



# Newport Public Library Policy Manual

Adopted by the Newport Public Library Advisory  
Committee TBD

Updated and approved on TBD



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# 1. Our Vision, Our Mission, and Our Goals

## Our Vision

Our community collaborates to support diversity, resiliency, and inclusivity so that everyone can learn, grow, and thrive.

## Our Mission

We provide equitable access to materials, entertainment, information and technology services of the highest quality to our diverse multigenerational community.

## Our Goals

**Goal 1:** Residents will have equitable access to programs, services, and materials that celebrate and reflect diverse cultures, languages, and identities. The Library will foster an inclusive environment where all community members feel represented and welcomed.

**Goal 2:** Residents will have equitable access to the Internet, digital devices, and technology support to enhance their work, education, and personal interests.

**Goal 3:** Children from birth to age five and their families will have access to programs, resources, and services that support early literacy, language development, and a lifelong love of reading.

**Goal 4:** Children, teens, and adults will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.

**Goal 5:** The Library will provide engaging opportunities for readers, writers, and listeners of all ages to explore and enjoy literature, storytelling, and creative expression.

**Goal 6:** The Library will provide welcoming, accessible, and adaptable spaces—both physical and virtual—that support lifelong learning, community engagement, and the evolving needs of Newport residents. Through facility enhancements, technology upgrades, and long-term planning, the Library will create an inviting environment that fosters connection, creativity, and discovery.

**Goal 7:** New immigrants and refugees will have access to reliable information, resources, and support on citizenship, language learning, employment, public

schooling, health and safety, and other essential services to help them successfully participate in community life.

## 2. Circulation Policies

### 2.1 Definitions

- **Library User:** Any individual who uses services or materials provided by Newport Public Library.
- **Library Card:** A physical or digital card issued to a library user, granting borrowing privileges.
- **Materials:** Books, magazines, DVDs, audiobooks, digital content, and any other items made available for loan or use by the Library.
- **Loan Period:** The authorized time a material may be borrowed before it must be returned or renewed.
- **Renewal:** An extension of the loan period for a borrowed material, subject to limits.
- **Overdue:** A material not returned by its due date.
- **Replacement Cost:** The fee charged to cover the cost of lost or damaged items.
- **Interlibrary Loan (ILL):** A service allowing library users to borrow materials from libraries outside Newport Public Library's collection through Chinook Library Network or other partnerships.

### 2.2 Non-Discrimination & Accessibility

Newport Public Library is committed to providing equitable access to all users without discrimination based on race, color, ethnicity, national origin, gender, sexual orientation, age, religion, disability, economic status, or any other protected characteristic.

The Library ensures all programs, materials, and facilities comply with the Americans with Disabilities Act (ADA) and relevant state laws, providing reasonable accommodations upon request. Library staff strive to foster an inclusive, welcoming environment that respects diversity and promotes accessibility for all.

## **2.3 Privacy Policy**

Newport Public Library prioritizes the privacy and confidentiality of its users' information as a fundamental right.

- The Library will not disclose circulation records linked to specific individuals or personal contact information except as required by law.
- Information collected during library card registration includes name, address, telephone number, email, and birthdate. This data is securely maintained and used solely for Library purposes.
- We respect the privacy and confidentiality of all library users, no matter their age.
- Library staff access personal information only to perform job duties and are trained to protect confidentiality.
- The Library contracts with third-party vendors who are required to uphold the same privacy standards. Users accessing external digital resources should be aware of privacy policies of those platforms.
- Online services use temporary cookies to authenticate users and do not track activity beyond session needs.
- Questions about privacy should be directed to the Library and City Community Engagement Director.
- Any illegal or prohibited use of Library resources may be subject to enforcement actions including restriction of privileges.

## **2.4. Library Cards**

### **2.4.1 Eligibility:**

Residents of Newport and the Lincoln County Library District may obtain free library cards. The Library also honors valid cards from all libraries within the Chinook Library Network.

### **2.4.2 Application:**

Applicants aged 18 and over must present a valid photo ID and proof of current address. Applicants under 18 require a parent or guardian's signature and contact information.

### **2.4.3 Proof of Address:**

Acceptable proof includes driver's license, utility bill, lease agreement, or official mail. Library staff may use discretion to facilitate access if standard proof is unavailable.

#### 2.4.4 Card Types:

- **Resident Cards:** Issued free to eligible residents, providing full borrowing privileges.
- **Visitor Cards:** Temporary cards for visitors or short-term residents with limited borrowing periods.
- **Institutional Cards:** Provided to organizations such as schools or senior centers for shared use among members.
- **Honor Cards:** Available to patrons without a permanent address who can present valid identification. Borrowers may check out up to five items at a time; interlibrary loans are not permitted.
- **Oregon Passport Cards:** Offered at no cost to Oregon residents living outside the Chinook Library Network and Lincoln County Library District service areas, provided they hold a valid library card from a participating home library. Applicants must complete a registration form with verified permanent address and contact details. Borrowers may check out up to two items at a time; interlibrary loans and OverDrive products are not allowed.

#### 2.4.5 Card Expiration and Renewal:

Library cards expire every three years. Users are encouraged to update their information and renew promptly to avoid interruption of services.

#### 2.4.6 Card in Hand Requirement:

Users must present their library card to check out materials. If a user does not have their card, library staff will ask security questions to verify identity, such as date of birth, address, or other account information. Valid photo ID may also be used for verification. Phone inquiries require barcode information for identity confirmation.

### 2.5 Loan Periods and Renewals

- **Books, Audiobooks, Magazines:** 14-day loan period, renewable twice if no holds exist.
- **DVDs and Audiovisual Materials:** 7-day loan period, renewable once if no holds exist.
- **Library of Things:** 14-day loan period, no renewals allowed.
- Renewals can be made in person, by phone, or online before the due date.

### 2.6 Item and Transaction Limits

- Maximum of 50 items may be checked out per library card at one time.



- Hold limits: 3 holds by phone or in person daily; online holds through the catalog. Library users are allowed 100 total holds.
- Interlibrary loan requests limited to 5 active items per user.

## **2.7 Fines and Fees**

- No fines charged for overdue items.
- Fees apply for:
  - Replacement cards (\$1 each)
  - Lost or damaged materials (replacement cost plus processing fee)
  - Interlibrary loan fees (\$1 per item from outside Orbis Cascade Alliance Resource Sharing Consortium)
  - Printing and photocopying services as posted.
- A “conscience box” is available for voluntary donations to support Library services.

### **2.7.1 Refunds:**

Refunds for lost item fees (minus a \$3 processing charge) are available if the item is returned within three months with a receipt.

## **2.8 Overdue and Billing Notifications**

- Notifications sent via phone, email, and mail when items become overdue.
- Items two weeks overdue after second notice are billed as lost, and borrowing privileges may be suspended until fees are paid or items returned.
- Failure to return materials constitutes a violation of Oregon Revised Statute 357.975 and may result in legal action.

### **2.8.1 Suspension of Borrowing:**

Accounts with unpaid fees above \$25 will have borrowing suspended until resolution.

## **2.9 Interlibrary Loan (ILL)**

- Users with a valid Newport Public Library card may request materials not held locally.
- All types of materials may be requested; availability depends on lending library policies.
- Borrowed ILL items must be returned by due date and cannot be renewed without approval.
- Up to 3 ILL requests per user at a time.

- \$1 processing fee applies to items borrowed from outside Lincoln County.
- No fees for in-county partner library loans.
- Users are responsible for replacement costs for lost or damaged ILL materials.

## **2.10 Technology and Systems**

- As of March 11, 2025, Newport Public Library transitioned to the **Koha Integrated Library System** and joined the **Chinook Library Network**.
- This upgrade enhances catalog searching, digital resource access, and improves user account management.
- Self-checkout kiosks and online catalogs reflect these system improvements.
- Users experiencing technical issues are encouraged to contact Library staff for assistance.

## **2.11 Library of Things Policy**

### **2.11.1 Overview**

The Library of Things is a collection of non-traditional library items that complement the Newport Public Library's mission to provide equitable access to materials, entertainment, information and technology services of the highest quality to our diverse multigenerational community. Patrons who borrow a Library of Things item agree to abide by the Newport Public Library's Library of Things lending guidelines.

### **2.11.2 Types of Materials Included in Collection**

The purpose of the Library of Things collection is to provide diverse opportunities for learning and engagements. The Library of Things collection is intended to be comprehensive and the Library is limited by a finite amount of storage space. A list of items in the Library of Things will be maintained on the library website and a catalog of items will be available for viewing at the Library.

### **2.11.3 Procurement of Materials**

The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons in Newport.

The Library's staff will select materials based on the needs of library patrons. The Library welcomes input from the community concerning the collection. A form for purchase suggestions will be available online as well as in paper format. All

suggestions are evaluated using the same selection criteria as for other materials and are not automatically added to the collection.

The Library can accept a limited number of donations, which must be presented as outright gifts. Donated materials are received with the understanding that they are subject to the same selection, evaluation, and withdrawal criteria as material acquired for purchase.

#### **2.11.4 Evaluation of Collections**

The Library will use circulation data and community suggestions to guide future selection for the Library of Things collection. Items that do not circulate and items in poor condition will be withdrawn from the Library collection.

#### **2.11.5 Library's Use of Things**

The Library reserves the right to take a Library of Things item out of circulation temporarily to use for Library purposes (workshops, demonstrations, or other programs) or to repair a damaged item.

#### **2.11.6 Guidelines for Borrowing and Use**

Objects loaned out by the Library through its Library of Things program must be checked out from and returned to the Circulation Desk of the Newport Public Library. A valid Newport Public Library card with no outstanding fines above \$25 is required to borrow a Library of Things item. Borrowers of Library of Things items must be 18 years of age or older and must sign a copy of the Library of Things Lending Agreement.

#### **2.11.7 Loan Periods and Fines**

Library of Things items may be borrowed for 2 weeks and with no renewals. While there are no overdue fines, patrons will be charged the full replacement cost for items not returned within 30 days of their due date. A cleaning fee of \$10 will be assessed for items that are returned in a state of deterioration. If a Library of Things item is damaged, destroyed or not returned, the patron will be charged the full replacement cost of the Library of Things item. Please refer to the Library's fee schedule for more information.

#### **2.11.8 Proper Use and Liability**

The borrower is solely responsible for the Library of Things item and will be billed

for reasonable repair or replacement costs associated with damage or loss of Library of Things items and/or peripherals due to neglect or abuse. The Library has sole discretion in making these decisions. Responsibility for a child's use of Library materials, regardless of format or content lies with the parent or guardian, not with the Library.

A list of replacement costs of Library of Things items is maintained by the Library and is available upon request. The Library of Things agreement has the price listed for the item. The Library of Things Lending Agreement is available online, in paper format, and upon request. Patrons will be asked to sign a copy of the Library of Things Lending Agreement each time a Library of Things item is checked out.

The Newport Public Library and City of Newport are not responsible for any injury, loss, or damage that may occur from use of a Library of Things item. The responsibility to protect against loss is the borrower's responsibility.

Staff will inspect Library of Things items prior to borrowing and again upon return. Return the Library of Things item(s) with all parts and components in the original Library container to the Circulation Desk. **Before the Library of Things item is checked in, please allow up to 96 hours for inspection, check-in, and a replacement cost and/or cleaning fee assessed.** Patrons are responsible for any damage to a Library of Things item while in their possession.

# Library of Things Lending Agreement

By borrowing a Library of Things item, I agree:

- To abide by the Newport Public Library's Library of Things lending guidelines.
- To pay full repair and/or replacement cost and/or cleaning fee should the Library of Things item or parts and components of the Library of Things item be stolen, lost, destroyed, not returned, or damaged, while in my possession.

I acknowledge that the Library and City of Newport are not responsible for any injury, loss, or damage that may occur from use of a Library of Things item, while in my possession.

Please sign below:

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

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

Print name: \_\_\_\_\_

Name of Specialty Item: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Replacement Cost: \_\_\_\_\_

**Please return your Library of Things item to the Newport Public Library  
Circulation Desk**

# Acuerdo de préstamo de la Biblioteca de las Cosas

Al pedir prestado un artículo de la Biblioteca de las Cosas, estoy de acuerdo:

- Cumplir con las directrices de préstamo de la Biblioteca Pública de las Cosas de Newport.
- Para pagar el costo completo de reparación y/o reemplazo y/o la tarifa de limpieza en caso de que el artículo o partes y componentes de la Biblioteca de las Cosas sean robados, perdidos, destruidos, no devueltos o dañados, mientras que en mi posesión.

Reconozco que la Biblioteca y la Ciudad de Newport no son responsables de ninguna lesión, pérdida o daño que pueda ocurrir por el uso de un artículo de la Biblioteca de las Cosas, mientras esté en mi posesión.

Por favor firme abajo:

Firma: \_\_\_\_\_

Fecha: \_\_\_\_\_

Letra de molde: \_\_\_\_\_

Name of Specialty Item: \_\_\_\_\_

Staff initials: \_\_\_\_\_

Replacement Cost: \_\_\_\_\_

**Por favor, devuelva su artículo de la Biblioteca de las Cosas al Mostrador de Circulación de la Biblioteca Pública de Newport**

### **3. Policies Regarding Use of Non-Circulating Equipment**

The Newport Public Library encourages everyone to explore and utilize the technological tools available for public use within the library. To maintain these resources for the community, patrons are expected to respect the following guidelines:

#### **3.1 Public Access Computers**

Newport Public Library provides public access computers, selected software, and laser printers for use. Printing is available at a nominal charge. Please note the following:

- Personal files should be saved on external thumb drives as saving to the computer's hard drive is not possible.
- The Library is not responsible for the disclosure, preservation or deletion of any files on public access computers.

#### **Internet Use Policy**

The Internet offers a wealth of information and resources, though it is important to recognize that content may vary in accuracy and appropriateness. Please adhere to the following guidelines:

- The Library prohibits accessing child pornography.
- Time limits apply for computer use as posted.
- Printing charges are outlined in the current Fee Schedule (Appendix A).
- Only authorized software may be used; users may not modify hardware or software.
- The Library reserves the right to terminate internet sessions for non-compliance.
- Appeals regarding Library privileges may be directed to the City Manager.

The City of Newport, including the Newport Public Library, is not liable for any misuse of copyrighted materials or other legal violations. It is the responsibility of parents and guardians to monitor and set guidelines for young people's Internet use.

### **3.2 Photocopier**

Newport Public Library offers photocopying services with limitations as follows:

- Five free copies per day are available for most non-circulating library materials.
- Fees apply for all other photocopies.

### **3.3 Internet and Other Computerized Reference Tools**

The Library provides selected computer reference and bibliographic tools for public use with the following conditions:

- Use is limited to posted times, with one session per day unless otherwise permitted by staff.
- Library staff are available to assist patrons in using these tools as needed.

### **3.4 Newport Public Library 3D Printer Policy**

The Newport Public Library provides access, training, and technology to everyone and offers programs, materials, and tools of creation to people who have limited access or opportunity. By offering access to technologies, such as 3D printers, we build digital literacy and ensure success in a digital world. This policy establishes how and under what circumstances the public may use the Newport Public Library's 3D printer.

#### **Rules Governing Use of Newport Public Library 3D Printer:**

1. The Newport Public Library's 3D printer is available to Newport Public Library patrons, with library cards in good standing, to make three-dimensional objects using a design that is uploaded from a digital computer file.

a. The public will not be permitted to use the Library's 3D printers to create material that is:

- i. Prohibited by local, state, or federal law.
- ii. Unsafe, harmful, dangerous, or poses an imminent threat to the well-being of others, including but not limited to drug paraphernalia and weapons. (Such use may violate the terms of use of the 3D printer design software.)
- iii. In violation of federal, state, or local laws or regulations regarding accessing, viewing, printing, and distributing obscenity or child pornography.



iv. In violation of another's intellectual property rights or the 3D printer design software terms of use. For example, the printer shall not be used to reproduce material that is subject to copyright, patent, trademark, or trade secret protection.

2. The Library reserves the right to refuse any 3D print request.

3. Cost: 3D printing at the library is currently free, made possible by an Oregon State Library Teen Services Grant. The Library reserves the right to charge a fee in the future to cover the costs of printing materials.

4. Items will go into the queue to be printed. Once completed, staff will contact patrons to let them know that their item is available for pick up.

5. Items printed from the Library 3D printer that are not picked up within thirty days will become property of the Library. The patron waives all property rights of the printed object. Design files will be deleted by library staff at the time of printing or at the end of each day. Items must be picked up by the patron who printed them unless alternative arrangements have been made in advance.

6. Only designated Library staff will have "hands-on" access to the 3D printer. Damage to the printer will be subject to the library's damaged materials policy.

7. The printer has a maximum build volume of 7 X 7 X 7 inches.

8. The total print time must be 5 hours or less to complete.

9. The Library will regulate the use of the 3D printer, including limiting the number of print requests in a given time period.

10. The Library's 3D printer is intended for educational, entertainment, and prototyping purposes. The library does not provide access to 3D printers for the production or sale of goods. Assistance with the use of the 3D printer by Library staff does not constitute knowledge or acknowledgment of any final use of the 3D object. Once in possession by the patron, the Library expressly disclaims any and all personal injury or property damage caused by use or misuse of a 3D printed object.

11. You can find designs to print at [printprusa.com](http://printprusa.com) and [thingiverse.com](http://thingiverse.com). All prints must be compatible with our Prusa Mini+ 3D printer.

12. The Library has computers and Flash Drives that may be used to create a design.

13. Please note that procedures governing the use of the Library's 3D printer are subject to change at any time.

14. Please note that there is NO guarantee of anonymity. Submitted files will be observed by Library staff and quite possibly by patrons utilizing the Library when the file is being printed.

15. The Library is not responsible for the functionality or quality of content produced on the Library's 3D printer.

16. Any patron using the Library's 3D printer assumes all responsibility for and shall hold the Library harmless in all matters related to the patron's use of the 3D printer, including but not limited to violations of patent, trademark, and/or copyright law.

# Newport Public Library 3D Print Request Form

Patrons must submit a completed 3D print request form along with the corresponding digital design file. These forms are available at the Library's circulation desk or can be downloaded from our website. Submission of this paperwork acknowledges agreement to adhere to the Newport Public Library's 3D Printer Policy.

By implementing these guidelines, the Newport Public Library aims to foster a safe, creative, and enriching environment for all patrons utilizing our 3D printing services.

## Newport Public Library 3D Print Request Form

### Patron Information:

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

Library Card Number: \_\_\_\_\_

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

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

### Print Details:

Design File Name: \_\_\_\_\_

File Format: \_\_\_\_\_

Print Material: \_\_\_\_\_

Print Color (if applicable): \_\_\_\_\_

Print Size (if applicable): \_\_\_\_\_

### Purpose of Print:

☐ Educational

☐ Entertainment

☐ Prototyping

☐ Other (please specify): \_\_\_\_\_

**Agreement:**

I have read and agree to adhere to the Newport Public Library's 3D Printer Policy.  
I understand that failure to comply may result in the refusal of my print request  
and/or revocation of my library privileges.

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

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

## **4. Collection Development Policies**

### **Purpose**

The Newport Public Library's Collection Development Policy guides the selection, evaluation, maintenance, and withdrawal of materials. It reflects our mission to provide equitable access to information, ideas, and creative works that support lifelong learning, literacy, and cultural enrichment for all community members.

This policy aligns with the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and Labeling Statement, and incorporates professional standards and best practices recommended by the State Library of Oregon, Public Library Association (PLA), American Library Association (ALA), and Association for Library Collections & Technical Services (ALCTS). The policy promotes transparency, inclusivity, intellectual freedom, and responsiveness to community needs.

### **Our Mission**

We provide equitable access to materials, entertainment, information, and technology services of the highest quality to our diverse, multigenerational community.

### **4.1 Collection Statement for Books**

Newport Public Library develops a collection that reflects the diverse interests, needs, and perspectives of our community, supporting both recreational reading and lifelong learning. While scholarly materials, rare books, and manuscripts are outside our scope, we strive to provide popular, specialized, and culturally relevant materials.

The Library Advisory Committee holds final oversight of collection policies; day-to-day selection responsibility rests with qualified library staff.

Selection decisions are guided by professional reviews and tools including but not limited to: Booklist, Library Journal, School Library Journal, Children's Catalog, Kirkus Reviews, LibraryThing, Goodreads, and state and national public library standards. Additionally, staff monitor emerging trends and patron requests.

We actively identify and acquire materials to meet specialized community needs.

Donated materials are accepted according to the Library's Donation Policy; unsuitable materials will be responsibly discarded.

The collection includes historical, general, comparative, and foundational religious texts (e.g., Bible, Quran), but does not emphasize extensive holdings in any particular religious literature.

#### **4.2 Collection Statement for DVDs**

The Library maintains a balanced and diverse video collection comprising entertainment, documentary, instructional, and cultural content.

Priority is given to titles not readily available locally, including foreign films, overlooked domestic productions, and theater-related works. Children's videos often align with children's literature.

No age-based restrictions or labels are applied; guardians are responsible for supervising children's viewing.

While some titles have public performance rights, the collection is intended primarily for private use. The Library disclaims liability for unauthorized public exhibition.

#### **4.3 Weeding**

Materials are regularly evaluated and removed following professional criteria including circulation data, content currency, physical condition, and enduring relevance, in accordance with public library best practices to maintain a current, useful collection.

#### **4.4 Donations**

Individuals may bring two bags or boxes of materials per day to the Newport Public Library during operating hours. Donated materials must be in good condition.

The Library will accept donations of the following materials:

- Hardcover fiction and non-fiction books, published within the last 1-3 years, and complete with dust jackets, provided they are not already in our collection.
- Fiction and non-fiction books with dust jackets that address gaps in our collection

and are in good condition.

- Popular paperbacks in good condition and published within the last 1-3 years.
- Current popular magazines, no older than two months.
- DVDs or Blu-Ray movies
- CDs containing music
- Audiobooks on CD
- Children's books
- Vinyl record albums
- Puzzles
- Board games

The Library will not accept donations of the following materials:

- Items in unsatisfactory condition, including those that are torn, dirty, moldy, deteriorating, musty, water-damaged, odorous, or missing pieces.
- Hardback books without dustcovers
- Textbooks
- Dictionaries
- Encyclopedias
- Ex-library books
- Time Life Series
- Reader's Digest Condensed Books
- VHS tapes
- Cassette tapes
- Books with excessive writing, highlighting or underlining
- Bootleg or copied recordings
- Relics and catalogs

The Library's acceptance of a donated item does not imply an obligation to include it in the collection. The Library retains the right to dispose of all donations as deemed appropriate.

#### **4.5 Patron Input Regarding the Collection**

Community input is welcomed and valued. Patrons may suggest purchases via a Purchase Suggestion form in-person and on our website. Suggestions are reviewed consistent with the Collection Development Policy's commitment to diversity, equity, and inclusion.

Concerns about existing materials should first be discussed with staff or the Library and City Community Engagement Director. If unresolved, patrons may submit a Request for Reconsideration form to the Director. Upon receipt, the Director will notify the Library Advisory Committee and collaborate with staff to review the material, considering multiple perspectives and professional standards. A written decision will be provided.

If desired, patrons may request a hearing before the Library Advisory Committee. The Director and staff will prepare recommendations for the Committee's consideration. Patrons may speak at the meeting. The Committee's decision is final and will be communicated in writing.

## **5. Policies Governing the Facility**

### **5.1 Open Hours**

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

- Tuesday and Friday: 10:00 a.m. – 6:00 p.m.
- Wednesday and Thursday: 10:00 a.m. – 7:00 p.m.
- Saturday: 11:00 a.m. – 5:00 p.m.
- Closed on Sunday and Monday

The Library will be closed on City holidays. The Library and City Community Engagement Director may adjust hours for additional City holidays or special circumstances as needed. Any changes to hours will be communicated in advance whenever possible.

### **5.2 Use of Building By External Organizations**

The Newport Public Library is a public facility primarily intended for library-related services, resources, and programs. The Library seeks to collaborate with community organizations, but generally does not host non-library-related programs, meetings, or events. Please see 5.7 Meeting Rooms Policy for more information. Exceptions may be made for activities that align with the Library's mission of serving and engaging the community. Any use of the facility by external organizations must be approved by the Library and City Community Engagement Director, and adherence to the Library's policies is required.



### **5.3 Petitions**

Petitioning is allowed in the public area under the building's eastern overhang, north of the front door. This area is designated for public expression, but the Library does not endorse any petition's content. Petitioners are responsible for ensuring their activities do not obstruct pedestrian or vehicle traffic, disrupt Library services, or harass or interfere with Library patrons. All activities must comply with the Library's standards of respect and safety. The entrances to the building must remain unobstructed.

### **5.4 Displays of Art**

When considering the acquisition or exhibition of artwork, the Library Advisory Committee will appoint a diverse committee to recommend appropriate actions. This committee will include at least one member of the Library Advisory Committee and one Library staff member with relevant academic or professional expertise. If a staff member is unavailable, the Library Advisory Committee will appoint a qualified community member to ensure representation. The committee will evaluate all artwork based on professional standards and the suitability of the artwork for the Library's environment. The Library Advisory Committee retains the right to dispose of any artwork purchases or donations as deemed necessary.

### **5.5 Bulletin Boards**

The Library provides bulletin boards for library announcements and local community information. The bulletin boards are not intended for personal or commercial advertising. In accordance with the Library Bill of Rights, materials will be posted on an equitable basis, without bias towards the beliefs or affiliations of individuals or groups requesting posting. Due to limited space, not all materials can be displayed. The decision on what is posted will be made by Library staff, who will use their judgment to ensure relevance and appropriateness.

### **5.6 Distribution of Free Materials**

The Library offers a designated area for the display of free materials under the following conditions:

- Library materials will take precedence over other materials.
- Materials must be timely and relevant.
- Materials should either be produced by non-profits and local groups within the City of Newport (tax district) or be in high demand.
- Materials must not be of a commercial or personal nature.

- Materials must not endorse specific political candidates or ballot measures.
- Due to limited space, the display of materials will be at the discretion of professional Library staff, following the criteria outlined in this policy. In alignment with the Library Bill of Rights, the Library will not censor or alter the content of displayed materials. The Library staff will manage the disposal of materials as needed.

## 5.7 Meeting Rooms

### Introduction

The Newport Public Library is committed to providing equitable access to its meeting spaces for educational, civic, charitable, cultural, and non-profit organizations, as well as for the general public. These policies ensure fair and consistent use of our facilities, in accordance with the principles set forth by the American Library Association's Library Bill of Rights. This document outlines the procedures and guidelines for reserving and using library meeting rooms, including the Conference Room, Study Room, and the McEntee Meeting Room, including the Newport Public Library Seed and Read Garden Patio.

### 5.7 Meeting Rooms

Libraries that make exhibit spaces and meeting rooms available to the public should do so on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. – Adapted from the American Library Association's Library Bill of Rights.

#### 5.7.1 Room Usage Policies

*Meeting room reservations must conclude at least 15 minutes prior to the library's closing time to ensure adequate time for cleanup and staff closing procedures.*

#### McEntee Meeting Room (Capacity: 118 people)

Type of Group	Frequency of Use	May Reserve	Payment Information	Application
Library or City of Newport	Any	As far in advance as needed	No charge	Contact information required

Type of Group	Frequency of Use	May Reserve	Payment Information	Application
Educational, Civic, Charitable & Cultural Programs, Non-Profits, Government Entities	Up to 2 days per month (special permission may be granted by the Library and City Community Engagement Director)	Up to 6 months in advance	No charge	Contact info required, signature on policy contract required for multiple dates
Commercial or Private	Up to 2 days per month (special permission may be granted by the Library and City Community Engagement Director)	Up to 6 months in advance	\$20/hr, due at time of reservation	Contact info and signature on policy contract required for multiple dates
Walk-In	Only if other rooms are in use	Not available for advance reservations	No charge	N/A

### Seed and Read Garden Patio Reservation

The Newport Public Library offers the Seed and Read Garden Patio as an additional outdoor space that can be reserved in conjunction with the McEntee Meeting Room.

- Groups reserving the McEntee Meeting Room may request access to the Seed and Read Garden Patio at no additional cost.
- The patio is an ideal space for overflow seating, outdoor programs, or break periods.
- **Reservation:** Access to the patio is subject to availability and must be requested at the time of booking the McEntee Meeting Room.
- **Capacity:** Please be mindful of the capacity limits and noise levels to ensure that activities do not disrupt the Library's patrons or other events taking place inside.

**Conference Room (Capacity: 12 people)**

<b>Type of Group</b>	<b>Frequency of Use</b>	<b>May Reserve</b>	<b>Payment Information</b>	<b>Application</b>
Library or City of Newport	Any	As far in advance as needed	No charge	Contact information required
Educational, Civic, Charitable & Cultural Programs, Non-Profits, Government Entities	Up to 2 days per month (special permission may be granted by the Library and City Community Engagement Director)	Up to 6 months in advance	No charge	Contact info required, paper application needed for multiple dates
Commercial or Private	Up to 2 days per month (special permission may be granted by the Library and City Community Engagement Director)	Up to 6 months in advance	\$10/hr, due at time of reservation	Contact info required, paper application needed for multiple dates
Walk-In	One turn, one room per day, two-hour limit	Day of or day before only	No charge	N/A

**Study Room (Capacity: 4 people)**

<b>Type of Group</b>	<b>Frequency of Use</b>	<b>May Reserve</b>	<b>Payment Information</b>	<b>Application</b>
Library or City of Newport	Anytime	As far in advance as needed	No charge	Contact information required
Walk-In	One turn, one room per day, two-hour limit	Day of or day before only	No charge	N/A

### 5.7.2 Additional Policies Governing Meeting Rooms

- **Indemnity:** Applicants shall hold the City of Newport, its employees, and agents harmless from any claims, losses, or liabilities arising from the use of the premises.
- **Damage and Liability:** Users agree to pay for any damages to library property, including walls, floors, grounds, and furniture during the use of the facility.
- **Supervision:** Activities for minors (under 18 years) must be supervised by responsible adults.
- **Alcohol:** Alcoholic beverages are prohibited in or around the Library.
- **Room Access:** Library staff may enter the meeting rooms at any time during a scheduled meeting.
- **Cancellations:** The Library may cancel existing reservations with a 10-day notice to accommodate Library or City needs. Users may cancel reservations with a 72-hour notice to receive a refund.
- **Set-up and Clean-up:** Set-up and clean-up times must be included in the reservation period. Rooms must be returned to their original condition following use.
- **Public Attendance:** If admission is not charged and the meeting is not limited to membership, any person may attend, provided they comply with Library policies.
- **Library Advisory Committee Endorsement:** Permission to use the Library's meeting rooms does not imply endorsement by the City of Newport, the Newport Public Library, or the Library Advisory Committee.

### Reservation Process

To reserve a meeting room, users must:

1. Fill out the Meeting Room Application (available online or in person).
2. Provide contact information and, for recurring events, submit a signed policy contract.
3. Payment for commercial or private use is due at the time of application or before the event date.

Thank you for adhering to these updated policies. If you have any questions or need assistance, please feel free to contact library staff. We appreciate your cooperation in ensuring our meeting rooms and patio are accessible and well-maintained for all users.

## **5.8 Program Policy**

The Library is committed to fostering community engagement by offering diverse and inclusive programs that support its mission to inform, educate, and inspire. Library-sponsored programs aim to enhance the community's access to resources, promote cultural awareness, and provide both entertaining and educational experiences.

Programs are free and open to all members of the public, with no restrictions based on age, gender, race, ethnicity, background, beliefs, or abilities. The Library strives to offer a wide variety of programs that reflect the diverse interests and needs of our community.

Program presenters are required to submit a proposal that includes a brief program description, relevant supporting materials (e.g., books, brochures, photos, videos), and any references or reviews that support the content.

Proposals must be submitted at least 45 days prior to the proposed program date to ensure adequate time for review, planning, and promotion.

All programs must align with the Library's mission, goals, budget, and scheduling priorities. The final decision to sponsor a program rests with the Library and City Community Engagement Director.

All promotional materials, including press releases, flyers, and advertisements, must be approved by the Library and City Community Engagement Director before distribution.

To support the Library's efforts to foster literacy, creativity, and culture, books, recordings, and writings may be sold after library-sponsored programs, but must be completed within one hour following the event.

A contract outlining the agreed terms will be prepared and signed by both the Library and City Community Engagement Director and the program presenter.

# Newport Public Library Program Proposal Form

## *For Library-Sponsored Programs*

Please submit your completed proposal at least 45 days prior to the proposed program date.

**Program Title:**

---

**Proposed Date(s):**

---

**Time:**

---

**Presenter(s) Name(s):**

---

**Contact Info (Email/Phone):**

---

**Organization (if applicable):**

---

**Program Description (max 200 words):**

---

---

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---

---

**Program Type (check all that apply):** ☐ Informational ☐ Educational

☐ Cultural ☐ Entertaining ☐ Other: \_\_\_\_\_

---

**Target Audience:**

---

**Supporting Materials (attach if applicable):** ☐ References/Reviews ☐  
Photos/Videos ☐ Other: \_\_\_\_\_

---

**Program Requirements (check all that apply):** ☐ Projector ☐ Sound System  
☐ Microphone ☐ Tables/Chairs ☐ Other: \_\_\_\_\_

---

**Program Fees (if applicable):**

---

**Promotion Request:** ☐ Yes, I would like help with promotion. ☐ No, I will  
handle promotion.

---

**Program Alignment:**

How does this program support the Library's mission and diversity goals?

---

**Presenter Agreement:**

I agree that the information provided is accurate and that the proposal will be  
reviewed and approved by the Library and City Community Engagement Director.

---

**Presenter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

---

**For Library Use Only**

**Reviewed By:**

---



**Approved By (Library and City Community Engagement Director):**

---

**Approval Date:**

---

**Additional Comments:**

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## **5.9 Lost & Found**

Items left behind at the Library or deposited in the book drops will be held in the Lost & Found for a period of 30 days.

### **Disposal of Unclaimed Items:**

- Non-perishable items such as toys, clothing, glasses, and sunglasses will be donated to a local charitable organization.
- Books and other materials found will be evaluated for inclusion in the Library's collection or may be donated to the Foundation's book sale.

### **Exceptions:**

- Perishable items, as well as personal hygiene items (e.g., hairbrushes, combs, toothbrushes), will be discarded.
- Loose change will be placed in the Library's Conscience Box, while small bills will be given to the Library and City Community Engagement Director. If unclaimed, funds will remain in the Conscience Box.
- Valuable items, including wallets, credit cards, cell phones, or large sums of money, will be promptly turned over to the local police department on the same day they are found. The Library and City Community Engagement Director will be notified of such items.

## **5.10 Prohibited Conduct**

The Newport Public Library's mission is to provide equitable access to materials, entertainment, information and technology services of the highest quality to our diverse multigenerational community. To this end, the Library has established rules of conduct to promote a safe, comfortable, healthy, and barrier-free environment. Library staff shall make every effort to apply these rules in a fair, humane, and positive manner for the benefit of all. The rules of conduct cover activities inside and outside the Library building, including the Library grounds and parking lots. We ask for your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

While at the Library we encourage you to:

1. Ask for help when you need it.
2. Give us your suggestions about how we can improve our services, collections, and facilities.

3. Enjoy the time you spend at the Library.

Under Newport Municipal Code (NMC) Chapter 8.11 - Trespass in Public Places, the following are rules of conduct while on or about Library property:

A. No person shall violate any federal, state, or city of Newport law/ordinance.

B. No person shall enter or remain on Library property for purposes other than to conduct legitimate business with the Library or to use that property lawfully under the laws and rules that apply.

C. No person shall enter or attempt to enter any secure portion of Library property that is not open to members of the public without authorization from Library staff.

D. No person shall deface, damage, or destroy Library property.

E. No person shall engage in conduct that degrades the appearance of Library property, including but not limited to depositing trash or defacing property.

F. No person shall engage in conduct that disrupts or interferes with operations of the Library, including but not limited to conduct that creates unreasonable noise or physical behavior. (Examples may include but are not limited to: climbing, running, loud or disruptive noise, throwing things, pushing and shoving, public indecency, verbal or physical harassment or threat.)

G. No person shall engage in conduct that subjects' patrons or employees of the Library to alarm or disturbance.

H. Unless specifically authorized, no person shall use Library property for the purpose of housing or camping, including but not limited to placing objects such as vehicles, bicycles, backpacks, carts, or other items in a manner that interferes with passage.

I. No person shall refuse to obey any lawful direction of Library staff or other city government employees.

J. No person shall violate any provisions posted on Library parking lots.

K. So that everyone may have a safe and enjoyable experience, the following are also prohibited while on or about Library property (NMC 8.11.050):

K.1. Eating or drinking at the public computers.

K.2. Talking on a cell phone outside of the designated areas.

K.3. Using e-cigarettes/vaporizing/vaping/smoking or use of illegal drugs. (NMC Chapter 9.20 - Smoking and Drug Use)

K.4. Preventing ADA access.

K.5. Consuming alcoholic beverages. (NMC Chapter 9.55 - Consumption of Alcohol in Certain Public Places)

K.6. Violating another patron's reasonable expectation of privacy to read, view, or listen to Library materials.

K.7. Bringing animals other than approved service animals into the Library. Under federal and state law, only dogs and miniature horses qualify as service animals. Emotional support animals and therapy animals are not considered service animals under the ADA.

K.8. Using skateboards, roller blades, roller skates, or other sports equipment.

K.9. Being in the Library without shoes, shirts, or other appropriate clothing. Children too young to walk do not need shoes.

K.10. 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 in a single day.

K.11. Excessive use of perfume or cologne.

K.12. Bringing into the Library anything that is unsafe, including firearms or other weapons, unless the individual is licensed to carry a firearm, or anything that creates an obstacle or takes up seating, including bicycles, carts, or large backpacks.

K.13. Leaving children under the age of 10 unattended. 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.

**Violation of Library rules of conduct may result in verbal or written warning, exclusion, or other enforcement action identified under NMC Chapter 8.11.**

#### **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 and City Community Engagement 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 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 and City Community Engagement 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 5 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**

### **6.1 Purpose of the Volunteer Program**

The Newport Public Library values the significant contributions of volunteers and recognizes their essential role in achieving the library's goals and objectives. The primary purpose of the volunteer program is to enhance the library's ability to serve the community, while offering meaningful and rewarding opportunities for individuals to contribute their time and skills. Volunteers are encouraged to participate in both routine operations and special projects that align with the library's mission and strategic objectives.

### **6.2 Volunteer Opportunities**

Volunteers may assist with a variety of tasks that support the daily operations of the library, as well as special programs, projects, and initiatives. Potential volunteer roles include, but are not limited to:

- Shelving and shelf reading
- Processing new materials
- Mending library materials

- Delivering books to the homebound
- Assisting with events and library programs
- Administrative and clerical support
- Assisting with technology services and literacy programs
- Filing and maintaining computer databases
- Setting up and preparing the library for opening

Volunteers will be matched with tasks that align with their skills, interests, and the library's operational needs, with the goal of fostering an inclusive and equitable environment for all participants.

### **6.3 Volunteer Recruitment, Selection, and Inclusivity**

The Newport Public Library is committed to providing inclusive, accessible volunteer opportunities that reflect the diversity of the community. All individuals are encouraged to apply, and the library seeks to ensure equitable access to volunteer roles.

- **Application Process:** Those interested in volunteering must submit a **Volunteer Application** form, which is available at the library or online.
- **Review and Interview Process:** The Library and City Community Engagement Director, or their designee, will review applications, conduct interviews, and discuss schedules and duties with volunteer candidates.
- **Commitment and Scheduling:** Volunteers are encouraged to commit to a regular weekly schedule. The Library and City Community Engagement Director's designee will work with volunteers to establish mutually agreeable schedules that accommodate the needs of both the library and the volunteer.

The library seeks volunteers from all backgrounds, including historically underserved and marginalized groups, to ensure that the volunteer program is representative of the community it serves.

### **6.4 Orientation, Training, and Support**

To ensure that volunteers are successful and confident in their roles, the library will provide:

- **Orientation:** A comprehensive orientation session that covers library policies, safety procedures, and expectations.
- **Training:** On-the-job training, as needed, to equip volunteers with the skills and knowledge to perform their tasks effectively.



- **Ongoing Support:** Volunteers will receive ongoing support and guidance through regular check-ins with the volunteer coordinator. Additional training will be available as required.

## 6.5 Volunteer Commitment and Expectations

Volunteers are expected to commit to a regular schedule to help the library maintain smooth operations. Volunteers must:

- Abide by the library's policies and procedures, including those outlined in the **Volunteer Handbook**.
- Communicate proactively if they are unable to attend their scheduled shifts or need to adjust their schedules.
- Perform tasks to the best of their ability and demonstrate professional behavior at all times.

The volunteer program encourages a collaborative and supportive environment that prioritizes respect for all volunteers and library patrons.

## 6.6 Volunteer Rights and Recognition

The library deeply values its volunteers and acknowledges their essential role in helping the library achieve its goals. Volunteers will receive the following benefits:

- **Non-resident Library Card Fee Waiver:** Volunteers are eligible for a free library card, regardless of residency status.
- **Interlibrary Loan Fee Waiver:** Volunteers will not be charged for interlibrary loans.
- **Copying Allowance:** Volunteers may make up to 50 free copies per year for personal use.

In addition to these benefits, volunteers will be recognized for their contributions through annual appreciation events and periodic recognition within library communications.

## 6.7 Confidentiality and Professional Conduct

Volunteers are expected to respect the privacy of library patrons, staff, and library operations. Volunteers must adhere to the library's confidentiality policies and maintain professional behavior at all times.

## 6.8 Right to Modify and Terminate Volunteer Opportunities

The Newport Public Library reserves the right to modify or terminate volunteer roles at any time, based on the library's needs or the volunteer's performance.

Volunteers may also choose to withdraw from the program at any time, with prior notice to the volunteer coordinator.

### **6.9 Volunteer Feedback and Program Evaluation**

The Newport Public Library is committed to continuously improving the volunteer program. Volunteers will have opportunities to provide feedback on their experience through surveys or interviews, and their suggestions will be considered for program development. Periodic evaluations will also be conducted to assess the effectiveness of the program.

## **7. Adult Outreach Services Policy**

### **Mission and Purpose**

The mission of Outreach Services at Newport Public Library is to provide equitable access to library materials and services for adults who are unable to visit the library due to physical, medical, or institutional limitations. Outreach Services uphold the Library's commitment to equity, diversity, inclusion, and access by ensuring that all community members can benefit from resources that promote lifelong learning and enrichment, as outlined in the Newport Public Library Strategic Plan 2025–2030.

### **Programs and Services**

Materials available through Outreach Services include regular print and large print books, audiobooks on CD, DVDs, music CDs, magazines, and interlibrary loan materials. Applications to the Talking Book and Braille Library are available upon request.

Outreach Services follow the same policies and procedures as the Library, with additional accommodations to meet the unique needs of eligible individuals and partner facilities.

The designated service area for Adult Outreach Services at the Newport Public Library includes the city limits of Newport, the unincorporated areas south of Lincoln City and north of Waldport, and areas west of Toledo within Lincoln County. This defined geographic region outlines where the library may offer adult outreach programming, resources, and support.

### **7.1 Services to Residential Care Facilities**

Outreach staff provide regularly scheduled visits to nursing homes, assisted living facilities, senior care centers, senior apartment complexes, and adult group homes.

Services may include browsing hours, room-to-room visits, or curated collections based on resident interests. Residents may request specific titles or choose from a selection brought by the staff. Library staff are responsible for selecting and maintaining these materials. The check-out period for items is 1 month.

## **7.2 Individual Home Delivery Services**

Adults eligible for home delivery must be homebound due to age, illness, disability, or recovery for a minimum of three consecutive months. An application interview will assess eligibility and reading/listening preferences. Patrons with an existing library account must be in good standing; if fines or fees exist, they must be resolved prior to enrollment. A library card will be issued if needed. Requests for material(s) can be made by phone, online catalog, or during scheduled visits.

## **Responsibilities**

### **7.3 Partner Facility Responsibilities**

Residential Care Facilities are expected to collaborate in the return of loaned materials. If items are damaged or lost, and the responsible resident is financially able, the library may seek reimbursement. Materials loaned to facilities are for use within the residence and not for personal use by staff or visitors. If a resident is discharged, materials must be returned to the facility's library liaison before departure.

### **7.4 Individual Home Delivery Participant Responsibilities**

Home delivery patrons are responsible for returning items on time or requesting renewals. They are accountable for fees associated with lost or damaged items. If a patron's condition improves and they can visit the Library, they must notify staff so their account can be updated to regular borrowing privileges. Patrons may reapply for home delivery if their circumstances change. For updates or questions, contact the Adult and Outreach Services Librarian at 541-265-2153.

## **Appendix A: Fee Schedule – FY 2025-2026**

### **Public Access Fees**

- Lost materials processing fee – \$5.00
- Interlibrary loans (ILL) per item received – \$1.00
- Black & white copies and prints per page – \$0.10
- Color copies and prints per page – \$1.00
- Non-resident library card per household – yearly – \$49.00
- Visitor's library card (nonrefundable fee – max of 3 months) – \$5.00
- Internet & Wi-Fi – No charge
- Scan & faxes – No charge

### **Replacement Fees**

- Adult non-fiction – \$30.00
- Adult fiction – \$30.00
- Mystery – \$30.00
- Romance – \$20.00
- Western – \$25.00
- Science fiction and fantasy – \$20.00
- Large print – \$40.00
- Reference – \$125.00
- Young adult – \$20.00
- CD – \$20.00
- Paperback – \$15.00
- Magazine – \$10.00
- Juvenile magazine – \$10.00
- Juvenile non-fiction – \$20.00
- Juvenile fiction – \$20.00
- Easy non-fiction – \$20.00
- Easy fiction – \$20.00
- Non-circulating material – \$50.00
- Audio book on CD – \$50.00
- Playaway audio book – \$80.00
- DVD and Blu-ray – \$20.00

- Multi-disc DVD and Blu-ray – \$40.00
- Replacement DVD/Blu-ray cases – \$5.00
- Replacement library card – \$1.00
- Replacement Mobile Hotspot – \$100.00
- Replacement Culture Pass Program card – \$5.00
- Replacement Laptops and Devices – \$300.00
- Replacement Laptop and Device Cord – \$50.00
- Replacement Library of Things item – Cost of Actual Item
- Cleaning of Library of Things Items – \$10.00

**Meeting Room Fees (For-Profit Use Only)**

- Large public meeting room – \$20.00/hour
- Small public meeting room – \$10.00/hour
- Note: No charge for nonprofit, community groups, or clubs.

## Appendix B: Request for Reconsideration of Library Materials

The Newport Public Library is committed to providing a diverse collection that supports intellectual freedom, promotes lifelong learning, and reflects the varied interests and values of our community. This form is to be used when a patron requests reconsideration of specific library materials.

### Requestor Information

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

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

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

Email: \_\_\_\_\_

Representing: ☐ Self ☐ Organization (please specify): \_\_\_\_\_

### Material Information

Author(s): \_\_\_\_\_

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

Publisher: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Please respond to the following questions as fully as possible. Attach additional pages if necessary.

1. Please describe the material you are requesting reconsideration for (title, author, format, etc.).
2. What action are you requesting the Library to take regarding this material? (e.g., remove, relocate, label)

3. What specific content or aspects of this material do you find objectionable? Please be as specific as possible, including page numbers or sections where applicable.
4. What do you believe is the potential impact of this material on readers or viewers?
5. For what audience or age group do you think this material is appropriate?
6. Did you review the entire material or only selected parts? Please specify.
7. Have you consulted any professional reviews, summaries, or other evaluations of this material? If so, please cite sources.
8. What do you perceive as the overall theme or purpose of this material?
9. What action are you requesting the Library to take regarding this material? (e.g., remove, relocate, label)
10. Are there alternative materials you would recommend to serve the same purpose or fill the same need? Please list.
11. Do you have any additional comments or information you wish to provide?

#### Acknowledgement

By submitting this form, you acknowledge that the Newport Public Library will review your request in accordance with its Collection Development Policy and principles of intellectual freedom as outlined by the American Library Association. Decisions will be made by the Newport Public Library Advisory Committee and the Newport Public Library and City Community Engagement Director after a thorough review process.

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

Signature of Requestor: \_\_\_\_\_

## **Appendix C: ALA Endorsed Statements on Intellectual Freedom: Library Bill of Rights | Freedom to Read | Freedom to View | Statement on Labeling**

The Newport Public Library Advisory Committee endorses the American Library Association's foundational statements on intellectual freedom, including the Library Bill of Rights, Freedom to Read, Freedom to View, and the Statement on Labeling. These statements are guiding documents that uphold the library's commitment to equity of access and freedom of expression.

### **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. Materials should be provided for the interest, information, and enlightenment of all people served by the library. 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 that make exhibit spaces or meeting rooms available to the public should do so equitably, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961; June 27, 1967; January 23, 1980; and January 23, 1996, by the ALA Council.

### **Freedom to Read Statement**

The Freedom to Read is essential to our democracy. It is the responsibility of



publishers, librarians, and booksellers to make available the widest diversity of views and expressions.

1. Publishers and librarians do not need to endorse every idea contained in the materials they provide.
2. It is contrary to the public interest to judge books by the personal history or political affiliations of their authors.
3. Efforts to coerce others' reading preferences or limit expression undermine the public good.
4. Labels that prejudge a book or its author as dangerous or subversive violate the reader's freedom.
5. Librarians and publishers are obligated to resist encroachments on the freedom to read.
6. They should provide diverse materials that enrich thought and expression.
7. The answer to a bad idea is a better idea—not suppression.

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 Statement**

The freedom to view, like the freedom to read, is protected by the First Amendment.

1. Libraries should provide the broadest access to audiovisual materials to support the free exchange of ideas.
2. Confidentiality of users of such materials must be protected.
3. Selection of materials does not imply approval of their content.
4. Audiovisual materials should not be labeled or judged based on content, viewpoint, or beliefs of creators.
5. Libraries must resist efforts to limit the public's freedom to view.

Adopted by the Freedom to View Committee of the American Film and Video Association, 1979; updated 1989; endorsed by ALA Council, January 10, 1990.

### **Statement on Labeling**

An Interpretation of the Library Bill of Rights

Labeling library materials in a way that influences user attitudes is a form of censorship.

1. Labeling is a tool of censorship and should be avoided.
2. Criteria for labeling or segregating materials are inherently prejudicial.
3. Libraries do not endorse the content of items in their collections; inclusion reflects commitment to access and diversity.

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