget, and schedule. The decision to sponsor a program rests with the Library Director.

Press releases and other promotional materials must be approved by the Library Director.

The Library wants to encourage reading, writing, and the appreciation of culture. Books, recordings, and writings may be sold within an hour after a library program.

The Library will prepare a contract outlining all agreed upon terms that will be signed by the library director and by the performer.

5.9 LOST & FOUND

Items left at the library or put into the book drops will be kept in Lost & Found for no longer than 30 days.

Disposal: Toys, clothes, glasses, sunglasses will be given to a charitable organization; books and other materials that the library collects will go into the collection or the Foundation book sale.

Exceptions:

- Food and personal items such as hairbrushes, combs, and toothbrushes will be thrown away.
- Loose change will be put into the Conscience Box; small bills will be given to the Director. If not picked up, they go to the Conscience Box.
- Items of value, such as wallets, credit cards, cell phones, large bills, go to the Police the same day. Staff will notify the Director.

5.10 PROHIBITED CONDUCT

In the interests of protecting the rights and safety of library patrons and staff members and to preserve and protect library materials, facilities, and grounds, the Library prohibits the following conduct on library premises:

- Disruptive or unsafe activity or behavior that interferes with the use of the library by others or with staff performance of duties.
Examples may include but are not limited to: climbing, running, talking or other unnecessary noise, throwing things, pushing and shoving, verbal or physical harassment or threat.
- Eating or drinking at the public computers.
- Smoking in the library or on library grounds.
- Loitering on the outdoor stairwell, north of the library.
- Anything in violation of federal, state or local law.
- Destroying, damaging or defacing library property.
- Bringing animals other than approved service animals into the library. Service animals include dogs and miniature horses. Under federal and state law, no other animals qualify as service animals.
- Using skateboards, roller blades, roller skates, or other sports equipment in the library or on library property.
- Entering and using the library without shoes on one's feet.
- Using library facilities for the purpose of bathing or sleeping. Patrons caught sleeping will be given two warnings and will be asked to leave the library if they need to be awakened a third time.
- Disturbing patrons because of offensive body odor, or excessive use of perfume or cologne.
- Failing to maintain a reasonable state of dress or personal hygiene.
- For the safety of our patrons and staff, masks, hoodies or hats that cover the face may not be worn in the library or on library grounds. The Library will make exceptions to this policy for medical masks and face coverings worn for religious reasons.

5.10.1 Unattended Children Policy

Children age 6 or under must be accompanied by a parent, guardian or assigned chaperone while in the library. (Accompanied is defined as "within sight.") If a child in this age group is found unattended, library staff will attempt to locate the parent, caregiver or assigned chaperone and inform him/her of the rules. If the parent, caregiver or chaperone cannot be found, the police will be called for assistance to locate the child's parents or legal guardian.

Children age 10 and older may use the library on their own. Under Oregon law, children under the age of 10 cannot be in the library without a parent, caregiver or chaperone.

Responsibility for the welfare and the behavior of children using the library rests with the parent, caregiver or an assigned chaperone. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended. Staff may need to contact authorities such as the police to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.

Parents may not use the Library as an alternative to daycare. For safety's sake, parents should make sure their children are sufficiently mature before allowing them to visit the Library by

themselves. Parents should also realize that, even in their absence, they are legally responsible for their children's behavior and safety.

The Library is not responsible for the care and supervision of unaccompanied children prior to opening or after closing. The Library is also not responsible for children outside the building who await transportation or who are socializing. Adults responsible for any child using the Library should be aware of the Library's hours and make arrangements to pick their children up before the library closes.

All children should have the telephone number of someone who can assist them in an emergency. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, library staff is authorized to call the police and stay with the child until the police arrive.

It is strongly recommended that all children are accompanied by someone who can take responsibility should an emergency occur.

Oregon Revised Statutes #163.545¹

Child neglect in the second degree

- (1) A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child.
- (2) Child neglect in the second degree is a Class A misdemeanor. [1971 c.743 §174; 1991 c.832 §2]

5.10.1 Unaccompanied Adults and Teens

The Children's Area of the Library is reserved for children, their parents or responsible adult caregivers. Adults and teens unaccompanied by a child, may only enter the Children's Area to obtain books or other children's materials. Extended browsing, reading or loitering in the Children's Area by unaccompanied adults and teens is not allowed. Out of concern for the safety of children, it is Library policy to ask unaccompanied adults and teens to move to another area of the Library.

5.10.2 Enforcement

When a library staff person becomes aware that any patron is violating a library rule, the staff person shall take appropriate enforcement measures. Appropriate enforcement measures include:

- For minor violations, the staff person may simply ask the patron to comply with the rule.
- For serious violations (including disruptive behavior and failure to comply when requested) and for repeated violations, the staff person may require the person to leave the library premises and not return the same day.

- Any instance of serious violation shall be reported to the library director or designee, who shall decide whether an additional sanction is appropriate. First time offenders will be excluded from the library for a period of 30 days. Second offenses carry an exclusion for 90 days and third a violation carries an exclusion for 180 days. In certain situations permanent exclusion may be applied.
- Any criminal activity shall be reported to the City police department or to 911.

To suspend library privileges, the Library Director or designee shall send notice of the suspension and exclusion from library property by first class mail or hand delivery to the person to be suspended and excluded. The Library Director or designee shall send the notice to the address provided by the person to obtain a library card, or to any other address the library may have for the person. Personal delivery of the notice is sufficient, whether or not the library has an address for the person. A copy of the exclusion notice shall be sent to the police department.

The exclusion shall be effective seven days from mailing or personal service of the notice.

Failure to leave or re-entering the library property prior to termination of a suspension will be deemed to constitute a trespass.

When persons under the age of 18 have been excluded, they must meet with library staff to discuss their behavior before the exclusion will be terminated.

Persons wishing to appeal an exclusion may appeal by submitting a written appeal to the City Manager within seven days of receiving a notice. The exclusion period shall not begin until the appeal is resolved. If the exclusion period has started before the appeal is filed, library privileges and the right to enter library property will be reinstated until the decision on appeal. The City Manager or designee will then hear the appeal within one week of receipt of the appeal. The City Manager's decision shall be final.

5.11 POLICIES GOVERNING THE TEEN ROOM

5.11.1 Purpose and Philosophy

The Newport Public Library Teen Room is specifically designed for the use of middle school, high school, and home school students in accordance with our mission to provide personalized service to patrons of all ages. Youth services librarians use an understanding of teen needs and developmental stages to foster positive relationships with teens who use the Teen Room. In addition, they select materials, activities, and programs for the breadth of the twelve through eighteen-year-old age group. All library staff strive to maintain the room as a safe and supportive space for teens, treat all teens fairly and respectfully, and apply behavior guidelines calmly and consistently.

5.11.2 Age Guidelines

The Teen Area of the Library is reserved for young adults – ages 12 through 18. Unaccompanied adults may only enter the Teen Area to obtain books or other teen materials.

Extended browsing, reading or loitering in the Teen Area by unaccompanied adults is not allowed. Out of concern for the safety of teens, it is Library policy to ask unaccompanied adults to move to another area of the Library.

5.11.3 Behavior Guidelines and Consequences

All behavior requirements found under Newport Library Policy 5.10 apply in the Teen Room. However, staff recognizes the Teen Room may be a more boisterous environment, with noise comparable to a Library program when in full use. Overall, we expect teens to treat each other, the space, the staff, the materials and other patrons with respect. Inappropriate physical contact will not be allowed. Repeated problem behaviors may result in exclusion from the Teen Room and the Library. Any behavior considered by the staff to be abusive, hostile, or aggressive may result in the police being notified and further appropriate actions being taken. Vandalism or damage to Library property or to Library grounds will also result in exclusion from the Teen Room and Library and the police being notified. Just as in the rest of the library, when library staff become aware that any patron is violating a library rule in the Teen Room, staff will take appropriate enforcement measures, which include:

- For minor violations, the staff person or security personnel will inform the teen(s) of the rule and calmly ask the teen(s) to comply with the rule.
- For more serious violations (including disruptive behavior and failure to comply when requested) and for repeated violations, the staff person or security personnel may require the person to leave the library premises for the remainder of the day, using a respectful and calm tone.
- Any instance of serious violation shall be reported to the library director or designee, who shall decide whether an additional sanction is appropriate. First time offenders will be excluded from the library for a period of 30 days. Second offenses carry an exclusion for 90 days and third a violation carries an exclusion for 180 days. In certain situations permanent exclusion may be applied.
- Any criminal activity shall be reported to the City police department or to 911.

5.11.4 Gaming Guidelines

In its ongoing effort to provide services and programs that encourage teens to utilize the Library, the Newport Library Teen Room has dedicated space and equipment for gaming. Recognizing the ongoing popularity of video gaming and the social benefits that result from gaming activities, the Library has provided a Playstation 4 gaming system.

In order to use the gaming equipment, teens must:

- have an Oceanbooks library card, visitor card, or honor card in good standing
- read and agree to gaming system rules before using the equipment:
- use equipment in the manner intended
- take responsibility for any damage incurred by misuse of equipment
- not use outside games or controllers with Library Playstation

- end session when requested to do so by Library staff for any reason
- keep volume and voices at an acceptable level
- not use foul, abusive, disruptive or otherwise inappropriate language or actions
- report problems to Library Staff

Gaming will end half an hour before the Library closes, and game play shall be limited to one sixty-minute session, which may be extended up to a total of 120 minutes if no one else is waiting.

6. ROLE OF VOLUNTEERS IN THE LIBRARY

Newport Public Library provides a wide variety of opportunities for volunteers to participate in both routine operations and special programs or projects. The Library's main purpose in running a volunteer program is to enhance its ability to meet its goals and objectives; however, the Library also seeks to provide rewarding volunteer work to community members and strives to assign tasks that mesh with each volunteer's particular skills and interests. Tasks which volunteers may perform include, but are not limited to, shelving and shelf reading, processing new materials, mending Library materials, delivering books to the homebound, filing and maintaining computer databases, and setting up the Library for opening.

The Library Director will designate the staff responsible for recruitment, orientation, and coordination of volunteers. Those interested in volunteering must submit a Volunteer Application form. The Director's designee will review all applications, interview volunteer candidates, and negotiate mutually acceptable schedules and duties with those accepted into the volunteer program. Volunteers are expected to commit to a regular weekly schedule and to abide by the guidelines presented in the Volunteer Handbook. The Library reserves the right to reject volunteer applications and to discontinue volunteer opportunities at the discretion of the Director or designee.

In recognition of volunteers' significant contributions to the Library's operation, the Library will waive nonresident library card fees, interlibrary loan fees, and copier fees (for up to 50 copies per year) for current regular volunteers.

7. ADULT OUTREACH SERVICES POLICY

MISSION AND PURPOSE

The mission of Outreach Services of Newport Public Library is to provide library materials to adults who are not able to come to the library due to physical or institutional limitations.

PROGRAMS AND PRIVILEGES

Materials available through Outreach include regular print and large print books, audio books on CD, films on DVD, music on compact discs, magazines and Interlibrary

Loans. Applications to the Local Talking Book and Braille Library are provided upon request.

Outreach is one of the many services of the Library; it follows the same procedures of the library as a whole. Nevertheless, certain benefits are extended to those who participate in the program.

7.1 NURSING HOMES, ASSISTED LIVING FACILITIES, SENIOR CARE SERVICES, SENIOR APARTMENT COMPLEXES, AND ADULT HOMES

Bi-monthly visits are made by library staff. Visits may be in the form of browsing hours or room-to-room visits. Residents may make special requests, or choose from the items brought. Library staff is responsible for selecting these collections.

7.2 INDIVIDUAL HOMEBOUND SERVICE

Those desiring homebound service must be confined to their homes for a minimum of 3 continuous months. They must complete an application interview to determine if they qualify for the program, and to assess their reading or listening interests and needs. Applicants already having library cards must be free of charges before they begin the program. Their cards will then be changed to Outreach status. A homebound library card will be issued if the patron does not already have a library card. Materials are requested by the homebound patron through the Outreach staff at the time of their scheduled visit, by calling the library, or through the online catalog.

AGENCY AND INDIVIDUAL RESPONSIBILITIES

7.3 AGENCIES

It is expected that the facility will be cooperative in ensuring that loaned materials are returned to the library. Materials lost from the agency, for which a reasonable search has been made by library staff and the agency itself, will not be charged to that agency or patron. However, materials damaged by a resident borrower able to pay for replacement, will be billed by the library. Materials loaned to an agency must stay in the facility for use by or with residents. No personal loans are made to staff or family members of residents. If a resident is discharged from the facility, they should leave their materials with the designated library contact. They should never take these materials home.

7.4 HOMEBOUND RESPONSIBILITIES

Homebound borrowers should return materials by their due dates, or contact their volunteer or the Library for renewals. They are responsible for all fees associated with lost or damaged materials. Homebound borrowers must notify the library should they become able to visit the library again. Their registration will be changed to that of a regular library patron with normal borrowing privileges. They may re-register should their circumstances change in the future by notifying the Adult Outreach Librarian at 541-265-2153.

APPENDIX A

FEE SCHEDULE

interlibrary loan	1.00 per item received
replacement card	1.00
visitor's card nonrefundable fee	5.00 per month
nonresident card per household	49.00 per year
photocopies	0.10 per copy*
computer printouts	0.10 per copy
processing fee for refund of lost material fees	5.00

* Patrons may make five free photocopies per day from most non-circulating materials.

REPLACEMENT FEES

Replacement fees for lost or irreparably damaged materials will be based on the current list price when available. When no current list price or recent purchase price is available, the following default fees will be charged:

Adult nonfiction.....	30.00	DVD and Blu-ray	18.00
Adult fiction	30.00	Multiple-disc DVD and Blu-ray sets....	40.00
CD.....	15.00	DVD and CD case replacement.....	5.00
Mass-market paperback.....	10.00	Mystery.....	30.00
Juvenile audio.....	15.00	Romance.....	16.00
Magazine.....	7.00	Westerns.....	25.00
Juvenile magazine.....	5.00	Science Fiction/Fantasy.....	15.00
Pamphlets.....	1.00	Large Print book.....	38.00
Juvenile nonfiction.....	20.00	Reference book.....	125.00
Juvenile fiction.....	20.00	"E" nonfiction.....	20.00
Spanish-language books.....	9.00	"E" fiction.....	17.00
Non-circulating nonfiction.....	50.00	Young Adult book.....	15.00
Audiobook on CD.....	50.00	Playaway audiobook.....	80.00

OUTSTANDING FEE THRESHOLD FOR SUSPENSION OF BORROWING PRIVILEGES (2.7.1)

Borrowing privileges will be suspended if a patron has \$25.00 or more in outstanding fines or fees at any library or combination of libraries in the Oceanbooks Network. Privileges will be restored when outstanding charges are brought below this figure.

APPENDIX B

NEWPORT PUBLIC LIBRARY REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: _____

Title: _____

Publisher: _____

Request Initiated by: _____

Telephone: _____ Address: _____

Complainant represents: himself/herself _____
Organization (please name) _____

Please answer the following questions fully. Use additional pages if necessary.

1. To what in the material do you object? Please be specific, citing page numbers and specific passages.
2. What do you feel might be the result of reading or viewing this material?
3. For what age group(s) do you think this material is suitable?
4. What are some good or positive things you found in this material?
5. Did you read or view the material in its entirety?
If not, what parts did you examine?
6. What reviews or interpretations of this material have you read/heard/viewed? Please be specific.
7. What do you believe is the overall theme of this material?
8. What would you like the Library to do with regard to this material?
9. What do you see as the purpose of this material?
10. What other material, serving substantially the same purpose, would you recommend in place of this?

Date Signature of Complainant

APPENDIX C

AMERICAN LIBRARY ASSOCIATION'S BILL OF RIGHTS, FREEDOM TO READ, FREEDOM TO VIEW, AND LABELING STATEMENTS

The Newport Public Library Advisory Board endorses the American Library Association's Bill of Rights, Freedom to Read, Freedom to View and Statement of Labeling. To wit:

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council]

Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
2. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
3. 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.
4. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

5. It is the responsibility of publishers and librarians, as guardians of the peoples' 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.
6. 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.
7. 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.

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

Freedom to View

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council

Statement on Labeling

An Interpretation of the Library Bill of Rights

Labeling is the practice of describing or designating certain library materials by affixing a prejudicial label to them or segregating them by a prejudicial system. The American Library Association opposes this as a means of predisposing people's attitudes towards library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate an endorsement of their contents by the library.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004. Adopted March 11, 2015, by the Newport Public Library Advisory Board