

**POLICIES  
OF THE  
BEDFORD PUBLIC LIBRARY**



**Library Division  
Administrative Services Department  
City of Bedford, Texas**

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## INTRODUCTION

This document constitutes the public policies of the Bedford Public Library. These policies explain the philosophical and organizational base upon which library service is provided by the City of Bedford through the Division of Library Services. Further, they describe the relationship between the library and other organizations and agencies, the nature and scope of services, and most importantly, the relationship with the public this library serves.

These policies contain legal documents of the City of Bedford as well as policy statements from both the American Library Association and the Texas Library Association. The City of Bedford documents provide the organizational and legal foundations of the Bedford Public Library.

The American Library Association and the Texas Library Association policy statements are an integral part of these policies. Their inclusion acknowledges that the Bedford Public Library endorses these principles as fundamental to its operation and service.

November 2006

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Jim Story, Mayor

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Beverly Queen, City Manager

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Ralph Chaney, President, Library Board

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Maria Redburn, Library Manager

## **SECTION I MISSION STATEMENT AND ROLES**

### **A. Mission**

Our Community's front porch . . . for learning, for leisure, for life!

### **B. Methodology**

As a constantly evolving entity the Library strives to provide for the informational, educational, recreational and cultural needs of the supporting community by selecting, acquiring, organizing and making freely and easily available relevant materials and resources in a variety of formats.

The Library provides guidance in the use of the materials collection and ensures access to other collections and information resources throughout the nation and the world; serves the public with professional and caring assistance; and strives to reach out to all members of the community.

While recognizing the impossibility of collecting materials to fill all needs, the Library dedicates itself toward developing a representative collection which seeks to address the current and future needs of the community. Through its collection, services and programs the Library serves to link people with ideas, broaden horizons, stimulate thinking and discussion, enhance decision-making and cultivate the imagination. The ultimate library goal is to create lifelong learners who possess self-knowledge, understanding and wisdom, and who lead productive, fulfilled lives.

Dedicated to upholding the democratic principles of our American heritage, the Library supports and acts upon a commitment to promote the broad dissemination of ideas necessary for a democracy to thrive. This commitment of library service is given equally to all members of the community regardless of race, color, gender, age, religion, occupation, physical condition or social or financial position.

### **C. Roles**

The following basic service roles have been selected for emphasis in carrying out the mission of the Bedford Public Library. A more complete explanation of each of these roles is included in the American Library Association's *Planning and Role Setting for Public Libraries*, 1987.

#### **POPULAR MATERIALS CENTER**

The Library provides current, high-demand, high-interest materials in a variety of formats for all ages, including children, young adults, and adults. The Library actively promotes and encourages the use of these materials.

#### **INDEPENDENT LEARNING CENTER**

The Library supports individuals of all ages engaged in the pursuit of learning, whether through a formal course of study or independent of any educational institution.

## **REFERENCE LIBRARY**

The Library actively provides timely, accurate and useful information from the collection and through access or referral to resources outside the library.

## **YOUTH SERVICES CENTER**

The Library supports reading readiness by providing materials and services for self-enrichment and discovery of reading and learning pleasures for the youth of the community from infancy through approximately seventeen years of age. The library offers direction in the use of such materials to parents and those who work with children.

## **SECTION II ESTABLISHMENT AND ORGANIZATION**

### **A. City Ordinance Provision**

The Bedford Public Library is operated under the provisions set forth in Chapter 74 of the *City of Bedford Code of Ordinances*.

As the Division of Library Services of the City of Bedford, the Library functions under the Administrative Services Department Director in accordance with all applicable City policies and administrative rules. Library staff are employees of the City of Bedford and are subject to all personnel rules and policies.

### **B. Bedford Public Library Board**

The Bedford Public Library Board is established under the provisions of Chapter 74, sections 31-38 of the *City of Bedford Code of Ordinances*.

The purpose of the Library Board is to advise the Library Manager and the City Council on matters pertaining to the operation of the Bedford Public Library. The Library Board shall participate in planning policies for both the maintenance and improvement of library services to the citizens of Bedford.

The Library Board shall make recommendations concerning the adoption and enforcement of policies deemed necessary for the administration, government, and protection of the Library. The Library Board operates under rules and policies established by the City Of Bedford for all Boards and Commissions.

### **C. Friends of the Bedford Public Library**

The Friends of the Bedford Public Library was chartered by the state of Texas in 1994. This organization's membership is open to all and its services are recognized by the City of Bedford as auxiliary support for the Bedford Public Library. At the discretion of the Library Manager, the Friends of the Bedford Public Library is exempt from restrictions, reservations and fees regarding the use of the library equipment and facility.

It is the policy of the Bedford Public Library to support and cooperate with the Friends of the Bedford Library. The City of Bedford and the Bedford Public Library may enter into formal agreements with the Friends of the Bedford Library for the purpose of furthering their mutual goals. All gifts to the Library from the Friends of the Bedford Public Library will be accepted in accordance with Section XI of these policies.

## **SECTION III GENERAL POLICIES**

### **A. General Service Fees**

In keeping with the mission of the Library, it is the policy to provide basic library services on a no-fee basis to Texas residents. As a public tax-supported agency, services are paid by local tax funds. Budget requests for the Library will be made in an amount to fully fund all services which support the Library's mission and roles. Only services supported by the budget will be provided. Exceptions include services made available or funded by volunteers, donations, grants and trust funds. Cost recovery fees may be imposed for services beyond circulation of materials, reference services (locating and assisting in use of information) and admissions to the facility or any programs sponsored or conducted by the Library.

Any such fees will be assigned based on a full or partial cost recovery formula that will include such factors as staff time, consumables and utility costs. All fees are imposed only upon approval by the City Council.

Free access to information in various formats is essential to the public library mission, but there are practical limits to what the Library can provide from public funds. Any fees for library service shall be established by the City Council upon the recommendation of the Library Manager and the Library Board in accordance with the principles and guidelines expressed herein:

- Fees may be established when the service is not clearly within the mission of the Library.
- Fees may be established when an enhanced service is provided as an alternative to an existing service.
- Fees may be established when the service clearly benefits one user to the exclusion of others or prevents re-use of the information provided.
- Fees shall not be established solely on the basis of format or method of obtaining information.
- Fees shall not be imposed that are in conflict with the *Texas Library Systems Act* or the *Rules for Administering the Library System Act*.

### **B. Cooperation with other Libraries**

Since no single library can ever begin to meet all the needs of its users, libraries must cooperate to share their resources. The Bedford Public Library will cooperate with other libraries as a strategy for fulfilling the mission of the Library. The Bedford Public Library will cooperate with other libraries, information services, networks and systems at all levels--local, state, regional, national and international--in order to provide the best possible service to its users.

### **C. Non-Resident Services**

1. The Bedford Public Library extends basic library services on a no fee basis to Texas residents.
2. All others residing outside Texas will be assessed such fees as established by the Bedford City Council.

## **D. Cooperation with Other Agencies and Organizations**

The Bedford Public Library will actively cooperate with like-minded community agencies and organizations for the purpose of enhancing the capabilities of the Library in serving the community.

## **E. Continuing Education for Library Personnel**

Continuing education is a necessity for library staff members. This important aspect of growth is encouraged through attendance at seminars, conferences and workshops, in addition to attendance at Library sponsored continuing education programs. Active participation in professional organizations is encouraged as a way of receiving continuing education.

The hours of operation of the Library will be set by the Library Manager upon approval of the City Manager. The Library Board will be consulted prior to any change.

The hours of operation and the total number of hours of operation per week is dependent upon budget, staffing levels and usage patterns. Hours may be modified, reduced, or extended depending upon these factors.

## **F. Closing Facilities**

All library facilities will be closed when deemed necessary by the Library Manager with the approval of the City Manager or his/her designee. This includes holidays, in-service days, and severe weather days. The Library Board may make recommendations concerning special openings/closings.

## **G. Volunteers**

The Bedford Public Library recruits, trains and retains volunteers in service to the Library and the public. The Library's volunteers will supplement but not replace trained, permanent staff. Volunteers provide an ongoing source of assistance to the library staff and enhance the staff's ability to provide services.

## **H. Confidentiality of Library Citizen Information**

The freedom to read encourages responsible citizenship and open debate in the marketplace of ideas. A free, democratic society will be promoted if citizens have and are assured that they have the freedom to read and to consider all types of information without fear of government or community reprisal or ostracism.

The First Amendment of the *United States Constitution* protects free speech and a free press. The *Constitution of the State of Texas* provides that no law shall ever be passed curtailing the liberty of speech or of the press. A corollary of these constitutional guarantees is the corresponding freedom to read what is written, hear what is spoken and view other forms of expression without fear of intrusion, intimidation or reprisal. The guarantee of privacy for readers, hearers and viewers will ensure this freedom.

The public library is a central resource where information and differing points of view are readily available. Library users must be free to use the library, its materials and services without fear of government, community, or individual interference. The intent of this policy is to help guarantee the freedom to read through the protection of reader's privacy.

The policy insures compliance with Texas Government Code (Chapter 552) referred herein as the *Open Records Act*. This makes confidential a record that would identify a person who uses library materials or services. It is also pursuant to the *ALA Policy Concerning Confidentiality of Personally Identifiable Information About Library users* (Appendix A), and Item III of the *ALA Statement on Professional Ethics*, 1981 (Appendix B).

In accordance with the above principles, the following policies will apply in regard to citizen confidentiality:

1. Records of this Library that identify or serve to identify a person who requested, obtained, or used library material or service are confidential and are excepted from required disclosure under the *Texas Open Records Act*.
2. Such records may be disclosed only if the Library determines that disclosure is reasonably necessary to the operation of the library and the records are not confidential under other state or federal law.
3. Such records may also be disclosed if the records are released to the person to whom the information relates, or to the authorized designee to whom the information relates has given permission in writing for the information to be released.

## SECTION IV INFORMATION RESOURCES SELECTION AND ACCESS

### A. Introduction

The foundation of any public library is a broad and varied collection of information resources including books, media, and electronic resources which meet the educational, informational, recreational, and cultural needs of the community it serves. The purpose of the library selection process is to acquire information resources which support and enrich personal lives, careers, and businesses. The Information Resources Selection and Access Policy is intended to provide a basis for the development of library information resources that will serve all persons in the community.

The Bedford Public Library recognizes that it was established to serve everyone within the library's service area and that individuals and groups within the community have diverse interests, backgrounds and needs.

Electronic information and networking are new and rapidly developing areas of public and private activity. The Library recognizes that these developments pose new challenges as well as new opportunities for library users and their families, the library staff, and the Library Board. The Library Board believes that these challenges and opportunities are best addressed by adherence to fundamental principles of traditional library use and the principles of a free society. The new methods of receiving information do not change the goal of the Bedford Public Library, which is to provide free, open, and equal access to information and an impartial environment in which to explore the universe of ideas.

### B. Principles

The Information Resources Selection and Access policy of the Bedford Public Library is based on the following principles:

1. The essence of democracy is that individuals have the right of unrestricted inquiry and the equally important right of forming their own opinions. In a democratic society, each individual is free to determine for him or herself what he or she wishes to read, to hear, or to view. Likewise, each group or organization is free to determine what it will recommend to its freely associated members.
2. The freedom to read, to hear, and to view is protected by the First Amendment to the Constitution of the United States of America. These freedoms are essential to our democracy and will be upheld, supported, and defended in the selection and the provision for access to all library information resources.
3. Freedom of choice in selecting information resources is a necessary safeguard to the freedom to read, to hear, and to view.
4. Selection of information resources and their inclusion in the collection and/or access to the resources does not constitute or imply library staff agreement with or approval of the content, viewpoint, implications, or means of expression of the information resources.
5. The Library and its associated authorities do not serve *in loco parentis*. It is the parent(s) and/or legal guardian(s), and only the parent(s) and/or legal guardian(s), who may restrict their own children from access to library information resources. For purposes of this policy *child, children, or minor* shall mean anyone under 18 years of age. Library information resources selection and access will not be inhibited by the possibility that resources may inadvertently come into the possession of minors. As it does with traditional library resources, the Library will provide training on the use of electronic information resources. It will also make available information to

help parents and legal guardians in efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources, including the Internet. The Library supports the American Library Association's *Free Access to Libraries for Minors* (Appendix C) and its *Access for Children and Young People to Videotapes and Other Non-Print Formats* (Appendix D).

6. The Library will attempt to provide information resources for all persons in the community the library serves, without exclusion.
7. The Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Consequently, no challenged information resource will be automatically removed from the Library due to complaints of obscenity, subversiveness or any other category covered by law until after an independent determination by and under orders from a judicial court of competent jurisdiction and only after an adversary hearing in accordance with well-established principles of law. Conversely, no information resource will knowingly be selected which has previously been adjudicated to be in noncompliance with the law.
8. The Library will uphold the principles of the American Library Association's:
  - Library Bill of Rights* (Appendix E)
  - Freedom to Read Statement* (Appendix F)
  - Freedom to View Statement* (Appendix G)
  - Expurgation of Library Materials* (Appendix H)
  - Access to Electronic Information, Services, and Networks: an Interpretation of the Library Bill of Rights* (Appendix I).In addition, the Library supports the Texas Library Association's *Intellectual Freedom Statement* (Appendix J).

## C. Selection

In accordance with the above principles, the following guidelines will apply in regard to information resources selection:

As budgetary constraints limit the procurement of material to a small portion of what is available, selections will be made in furtherance of the above principles while attempting to maintain diversity, quality, and responsiveness to interest patterns.

1. Diversity will be pursued by attempting to meet the purposes relating to the use of materials for all ages and educational levels, by providing as many subject fields as possible, by providing alternative and/or opposing viewpoints, by providing unpopular as well as popular materials, and by providing a variety of materials reflective of the diversity existing in our culture and society. The Library supports the American Library Association's *Diversity in Collection Development* (Appendix K).
2. Quality will be pursued by the application of professional discretion and standards established by the library profession and through the use of appropriate selection aids. Reviews in professionally recognized periodicals will be a primary source for information resources selection. Standard bibliographies, as well as booklists and recommendations by recognized authorities will be used.
3. Responsiveness to interest patterns will be pursued by careful consideration of requests for purchases, patterns of utilization of existing information resources, patterns of purchases of similar information resources from retailers, and any other source of information indicative of community interest patterns. An attempt will be made to meet, to the degree possible, the interests of all persons in the community, while acknowledging and recognizing that this is an ideal to be pursued rather than an achievable objective. Responsiveness to the interests of one individual or group will not be restricted on the basis of the dislike or disinterest of another individual or group.

4. All information resources, whether purchased or donated, will be considered in terms of the following criteria:

- \* Contemporary significance or permanent/historical value
- \* Accuracy
- \* Authority of the author
- \* Relation of the work to the existing collection
- \* Quality
- \* Price
- \* Format
- \* Ease of use
- \* Local interest or popular demand
- \* Reputation of the publisher or producer
- \* Literary, artistic, political or scientific value
- \* Readability or visual appeal
- \* Potential for promoting the incentive to read
- \* Scarcity of information in the subject area
- \* Availability of materials elsewhere in the community
- \* Space

Selections may be made on the basis of any one, several, or all of the above considerations.

5. The Library endeavors to provide an adequate number of copies of each information resource based on, but not limited to, the following factors:

- \* popularity of the title or subject
- \* size of the service population
- \* number of holds for a particular title
- \* quality and/or long term appeal of the title
- \* budgetary constraints

6. The Library utilizes electronic information resources, including CD-ROM databases and the Internet. In providing CD-ROM resources to meet the information needs of citizens, the Library will consider such factors as the availability of the resource, established selection criteria, user responsiveness, costs, and the effectiveness of the resource.

The Internet is a global, unregulated information network with a highly diverse user population. The Internet links millions of computers and databases in homes, schools, colleges, universities, commercial enterprises and government agencies. Not all sources on the Internet provide timely, accurate, complete or appropriate information. Therefore, citizens use it at their own risk. Congress and the courts have recognized that there is no single organization to govern, control, or select information for the Internet. In light of the breadth of information on the Internet, the unstructured and unregulated nature of the Internet, the fact that site content can change on an hourly basis, and the unreliable state of filtering software, Bedford Public Library cannot control the content of resources available on the Internet nor guarantee that access to disturbing or offensive sites will be avoided. The Library expressly disclaims any liability or responsibility arising from use of the Internet.

The sources linked directly to the Library's home page are chosen in accordance with the principles of this Information Resources Selection and Access Policy. The Library does not control information accessed through the Internet. Because the Internet is a dynamic resource, the Library is not responsible for changes in content of sources to which it links, nor for the content of sources accessed through secondary links.

Parents or guardians concerned about their child's use of the Internet are encouraged to read and share with their children *My Rules of Online Safety*. These rules are included in an excellent publication from the National Center for Missing and Exploited Children entitled *Child*

*Safety on the Information Superhighway*. Parents are further encouraged to read *The Librarian's Guide to Cyberspace for Parents and Kids* produced and published by the American Library Association.

7. Gifts and unsolicited information resources will be evaluated in light of the above policies and principles as per any other selection (see Section XI - Gifts and Memorials)
8. Citizen recommendations and requests for the purchase of information resources will be evaluated in light of the above policies and principles as per any other selection. Response to inquiries regarding non-selection of citizen recommended or requested purchases or donations will be made by reference to the Information Resources Selection and Access Policy.
9. The Library recognizes that recommendations from individuals are a vital component in the information resources selection process. Such participation is taken into consideration during the selection of new information resources and/or retention of information resources. Section V "Citizen Recommendation Regarding Materials" establishes a mechanism and procedure for citizen recommendations.

## **D. Access**

1. All persons will be assured equal access to library information resources, subject only to library card registration requirements, regardless of origin, race, age, gender, background or views.
2. Library card registration will be required for circulation services and Internet access.
3. Access to library information resources will be aided by classification (e.g. Dewey Decimal Classification System), directional aids, and major categorization of interest patterns. Distinction between juvenile, young adult or adult information resources will be made only on the assumed differential reading levels and interest patterns. Information resources will not be labeled by content. Appropriateness of material for minors is the sole responsibility of the parent(s) and/or legal guardian(s). The Library supports the *American Library Association's Statement on Labeling* (Appendix L).

## **E. Confidentiality**

The Library upholds the right of individual confidentiality and privacy in the use of all library information resources. Individuals are urged to respect the sensibilities of others when accessing information resources. However, absolute privacy in the Library cannot be guaranteed. Section X "Citizen Responsibility and Conduct" applies to the behavior of individuals using information resources. Failure to follow the policy on conduct could result in revocation of library privileges. Refer to Section X - Citizen Responsibility and Conduct.

Examples of prohibited usage include, but are not limited to the following:

- Using any library resources or equipment for any illegal purposes.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Representing oneself as another person or using the Internet to transmit obscene, threatening, or harassing materials.
- Viewing, displaying, or printing explicit graphical images in violation of Texas Penal Code 43.24, *Sale, Distribution, or Display of Harmful Material to Minor*.
- Damaging or destroying equipment, software, or data belonging to the Library or to other users, including adding, altering, or deleting files on Library workstations, hard drives, or other Library computer equipment.
- Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords, or alter the configuration of Library workstations in any way.
- Violating copyright laws. U.S. Copyright law (Title 17, U.S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of "fair

use.” Responsibility for any possible copyright infringement lies solely with the user. The Bedford Public Library expressly disclaims any liability or responsibility resulting thereof.

## **F. Responsibility and Authority**

Final responsibility and authority for information resource selection rests with the Library Manager, who operates within a framework of policies and principles adopted by the City Council of Bedford, Texas. The staff of the library operates under the Library Manager’s delegated authority. The Library is authorized to develop such selection and access procedures as may be necessary to carry out these Information Resources Selection and Access policies.

## **SECTION V INTERNET AND PUBLIC ACCESS COMPUTER POLICY**

The Bedford Public Library offers free Internet and public access computers as a service to patrons. The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection.

### **A. Internet Access**

- All Internet resources accessible through the Library are provided equally to all users.
- The Internet enables access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also enables access to material that some may find offensive, disturbing, inaccurate or incomplete.
- The Bedford Public Library does not make any attempt to censor access to the Internet through the use of filtering software.
- The Bedford Public Library cannot control the content of resources available on the Internet and cannot be held responsible for their content.
- The availability of information does not constitute endorsement of the content by the Bedford Public Library.
- Use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed.
- Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user.

### **B. Children's Internet Access**

- The responsibility for what minors read or view on the Internet rests with parents or guardians.
- Restriction of a child's access to the Internet is the responsibility of the parent or guardian who must give permission, when registering the child for a card, in order for a person under the age of eighteen to use the Internet.
- Parents who believe that their minor children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use and deny Internet access on the minor's card.
- Access, use, or dissemination of information via the Internet in the Library is a joint responsibility of the user and the parent or guardian.
- The public library, unlike schools, does not serve in place of a parent. Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet.

- Access by minors to materials deemed “harmful to minors” is prohibited.
- Library Administration reserves the right to determine, based on community standards, materials considered to be “harmful to minors”.

### **C. Wireless Internet Access**

- Wireless access is a free public service provided by the Bedford Public Library.
- You must have a wireless device in order to access this service.
- By choosing to use this service, you agree to abide by the Bedford Public Library’s Internet and Public Access Computer Policy.

### **D. Acceptable Use**

The use of the Service for the following activities is prohibited:

#### ***Illegal Activity***

Library computers and wireless network may not be used for any activity prohibited by law including but not limited to accessing child pornography or materials which by local community standards would be obscene as defined in U.S. Code Title 18 and Texas State Penal Code Chapters 42 and 43.

#### ***Software***

Patrons may not install personal software on library computers. Patrons may not modify system or network setting on library computers.

#### ***Damages***

Damages resulting from the misuse of Internet access or library equipment are the responsibility of the user or in the case of minors, the parent or guardian.

#### ***Privacy***

The library is a public place and patrons should not have an expectation of privacy.

##### Spamming and Invasion of Privacy

Sending of unsolicited bulk and/or commercial messages over the Internet or using the Internet for activities that invade another’s privacy.

##### Intellectual Property Right Violations

Engaging in any activity that infringes or misappropriates the intellectual property rights of others, including, but not limited to, patents, copyrights, trademarks, service marks, trade secrets, or any other proprietary right of any third party.

#### Defamatory or Abusive Language

Using the Service to transmit, post, upload, or otherwise making available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property or harasses another.

#### Forging of Headers

Forging or misrepresenting message headers, whether in whole or in part, to mask the originator of the message.

#### Hacking

Accessing illegally or without authorization computers, accounts, equipment or networks belonging to another party, or attempting to penetrate security measures of another system. This includes any activity that may be used as a precursor to an attempted system penetration, including, but not limited to, port scans, stealth scans, or other information gathering activity.

#### Distribution of Internet Viruses, Trojan Horses, or Other Destructive Activities

Distributing information regarding the creation of and sending Internet viruses, worms, Trojan Horses, ping, flooding, mail-bombing, or denial of service attacks or like matters. Also, activities that disrupt the use of or interfere with the ability of others to effectively use the Node or any connected network, system, service, or equipment.

#### Facilitating a Violation of this Agreement of Use

Advertising, transmitting, or otherwise making available any software, product, or service that is designed to violate this Agreement, which includes the facilitation of the means to spam, initiation of ping, flooding, mail-bombing, denial of service attacks, and piracy of software.

#### Export Control Violations

The transfer of technology, software, or other materials in violation of applicable export laws and regulations, including but not limited to the U.S. Export Administration Regulations and Executive Orders.

#### Other Illegal Activities

Using the Service in violation of applicable local, state and federal laws and regulations, including, but not limited to, advertising, transmitting, or otherwise making available ponzi schemes, pyramid schemes, fraudulently charging credit cards, pirating software, or making fraudulent offers to sell or buy products, items, or services.

#### Resale

The sale, transfer, or rental of the Service to customers, clients or other third parties, either directly or as part of a service or product created for resale.

Violations of this policy may result in the loss of computer privileges, potential loss of library privileges and possible prosecution.

#### **Notice of Violations of the Acceptable Use Regulations**

The Bedford Public Library requests that anyone who believes that there is a violation of the Acceptable Use Regulations direct the information to the Library Manager.

#### **Disclaimer**

You acknowledge (i) that the Service may not be uninterrupted or error-free; (ii) that viruses or other harmful applications may travel through the Service; (iii) that Bedford Public Library does not guarantee the security of the Service and that unauthorized third parties may access your computer or files or otherwise monitor your connection; (iv) that the Bedford Public Library to provide the Service without charge is based on the limited warranty, disclaimer and limitation of liability specified in this Section and it would require a substantial charge if any of these provisions were unenforceable.

THE SERVICE AND ANY PRODUCTS OR SERVICES PROVIDED ON OR IN CONNECTION WITH THE SERVICE ARE PROVIDED ON AN "AS IS", "AS AVAILABLE" BASIS WITHOUT WARRANTIES OF ANY KIND. ALL WARRANTIES, CONDITIONS, REPRESENTATIONS, INDEMNITIES AND GUARANTEES WITH RESPECT TO THE CONTENT OR SERVICE AND THE OPERATION, CAPACITY, SPEED, FUNCTIONALITY, QUALIFICATIONS, OR CAPABILITIES OF THE SERVICES, GOODS OR PERSONNEL RESOURCES PROVIDED HEREUNDER, WHETHER EXPRESS OR IMPLIED, ARISING BY LAW, CUSTOM, PRIOR ORAL OR WRITTEN STATEMENTS BY, OR OTHERWISE (INCLUDING, BUT NOT LIMITED TO ANY WARRANTY OF SATISFACTORY QUALITY, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT) ARE HEREBY OVERRIDDEN, EXCLUDED AND DISCLAIMED. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF CERTAIN WARRANTIES, SO THE ABOVE EXCLUSIONS MAY NOT APPLY TO YOU.

#### **No Consequential Damages**

UNDER NO CIRCUMSTANCES WILL THE BEDFORD PUBLIC LIBRARY, ITS SUPPLIERS OR LICENSORS, OR THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND AFFILIATES BE LIABLE FOR CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR INCIDENTAL DAMAGES OR LOST PROFITS, WHETHER FORESEEABLE OR UNFORESEEABLE, BASED ON CLAIMS OF CUSTOMER, ITS APPOINTEES OR ITS OR THEIR CUSTOMERS (INCLUDING, BUT NOT LIMITED TO, UNAUTHORIZED ACCESS, DAMAGE, OR THEFT OF YOUR SYSTEM OR DATA, CLAIMS FOR LOSS OF GOODWILL, CLAIMS FOR LOSS OF DATA, USE OF OR RELIANCE ON THE SERVICE, STOPPAGE OF OTHER WORK OR IMPAIRMENT OF OTHER ASSETS, OR DAMAGE CAUSED TO EQUIPMENT OR PROGRAMS FROM ANY VIRUS OR OTHER HARMFUL APPLICATION), ARISING OUT OF BREACH OR FAILURE OF EXPRESS OR IMPLIED WARRANTY, BREACH OF CONTRACT, MISREPRESENTATION, NEGLIGENCE, STRICT LIABILITY IN TORT OR OTHERWISE. IN NO EVENT WILL THE AGGREGATE LIABILITY THAT THE BEDFORD PUBLIC LIBRARY MAY INCUR IN ANY ACTION OR PROCEEDING EXCEED \$1. THE LIMITATIONS, EXCLUSIONS AND DISCLAIMERS SET FORTH IN THIS SECTION WILL NOT APPLY ONLY IF AND TO THE EXTENT THAT THE LAW OR A COURT OF COMPETENT JURISDICTION REQUIRES LIABILITY UNDER APPLICABLE LAW BEYOND AND DESPITE THESE LIMITATIONS, EXCLUSIONS AND DISCLAIMERS.

#### **Attorney's Fees**

In the event of any legal action to enforce the terms of this agreement, each party shall bear its own attorney's fees and costs.

#### **Governing Law**

This agreement shall be governed, interpreted and construed according to the laws of the State of Texas.

#### **Venue**

Venue for any legal action by any party to this agreement to interpret, construe or enforce this agreement shall be in a court of competent jurisdiction in and for Tarrant County, Texas.

#### **Indemnity**

You agree to indemnify and hold harmless Bedford Public Library, its and their suppliers and licensors, officers, directors, employees, agents and affiliates from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorney's fees) arising out of or related to your use of the Service, any materials downloaded or uploaded through the Service, any actions taken by you in connection with your use of the Service, any violation of any third party's rights or an violation of law or regulation, or any breach of this agreement. This Section will not be construed to limit or exclude any other claims or remedies that the Bedford Public Library may assert under this Agreement or by law.

**Interpretation**

This Agreement shall not be construed as creating a partnership, joint venture, agency relationship or granting a franchise between the parties. Except as otherwise provided above, any waiver, amendment or other modification of this Agreement will not be effective unless in writing and signed by the party against whom enforcement is sought. If any provision of this Agreement is held to be unenforceable, in whole or in part, such holding will not affect the validity of the other provisions of this Agreement. Bedford Public Library's performance of this Agreement is subject to existing laws and legal process, and nothing contained in this Agreement shall waive or impede Bedford Public Library's right to comply with law enforcement requests or requirements relating to your use of this Service or information provided to or gathered by the Bedford Public Library with respect to such use. This Agreement constitutes the complete and entire statement of all terms, conditions and representations of the agreement between you and the Bedford Public Library with respect to its subject matter and supersedes all prior writings or understanding.

## E. Social Software Policy

### Purpose

Social software is defined as any web application, site or account created and maintained by Bedford Public Library (BPL) which facilitates an environment for library staff and library users to share opinions and information about library related subjects or issues. BPL recognizes and respects differences in opinion.

### 1. Posting Comments

- a. Comments, posts and messages are welcome and will be reviewed prior to publishing. The following will be removed by Bedford's editors before being published:
  - Potentially libelous comments
  - Obscene or racist comments
  - Personal attacks, insults, or threatening language
  - Plagiarized material
  - Private, personal information published without consent
  - Comments totally unrelated to the topic of the forum
  - Commercial promotions or spam
  - Hyperlinks to material that is not directly related to the discussion
- b. **BY POSTING CONTENT THE USER AGREES TO INDEMNIFY THE CITY OF BEDFORD AND ITS OFFICERS AND EMPLOYEES FROM AND AGAINST ALL LIABILITIES, JUDGMENTS, DAMAGES, AND COSTS (INCLUDING ATTORNEY'S FEES) INCURRED BY ANY OF THEM WHICH ARISE OUT OF OR ARE RELATED TO THE POSTED CONTENT. FORUMS AND MESSAGING MAY NOT BE USED FOR COMMERCIAL PURPOSES OR FOR ORGANIZED POLITICAL ACTIVITY.**
- c. BPL reserves the right to monitor content before it is posted on all of its social software web sites and accounts, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate for the service. BPL also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary.

- d. Notwithstanding the foregoing, BPL is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.

## 2. Social Software use by Children

- a. The responsibility for what minors read or view on the Internet rests with parents or guardians.
- b. Access, use, or dissemination of information via the library's social software sites is a joint responsibility of the user and the parent or guardian.
- c. The public library, unlike schools, does not serve in place of a parent. Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet.
- d. BPL strongly encourages parents or legal guardians to discuss Social Networking safety with their children and to monitor and supervise their online activity.
- e. Users are encouraged to report abuse or inappropriate solicitations to the website's administration, local law enforcement, and organizations such as [www.cybertipline.org](http://www.cybertipline.org) or [www.wiredsafety.org](http://www.wiredsafety.org).

For additional information and resources about Internet Safety, [www.getnetwise.org](http://www.getnetwise.org) and [www.wiredsafety.org](http://www.wiredsafety.org) are excellent places to begin. The Federal Trade Commission provides [Social Networking Sites: Safety Tips for Tweens and Teens](#).

If any user does not agree to these terms, they should not use the service, as violation of the terms can lead to legal liability.

Adapted with permission (10/31/07) from Computerworld's blog comments policy ([www.computerworld.com/blogs/node/310](http://www.computerworld.com/blogs/node/310)).

Approved by Library Advisory Board on February 20, 2008

## F. Sanctions

It is the responsibility of the individual to read and agree to the current version of the procedures. Examples of prohibited usage include, but are not limited to:

- Using the Internet workstations for any illegal purposes
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Representing oneself as another person or using the Internet to transmit obscene, threatening, or harassing materials.
- Viewing, displaying, or printing explicit graphical images in violation of *Texas Law: PC 43.24, Sale Distribution, or Display of Harmful Material to Minor.*
- Damaging or destroying equipment, software, or data belonging to the Library or to other users.
- Violating computer system or network integrity, including attempts to bypass network security
- Violating copyright laws

### **Violation of the Internet Use Procedures will result in the following consequences:**

- 1) First offense – Verbal Warning with Sanctions Handout
- 2) Second offense - Denial of Internet privileges for one month.
- 3) Third offense - Denial of Internet privileges.

Any illegal activity on the public computers observed by library staff may result in permanent loss of library card privileges and be subject to prosecution by local, state or federal authorities.

Parents or guardians of minors who violate the procedures will be notified in writing of any sanction and the reason for the sanction. The Library Manager or his/her appointed agent will make decisions regarding the consequences of violating the Internet Use Procedures.

Persons using library equipment agree not to make any changes to the setup or configuration of the software or hardware. Individuals who intentionally damage the hardware or software are financially liable.

Approved by Library Advisory Board on August 20, 2008.

## **SECTION VI CITIZEN RECOMMENDATION REGARDING MATERIALS**

### **A. Introduction**

It is recognized by the Library that citizen input provides assistance in determining the ever-changing needs of the community. In conjunction with the general selection criteria, citizen input assists the Library in selecting materials which are timely, accurate, and meet the literary and information needs of the community. Therefore, the Library actively encourages citizens to make suggestions regarding either materials recommended for inclusion or materials already in the collection. The Library supports to the American Library Association's *Challenged Materials, An Interpretation of the Library Bill of Rights* (Appendix M).

### **B. Recommendation to Acquire Materials**

Citizens are encouraged to submit suggestions for possible additions to the library collection. Suggested titles will be considered for inclusion, judging them on the same criteria for selection as all other items identified for consideration. However, while suggestions are encouraged, the Library is not obligated to add suggested items and will not add such items to the collection if they do not meet the criteria described in Section IV - "Information Resources Selection and Access."

### **C. Recommendation for Reconsideration of Materials**

The Library recognizes that citizens will often be as familiar with the content of certain library materials as the library staff. For that reason the Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection. This is especially true of non-fiction in subject areas of a rapidly changing nature, such as technology and computer science, where materials only a few years old may no longer be viable. These types of suggestions and recommendations by citizens will be utilized by the Library in an on-going process of collection management.

The Bedford Public Library also recognizes that individuals may take issue with certain library materials because such books, videos and other items may not support their tastes and views. The staff is always available to discuss concerns with the individual and to explain the Library's policies regarding the collection.

If the individual's concern is not satisfied through discussion with the library staff, he/she may complete and submit a formal, written *Recommendation For Reconsideration of Library Materials*. Copies of this form may be obtained from any library service desk and by fax or mail from the Library.

For a *Recommendation For Reconsideration of Library Material* to be considered, it must meet the following criteria:

1. The current *Recommendation For Reconsideration of Library Material* form must be completed in full.
2. The individual completing the form must be a resident of the City of Bedford and hold a valid borrower's card from the Bedford Public Library.
3. The *Recommendation For Reconsideration of Library Material* must be submitted to the Library Manager.

Anonymous phone calls, rumors, or voiced concerns are not honored; action occurs only when the *Recommendation For Reconsideration of Library Material* form is returned to the Library Manager.

#### **D. Response to Recommendation for Reconsideration of Materials**

The Library Manager will respond to the citizen to acknowledge receipt of the *Recommendation For Reconsideration of Library Material* and refer the recommendation to an Ad Hoc staff review committee. The staff committee will evaluate the original reasons for the purchase. The citizen objections will be considered in terms of Section IV "Information Resources Selection and Access." the principles of the Library Bill of Rights, and the opinions of the various reviewing sources used in materials selection. The committee will prepare a report to the Library Manager which determines whether the material in question continues to meet the selection criteria of the Library; the report will make a recommendation on retention, replacement, reclassification, or removal. The Library Manager will utilize this report in providing a written response to the citizen within 60 days from the date the *Recommendation For Reconsideration of Library Materials* received by the Library.

Upon receiving the response from the Library Manager, the citizen may choose to continue his/her recommendation for reconsideration by asking in writing that it be referred to the Library Board. The citizen will be notified of the Library Board meeting(s) at which his recommendation is to be considered. The citizen is invited to attend these meetings.

## **SECTION VII COLLECTION ORGANIZATION AND MAINTENANCE**

### **A. Introduction**

The maintenance of the Library's collection is a vitally important aspect of the Library's services. Without considerable attention to this component, the Library would be little more than an unorganized warehouse. Proper cataloging, classification, arrangement and maintenance is absolutely necessary if the collection is to be accessible and useable.

The goals of collection organization and maintenance are as follows:

- To create or provide, for each item selected for inclusion in the Library's permanent collection, a bibliographic record consisting of the descriptive information used in cataloging to identify a unique title.
- To establish and maintain user-friendly subject access points and cross references pertaining to bibliographic records that will facilitate access to the materials in the collection.
- To maintain a copy-specific inventory of holdings in the Library's permanent collection.
- To provide for logical arrangement of library materials according to subject, format or type.
- To maintain the collection through an ongoing acquisition, repair and withdrawal program in an effort to provide timely, accurate information.

### **B. Classification and Arrangement**

Library materials are arranged in order to achieve their most effective utilization by the public and by the staff serving the public.

The Library's collections are organized through the application of standard classification schemes and professional cataloging practices. The Bedford Public Library applies organizational structure, methods, and utilizes resources which are recognized as national and international standards in the field of library science.

The classification of library materials allows items dealing with the same or related subject matter to be located together. The Bedford Public Library uses the Dewey Decimal Classification as its primary organizational scheme.

### **C. Cataloging and Bibliographic Control**

In order to provide access to library holdings, materials are cataloged. Descriptive cataloging involves the preparation of a bibliographic description of the item along with other pertinent data, and the selection of relevant access points to be indexed in the library catalog. Subject cataloging refers to the assignment of subject headings applicable to the particular item.

Bedford Public Library applies cataloging rules as established and accepted internationally in the most recent edition of *Anglo-American Cataloging Rules*. *Library of Congress Rule Interpretations*, *Cataloging Service Bulletin* and other professional tools provide further guidance.

Bedford Public Library utilizes existing cataloging information when available in an effort to minimize costs, and to maintain consistent application of cataloging rules based upon national standards. Use

of bibliographic databases provides access to millions of bibliographic records cataloged by thousands of participating libraries, including the Library of Congress.

The Library maintains an inventory of its holdings by recording information for each physical item. This is vital to the accuracy of the library's circulation records.

## **D. Physical Maintenance**

The collection is continually examined for purposes of replacement, binding, repair and discard of materials. The decision to withdraw materials is based upon the following considerations:

- Irreparable damage
- Obsolescence
- Insufficient use
- Inappropriateness

The decision to replace withdrawn, lost, or missing materials is based upon several factors:

- Number of duplicate copies available
- Extent of adequate coverage of the subject field
- Other similar materials in the collection
- Demand for a particular title
- Cost or difficulty in obtaining titles

Print materials are selected for binding or rebinding when:

- A title in poor physical condition meets criteria for replacement, but rebinding is possible and less costly
- A title is out of print, but still useful
- A title is new, but the original binding is not sturdy enough for anticipated use

Potential theft or mutilation of library materials is not a factor in original selection. Such materials will be replaced when it is deemed necessary for the maintenance of the collection and as funding permits.

The review and evaluation of the collection for physical maintenance will not be used for the purpose of removing or altering potentially controversial materials. The Library supports the American Library Association's *Evaluating Library Collections* (Appendix N) and *Expurgation of Library Materials* (Appendix H).

## **E. Responsibility and Authority**

The responsibility for collection organization and maintenance rests with the Library Manager who will operate within a framework of policies and principles adopted by the City Council of Bedford. Library staff, qualified by virtue of education, training, and experience, will implement these policies under the Library Manager's delegated authority.

Further, the Library is authorized to develop such procedures and guidelines as may be necessary to carry out these collection organization and maintenance policies.

## **SECTION VIII SERVICE POLICIES**

### **A. Introduction**

The provision of services to effectively access and use the Library's information resources collection is central to the mission of the Bedford Public Library.

### **B. General Services**

Services to the public will be provided at all times that the Library facility is open. Services are provided on an equitable basis to all persons served by the Library regardless of age, gender, affiliation, social or economic status.

It is the policy of this Library to provide adequate staffing, sufficiently educated and trained, in order to provide the highest level of library services. However, due to limitations of staffing, funding, and other resources, limits to services may be established. These limitations will not be discriminatory in terms of citizen characteristics.

It is also the Library's policy to provide instruction and orientation to users in order to promote greater self-sufficiency in library use and to promote more effective utilization of the Library's resources.

### **C. References Services**

Reference service is intended to provide timely, accurate and useful information. By utilizing materials from the collection, and through access or referral to sources outside the Library, information on all areas of recorded knowledge is made available.

Library staff, acting as the link between users and library resources do not offer any personal advice or opinion in any legal, medical, consumer, political, religious, or other area where their advice or opinion might be viewed by a library citizen as authoritative. Further, in the process of conducting reference transactions, library staff will not interject any personal philosophy or opinion.

The Library will utilize both in-person and electronic means to conduct the reference interview and to deliver the appropriate information to the citizens.

### **D. Readers Services**

The Library provides Reader Services in fulfilling its role as a Popular Materials Center and Independent Learning Center. The library staff acts as a link between users and resources in facilitating in-depth use of the Library's collections.

Reader Services are those that connect the library citizens with materials in any format for their use. While Reader Services are distinct from Reference Services, the two often overlap and occur simultaneously. This service primarily consists of advising and guiding citizens to material after talking with them to determine their interest. Reader Services also includes such activities as displays and programs, booklists and bibliographies, and other guides or resources developed by the staff.

## **E. Interlibrary Loan**

Because no library can hope to meet all the needs of all its citizens, a system of interlibrary loaning of materials, developed by America's libraries, has evolved. The Bedford Public Library participates in this system, and adheres to its rules, codes, and procedures.

Interlibrary Loan service is available to all citizens of the Library whose accounts are clear (i.e., no unpaid fines or fees or overdue materials). Books and photocopies of articles from periodicals not owned by the Bedford Public library, or otherwise unavailable, may be borrowed from an identified lending library. Borrowing is subject to the rules of the lending library. Also, the Bedford Public Library is a signatory to and abides by the current National Interlibrary Loan Code, and the current AMIGOS Interlibrary Loan Code, copies of which are available for inspection at the Library.

The Bedford Public Library abides by and applies Copyright Law (*Title 17, U.S. Code*) in both borrowing and loaning materials.

The citizen is responsible for any and all loss of or damage to materials borrowed from other libraries. All Interlibrary Loans are subject to the payment of the postal fee in effect at the time the loan is placed, as well as any charges or fines imposed by the lending library.

The Library may also publicize such rules and guidelines as may be necessary to insure fair and equitable interlibrary service within the constraints of budget and staffing.

## **F. Library Programs**

Library programs are an extension of the information found in the Library. Recognizing that people assimilate information in a variety of ways, programs offer an alternate learning experience for individuals.

Programming is especially important for children. For young children, books contain just symbols on pages. They cannot intuitively understand how books relate to them. Libraries supply that link and connect children to books through programs such as story times and book talks. Therefore, programming for children is an integral component of the Library's youth services.

Programs serve to publicize the Library as a community resource agency to both library users and non-users. Programs create good associations between people and books, people and libraries, and people and librarians, and as a result, personalize the materials, services, and the institution.

The Library recognizes that in and around Bedford there is a vast array of cultural and informational activities. These include concerts, lectures, plays, and readings, readily available to all. The Library's interest in producing in-house programs for adult audiences is subordinate to its role of providing access to information for the individual library citizen.

While registration may be required for library-initiated or co-sponsored programs, it is only for planning purposes. All such library programs will normally be free of charge. The only exception to this is a program that serves as a fund-raiser for the Library, or when there is a reasonable fee for the (optional) purchase of program materials which the attendees may keep.

The Bedford Public Library supports the American Library Association's *Library Initiated Programs as Resource: An Interpretation of the Library Bill of Rights* (Appendix O). The Library's philosophy of

free access to information and ideas extends to library-initiated programs, and any recommendations regarding this programming will be handled in the manner prescribed for library materials.

## **SECTION IX CIRCULATION**

### **A. Introduction**

The City of Bedford extends Library card privileges as a service to facilitate borrowing of library materials and the use of other resources.

The purpose of these policies is to ensure that the use of materials and resources is handled in an equitable manner while providing inventory control and reasonable protection for the materials and resources.

In order to implement these policies, the Library Manager is authorized to establish and enforce such policies, procedures, and limitations as may be necessary for the protection of the City's library property, as well as for the widest and best use of materials and resources. This includes limiting by time, type, subject, quantity, or renewal of resources.

### **B. Library Card Registration**

Library card privileges are applied for through in-person completion of the current application form, presentation of photo identification, and presentation of proof of current address. If approved, a valid library card is issued. A temporary resident must provide proof of permanent address.

The Library card applicant agrees to abide by all library policies and procedures; to notify the library of a lost or stolen card, change of address or phone number; and pay all account fees and fines. An individual, or in the case of a minor, the parent or legal guardian signee accepts full responsibility for all materials and informational resources viewed, borrowed or used in the library, including electronic databases and the Internet. Presentation of the card implies authority for use. The City of Bedford and the Bedford Public Library disclaim any liability or responsibility arising from the use of the Bedford Library services or informational resources, including the Internet. The signing individual is responsible for verification that item contents match packaging label. The City of Bedford reserves the right to immediately revoke the library card privileges if the applicant uses false information in applying for a library card or violates library policies and/or procedures. Replacements for lost or damaged library cards are issued upon verification of account information and payment of the current card replacement fee.

Library cards are available for no fee for a three-year period to Texas residents. Such cards in good standing may be renewed for successive three-year periods upon verification of account information. Out of state individuals may purchase library cards for a one-month or one-year period upon payment of the current non-resident fee as approved by the Bedford City Council. Such cards in good standing may be renewed for successive one-month or one-year periods upon verification of account information and payment of the current non-resident fee.

The Library and its associated authorities do not serve *in loco parentis*. It is the parent(s) and/or legal guardian(s), and only the parent(s) and/or legal guardian(s), who may restrict their own children from access to library information resources. For purposes of this policy *child, children* or *minor* shall mean anyone under 18 years of age.

Minors sixteen and seventeen years of age may apply without the signature of a parent and or legal guardian for a limited-access library card valid only for circulation of library materials. This does not

relieve the parent/guardian from any obligations incurred by their minor child, as defined by and under the laws of the State of Texas.

A parent or legal guardian must authorize or deny Internet access for a minor.

Minors fifteen years of age or younger must have a parent or guardian register for library card privileges. All accounts for which the adult is responsible must be clear of fees, fines or overdues. The parent or guardian's signature renders him/her legally responsible for resources used or borrowed by the minor, as well as fees, fines and payments for lost or damaged items.

Legally emancipated individuals are considered adults for the purpose of Library usage, and, therefore, have full access to library materials and resources and are responsible for account activities.

### **C. Circulation of Materials**

The Library is authorized to determine the type and number of materials that are available for circulation outside the Library. The Library will also establish the length of time each type of material may circulate. The Library permits renewals of designated library materials.

Electronic library card transactions increase library account accuracy. Library card presentation is recommended for every circulation transaction and use of selected electronic resources. Courtesy check outs and access usage will require positive identification and may be limited in order to maximize account accuracy and staff efficiency.

Holds may be placed on local material that is temporarily unavailable. When the material becomes available, the borrower will be notified. Individuals not picking up the item within the designated time frame will forfeit their hold.

### **D. Overdue Materials**

It is in the interest of all library users that borrowers return materials within the time limits set by the library. The individual card holder or his/her legal guardian is responsible for all items on the account until the items are returned in good condition and/or paid for according to library procedures. The library will make reasonable efforts and utilize available legal measures to ensure that materials are returned to the library in a timely fashion. However, notifications are provided as a courtesy rather than a right. Non-return of materials and/or non-payment of fees or fines may result in loss of borrowing privileges. Overdues will be handled in accordance with the provisions of the City of Bedford Ordinance Code Section 74-1--74-30

### **E. Materials Claimed Returned**

Notations will be made in the account record when a card holder claims to have returned an item or when items are found in the library still charged out to that account. Account notations will be made when the card holder believes strongly that he/she has returned items which are still missing. Borrowing privileges will be suspended for an individual who repeatedly claims to have returned library materials.

## **F. Replacement of Lost or Damaged Materials**

Fees for damaged or lost materials are assessed by the library in accordance with the current fee and fine schedule and handled under the provisions of the City of Bedford Ordinance Code Section 74-1--74-30.

The library will consider accepting a substitute book or other item of like/equal value in lieu of payment for a lost or damaged item on a case by case basis. The library has final authority to determine the acceptability of the substitute item.

## **G. Disclaimer of Unauthorized Materials and Information**

The Library will make reasonable effort to ensure that unauthorized materials and information are not inserted into library materials or resources and are not left on Library property. The library disclaims any liability or responsibility should such instances occur.

## SECTION X

### Bedford Public Library Circulation Services Regulations

#### A. Borrowing Materials

- Any Texas resident is entitled to free library services from the Bedford Public Library and may apply for a borrower's card in person at the Library.
- Bedford Public Library card should be presented when borrowing items from the Library.
- Any item that circulates for public use may be borrowed from the Library at the time registration is completed.
- Each adult borrower or parent/guardian is held responsible for all items charged out on his/her card.
- Parent/guardian signature is required for youth under 18 years of age. The parent/guardian will be responsible for the appropriateness of materials, including electronic information, and for payment of charges incurred with the card.
- Emancipated youth under 18 years of age must show legal documentation to apply as an adult borrower.
- Residents of other states may obtain a Library card by showing current state issued driver's license with photo, proof of home address, and preferably providing a local address and phone number. There is an annual or monthly fee. All other policies and regulations are identical to those of a Texas resident.

#### B. Library Card

- **Library cards are issued to individuals who accept responsibility for the account; and, at their own discretion, may use for business, school, or other** group or institutional purposes. The exception is the issuance of Library cards to each of the Bedford Library departments for work-related use.
- Library card applicant must present a current state issued driver's license with photo or other acceptable photo ID along with proof of current address if not on the license, and fill out an application form.

- A replacement card may be obtained by showing a photo ID, payment of current replacement fee, the return of overdue Library materials, and the clearance of any charges on all his/her and minors' accounts.
- By applying for and signing the library card, customers agree to comply with all of the borrowing rules of Bedford Public Library:
  - Accept responsibility for all charges on adult and minor's card and pay all charges on the card
  - Notify the Library immediately if card is lost or stolen
- The Bedford Public Library will revoke privileges if the Library card is abused. Abuse of a Library card shall consist of any but not limited to the following acts:
  - Obtaining or attempting to obtain a Library card by means of false identification or address.
  - Using or attempting to use a Library card without the permission of the person to whom it was issued.
  - Applying for more than one active Bedford Public Library card.
- Library Card accounts are set up for a period of three (3) years for Texas residents and will be renewed every three (3) years with presentation of Driver's License and verification of current phone number and address.
- Out of state customers must pay a monthly or annual fee for a card. Accounts will be renewed for additional time with additional non-resident fee and presentation of Driver's License. Past paid monthly fees will not be applied toward an annual card at a future date.

### **C. Confidentiality**

- a. No specific information about a customer or about his/her account will be given to anyone other than the cardholder or responsible parent/guardian.
- b. In order to protect customer confidentiality, Library volunteers may not take or process library card applications.
- c. Requests for confidential information will be directed to the Library Manager. This includes information such as:

- Existence of a library card
- Identification of materials currently or in the past loaned to a specific customer
- Attendance or participation in library programs
- Internet sign-up sheets

#### **D. Loan Rules, Loan Periods and Loan Limits**

- Checkout is limited to **three (3)** items on the first-time checkout. Only one of the three items may be a multimedia item. When those items are returned (after 24-hour minimum), regular limits will apply.
- Cardholder's account must be active, free of charges, overdues or lost items, and have all questions relating to address or other account data resolved to utilize the following resources:

Check out materials

To achieve remote access of the Library's licensed databases

Interlibrary Loan requests

Place 'Holds' on materials

Renew Materials

Internet PCs

- Cardholders may have up to **fifty (50)** items checked out at any given time. High-demand materials are limited per card holder as follows:

**Ten (10)** DVDs

**Ten (10)** Music CDs

**Other** materials as demand requires

- The Library places specific lengths of time Bedford materials can be checked-out as follows:

**Twenty-one (21) days**—Books, magazines, nonfiction DVDs, VHS (feature & nonfiction), audio books (CDs & Cassettes), music CDs

**Seven (7) days**—DVDs

- Interlibrary Loan Materials check out for two (2) weeks or less based on the Lending Library's return requirements.
- Renewals

Bedford DVDs may be renewed two times and all other materials may be renewed four times if the item is not on 'Hold' for another customer and the account must be clear of all charges.

Materials may be renewed at the checkout desk

Materials may be renewed online through our website  
[www.bedfordlibrary.org](http://www.bedfordlibrary.org)

Materials may be renewed at any of the Library's Internet computers or at the Library's Catalog Stations.

Phone renewals will be done to accommodate customers without computer access, unable to come to the Library or in circumstances needing staff assistance so long as there are no fines or overdues. Bedford does not have the software for the Telephone Renewal and encourages customers to renew by one of the first methods listed.

- Overdue materials not exceeding ten (10) days delinquent or the two-renewal limit may be renewed after checked in and fines paid.
- Interlibrary Loan materials require approval for renewal and renewal is generally for a very brief extension of time. These materials are subject to the Lending Library's terms.

## **E. Material Returns**

- Materials are due during business hours of the date due. Materials returned after the Library is closed will be checked in on the next day the Library is open.
- One day of grace is programmed into the Library software to allow Library customers to return materials after hours on the due date or miss the due date by one day returning during business hours and not have a penalty.
- Materials returned on the day after the next business day due incur 2 days of fines with no benefit of the one-day of grace.

- Fines do not accrue on days the Library is closed.
- Cardholders failing to return items in good condition within 6 weeks of due date will be billed for lost/damaged/missing materials. Failure to return Library materials is a violation of City Ordinance Code Section 74-1-14-30.
- Circulation staff works with the City of Bedford Court Warrants Division in an effort to recover overdue materials.

## **F. Fines**

- Bedford Public Library charges fines of \$ .20 per day per item for late return of Bedford materials and fines stop at a maximum of \$6.00 on each item.
- Bedford Public Library charges \$.50 per day for late Interlibrary Loan materials and the fine stops on each item at a maximum of \$12.00.
- Fines may be waived at the discretion of the Library management staff.

## **G. Fee Schedule**

### Library Card Fees

- Replacement card \$2.00
- Non-resident (resident of U.S. state other than Texas) monthly fee \$5.00
- Non-resident (resident of U.S. other than Texas) annual fee \$25.00

### Lost/Damaged Materials or Equipment Fees

- All material and equipment, purchase price of material or equipment plus non-refundable \$6.00 reprocessing fee. Late fees are dismissed on items at time replacement costs are paid.
- Lost and paid materials returned within 3 months of due date are eligible for a refund of amount paid reduced by the \$6.00 reprocessing fee and appropriate late fees to date. Refund checks are mailed from City offices within 10 days.
- Magazines 'MAG' location and paperbacks with 'PBK' location are charged a flat \$ 6.00 replacement fee
- Damaged Book jacket or cover \$6.00

- Damaged pages \$2.00 each
- Media containers \$ 2.00 non-refundable
- Interlibrary loan postage fee \$2.00 per item
- Exam proctoring fee for Bedford Library cardholders \$ 5.00
- Exam proctoring fee for non-Bedford Library cardholders \$10.00
- Black and white copies \$ .10
- Color copies \$ .50

#### **H. HOLDS -- Requests for Material Currently Checked Out or On Order**

- Hold requests are free of charge and limited to ten (10) per cardholder.
- Holds can be placed on materials currently checked out to another patron or materials showing on order in the Library's on-line catalog.
- Holds can be placed on the Bedford Library catalog computers or from the Bedford Public Library website [www.bedfordlibrary.org](http://www.bedfordlibrary.org).
- Customer requests go into a Hold queue and are filled as the item is received in the Library.
- Customers are notified by an automated phone system when materials are available. (Calls are made to local phone numbers only.) Those without a local phone number must check online for availability of their 'Holds'.
- 'Hold' items are held for five (5) days and moved off the 'Hold' shelf or on to the next person in line when time expires.
- Holds may only be checked out onto the Library card that placed the hold.

## **SECTION XI PHYSICAL FACILITIES**

### **A. Introduction**

The physical facilities of the Bedford Public Library are provided in support of the mission and roles of the Library. The facilities provide a setting in which both citizen and staff activities take place. The established policies are intended to promote the effective and equitable utilization of the facilities.

### **B. General Policies**

The physical facilities of the Library are operated to provide a safe and healthy environment for both the public and staff, and for library materials and equipment.

Food and beverages may be consumed only in areas designated for this purpose. Bedford Public Library property may not be injured, defaced, or otherwise damaged. (see *City of Bedford Code of Ordinances, Article I. In General, Section 74-2. Unlawful Acts*)

Smoking is prohibited in all facilities operated by the Library. Authority for the prohibition is found in *City of Bedford Code of Ordinances, Article III. Smoking, Section 82-72. Prohibited in Certain Areas.*

It is the policy of the Library to maintain its facilities in compliance with all applicable local, state and federal building codes and regulations, including the Americans with Disabilities Act.

### **C. Meeting Rooms**

The designated meeting facilities of the Bedford Public Library are primarily intended to provide space for on-going activities of the Library and to support the mission of the Library to further the educational and informational services to the community. When the Library or City is not using these spaces, they are available to organizations for the purpose of providing programming and information. The Library does not advocate or endorse the viewpoints of meetings or meeting room users. The following policies are established to ensure that this intent may be achieved. Reference is made to the American Library Association's *American Library Association, Meeting Rooms: An Interpretation of the Library Bill of Right* (Appendix P).

Meeting rooms and library facilities are available at no charge to groups engaged in non-commercial, non-partisan and non-profit activities. Corporate sponsors of the Library at the \$250.00 level or \$1,000 level may use the meeting rooms at the Library Manager's discretion. A corporate sponsor is defined as a business entity that finances a project, event or some portion thereof that is organized and executed by the Library. Sponsorships are for a limited time, dependent of the sponsorship level and agreement. Sponsorships may include, but are not limited to, financial support of special events, Summer Reading Club, equipment and the collection.

1. Meeting rooms and library facilities are not available to individuals for private parties, personal use or self-promotion activities.

2. Meeting rooms and library facilities may not be used as the primary meeting place for any organization or group or for regularly scheduled meetings of organizations.
3. Meeting rooms and library facilities may not be used for fundraising or sales unless such activities directly benefit the Library.
4. All meetings of organizations held in library facilities must be open to the public without regard to race, age, gender, religion, national origin, political affiliation, or disabilities. Information about meetings held in the Library may be posted on the library bulletin board/events calendar at the discretion of the Library.
5. The Library reserves the right to have a staff member present at any meeting held in a library facility.
6. Admission fees or other collections may not be made a condition of attendance. The exception to this policy is a reasonable charge for workshop materials, where the decision to purchase or not to purchase the materials does not bar the attendee from participating in the meeting or program.
7. The person making the reservation must be an authorized representative of the organization and should be present at the time of the scheduled activity. This person, as well as the membership of the entity reserving the facility, shall be responsible for any and all damages that may occur as a result of the use of the facility.
8. No group shall assign its space or reservation to another group; reservations are not transferable.
9. Audiovisual equipment is available for use by groups and organizations.
10. Permission to use meeting rooms and library facilities may be withheld from groups or organizations that have damaged the room or facilities, caused any disturbance or failed to comply with the policies, rules or regulations.
12. Charges may be imposed on the organization if its use of the facilities results in damage to the Library's property.
13. The Library may establish such rules and procedures pursuant to these policies as may be necessary for the orderly, effective, and equitable utilization of its meeting spaces and for the protection of library property.

#### **D. Board Room**

The Board Room is intended to support the administrative needs of the Library. As such, the Library reserves the right to assign priority for use of the Board Room first to the Library, then to the City. Should neither entity require use of the Board Room at a given time, then it may be scheduled for public meetings according to the above stated policies regarding Meetings Rooms.

#### **E. Other Library Facilities**

The Library will designate other library spaces as to availability for public use. The Library Manager is authorized to establish such rules of usage as may be appropriate within the above policies.

#### **F. Bulletin Boards, Posters, Public Notices**

Designated Library bulletin boards are open to organizations engaged in educational, cultural, intellectual or charitable activities as space permits. General policies apply as follow:

1. Requests for posting of materials must be submitted to the Library Manager or designee.
2. Materials to be posted must be printed and legible. Posters or notices of a size equal to or greater than 36 inches by 24 inches will not normally be posted due to space limitations.
3. First preference for bulletin board space is given to the promotion and display of library events, activities, and services. Second preference is given to events sponsored or underwritten by the

Library and/or the City of Bedford. Third preference is for promotion of area events that will occur at a specific date with preference given to events of interest to Bedford residents.

4. Posters and/or other printed materials promoting programs/projects of a personal or commercial nature will not be displayed or distributed.
5. Notices/posters that display charges or fees for an event are accepted if sponsored by organizations which can prove a non-profit, tax-exempt status.
6. Items left or posted without approval will be discarded without notification.
7. Notices and posters will be displayed no earlier than 30 days prior to the event and will be removed and discarded immediately after the date of the promoted event. No attempt will be made to contact the sponsoring organization.
8. Posting does not imply advocacy or endorsement by the Library or the City of Bedford.
9. **The Library reserves the right to make the final decision regarding the posting of notices.**

## **G. Exhibits**

In accordance with the American Library Association's *Exhibit Spaces, and Bulletin Boards, an Interpretation of the Library Bill of Rights* (Appendix Q), exhibit space is only available for a display of library initiated and/or sponsored exhibits. Unsolicited exhibits will not be displayed.

## **H. Distribution of Free Materials**

The Library provides space for the free distribution of multiple copies of publications and other materials that conform to the following general policies:

1. After space is allocated for the Library and City of Bedford publications, the Library will consider making space available for the distribution of materials that contain area and local information of potential interest to Bedford residents.
2. Publications and other materials considered for distribution include brochures, flyers, and periodicals. A periodical is any publication that is produced on a regular basis and issued four or more times per year. To be considered for distribution, it must contain at least fifty percent editorial content. Material must be typeset (printed) and legible.
3. Printed materials promoting programs/projects/services of a personal or commercial nature are not distributed.
4. Materials promoting activities for which there are charges or fees are accepted from organizations that can prove non-profit tax-exempt status.
5. Approval for distribution of materials must be obtained from the Library Manager or designee. Materials left without this approval will be discarded without notification.
6. The decision of the Library regarding distribution of a particular publication is final.
7. Distribution of materials does not imply advocacy, endorsement, or co-sponsorship by the Library or the City of Bedford.

## **SECTION XII CITIZEN RESPONSIBILITY AND CONDUCT**

### **A. Introduction**

Just as the Bedford Public Library has a responsibility to its community, citizens have a responsibility to the Library. Because the Library is maintained as a publicly supported agency, certain rules of conduct and levels of responsibilities must be adhered to if the Library is to effectively carry out its mission.

The objectives of the Library include the protection of the public's right of access to library facilities, of citizen and staff safety, and of the library's resources and facilities.

Citizen responsibilities include, but are not limited to the following:

- Respect for public property and respect for the rights of others.
- Suggestions for improvements in services or resources .
- Comments on dissatisfaction with library service.

### **B. Public Property**

#### 1. Library Materials

- a. Library users are not to intentionally damage, mutilate, or otherwise destroy library materials or property. City of Bedford Ordinance, Chapter 74, Section #5 declares it unlawful to deface library materials.
- b. Citizens are solely responsible for compliance with all current laws applying to library materials (i.e., copyrights laws - Title 17, U. S. Code)
- c. Registered borrowers agree to abide by all policies and rules pertaining to the external use of library materials (See Section VIII, Circulation) These include, but are not limited to, the following provisions:
  - 1) Proper care of materials
  - 2) Return of all items borrowed by the date due.
  - 3) Payment for lost or damaged materials.
  - 4) Payment of all collection costs, including court fees, necessary to recover borrowed materials.
  - 5) Notification to the library if card is lost or stolen. If the library does not receive notification, the citizen is responsible for any material borrowed on the card.

Failure to return borrowed materials is a violation of City of Bedford Ordinance, Sec. 74-2. Unlawful acts.

#### 2. Library Facilities

Library users are expected to use library grounds, buildings, furnishings, or other property with care. City of Bedford Ordinance, Chapter 74, Sections declares it unlawful to deface library property. See Appendix

## C. Rights of Others

### 1. General Regulations - Prohibitions

While on Library property, citizens will be subject to certain prohibitions and may not engage in or do the following:

- a. Smoking or using tobacco inside the building
- b. Using the library facilities for sleeping
- c. Soliciting, panhandling or distributing handbills
- d. Bathing, shaving, washing clothes, or otherwise misusing restrooms
- e. Spitting
- f. Using radios, stereos, televisions, videogames, etc. without earphones
- g. Using cellular telephones, except in the lobby area or outside
- h. Using opposite gender restrooms
- i. Engaging in voyeurism/peeping
- j. Carrying into the library bedrolls, bed blankets, large plastic bags, large boxes, sleeping bags, or sports equipment
- k. Being intoxicated resulting from alcohol or other drugs
- l. Bringing animals inside the buildings, except for special service animals for the blind, hearing impaired, disabled, or for program activities.
- m. Sitting or standing on display and work surfaces, such as tables, end tables, counter, desks, etc.
- n. Exhibiting poor personal hygiene
- o. Carrying a weapon into the library unless the individual is a licensed peace officer in the State of Texas or a federal law enforcement agent authorized to carry a firearm as part of the officer' duties.

### 2. Disruptive Behavior

- a. Citizens will not physically, verbally, or with gestures threaten, abuse, or assault another person on library property. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable.
- b. Citizens may not interfere with the staff' performance of its duties. This includes engaging in inappropriate conversation or behavior, sexual advances, or physical and/or verbal harassment.
- c. Citizens will not be disorderly.
- d. Citizens may not run inside library facilities.
- e. Citizens shall be aware of others and keep the volume of their conversations as low as is practical.
- f. Citizens shall attend to crying or disruptive children as soon as possible in order to not interfere with the rights of others. If necessary, children should be taken by their parents or guardians to the lobby area or restrooms to be quieted.
- g. Any act which is in violation of the laws of the State of Texas or Bedford City Ordinances is expressly forbidden in the Library.
- h. Library staff may summon security/police if necessary.

### 3. Unattended Children

While the Bedford Public Library is pleased to provide numerous services for children and their parents, the library is not a child-care facility and will not serve as such. Library staff is not responsible for the care of children who are using the library or those children left at the library after closing time. Unattended children will be dealt with in accordance with procedures developed by the Library. In the event of an emergency situation, staff will attempt to contact the parents or adult caregivers. If the parents or adult caregivers cannot be contacted, staff will immediately notify the police.

## **D. Violations**

The Library may ban from facility or suspend borrowing privileges for anyone known to have violated any rule in this policy.

## **E. Citizen Communications**

1. Citizens are encouraged to comment on library service or make suggestions for improvement.
2. Citizens are encouraged to utilize comment forms provided by the library; other written forms of correspondence are welcome.
3. Library administration will review and evaluate suggestions and complaints. It will communicate with the citizen regarding his or her comment.
4. If the citizen is dissatisfied with the Library Manager's reply, the citizen may communicate directly with the Library Board; names of Library Board members are available upon request.

## **F. Responsibility and Authority**

The Library will operate within a framework of policies and principles adopted by the City Council of Bedford. Further, the Library is authorized to develop such policies and procedures as may be necessary to carry out these responsibilities.

## **SECTION XIII Gifts and Memorials**

### **A. Introduction**

Recognizing that gifts in the form of money and books are sources of further development and enhancement of the library's services, the following policy statement is issued.

### **B. Major Gifts**

Major gifts to the Library may be accepted by the City Council upon recommendation of the Library Board and the Library Manager. Major gifts may include but are not limited to land, buildings, and substantial collections of books or other materials that have either a significant monetary, historical, or literary value.

### **C. Gift Books**

The Friends of the Bedford Public Library organization gladly accepts the donation of books and other items on behalf of the Library with the understanding that the Library may do with them as it sees fit.

Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Library. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the Library.

Upon receipt of gift material a receipt is given to the donor acknowledging the gift item. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

### **D. Memorials and Tributes**

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. In addition, it is felt that such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations to a special fund administered by the Friends of the Bedford Public Library. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

A bookplate will be placed in the item purchased with the memorial and tribute gift funds. The bookplate will record the honoree as well as the donor. The Library will send letters to notify all parties of this gift.

In those instances where an individual wishes to donate a memorial book from his or her personal library, the decision to accept the gift will be based on the principles described in Section IV "Information Resources Selection and Access."

## **E. Monetary Gifts**

The Library actively encourages monetary donations. Monetary gifts are administered by the Friends of the Bedford Public Library on behalf of the Library. Determination as to the expenditure of such gifts will remain with the Library.

## **F. Gifts of Special Collections**

Special collections of materials will be accepted if they meet the Library's selection criteria. The Library reserves the right to determine such issues as classification, arrangement and shelving of gift materials. The Library will not accept special collections of materials with any donor's stipulations that these be kept together as a special collection or entity, or restricted as to use in any way. Collections will be accepted only with the understanding that they will be integrated into the general collection with the Library determining location and usage of the materials. The Library subscribes to the *American Library Association's Restricted Access to Library Materials: An Interpretation of the Library Bill of Rights*, (Appendix R) regarding gifts of special collections.

## **G. Implementation**

The Library is authorized under these policies to publicize such procedures and rules as may be required to carry out these policies.

**APPENDIX A**  
**Policy Concerning Confidentiality of Personally**  
**Identifiable Information about Library Users**

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received, and materials consulted, borrowed or acquired," and includes database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The First Amendment's guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to "any use of government prerogatives which lead to the intimidation of the individual or the citizenry from the exercise of free expression ... [and] encourages resistance to such abuse of government power..." (ALA Policy 53.4). In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation.

Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well as assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

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

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

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

Adopted July 2, 1991, by the ALA Council

**APPENDIX B**  
**American Library Association**  
**Statement on Professional Ethics, 1981**

**Introduction**

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. This latest revision of the Code of Ethics reflects changes in the nature of the profession and in its social and institutional environment. It should be revised and augmented as necessary.

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

Librarians are dependent upon one another for the bibliographical resources that enable us to provide information services, and have obligations for maintaining the highest level of personal integrity and competence.

**Code of Ethics**

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

**APPENDIX C**  
**Free Access to Libraries for Minors:**  
**An Interpretation of the Library Bill of Rights**

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis.

Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents - and only parents - have the right and the responsibility to restrict the access of their children - and only their children - to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972; amended July 1, 1981; July 3,  
1991, by the ALA Council.

**APPENDIX D**  
**Access for Children and Young People to Videotapes**  
**and Other Nonprint Formats: An Interpretation of the Library Bill of Rights**

Library collections of videotapes, motion pictures, and other nonprint formats raise a number of intellectual freedom issues, especially regarding minors. The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people have access to materials and services that reflect diversity sufficient to meet their needs.

To guide librarians and others in resolving these issues, the American Library Association provides the following guidelines.

Article V of the Library Bill of Rights says, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." All's Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights states:

The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Parents - and only parents - have the right and the responsibility to restrict the access of their children - and only their children - to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Policies which set minimum age limits for access to videotapes and/or other audiovisual materials and equipment, with or without parental permission, abridge library use for minors.

Further, age limits based on the cost of the materials are unacceptable. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards to circulation of these materials as are applied to books and other materials.

Recognizing that libraries cannot act in loco parentis, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Published reviews of films and videotapes and/or reference works which provide information about the content, subject matter, and recommended audiences can be made available in conjunction with nonprint collections to assist parents in guiding their children without implicating the library in censorship. This material may include information provided by video producers and distributors, promotional material on videotape packaging, and Motion Picture Association of America (MPAA) ratings if they are included on the tape or in the packaging by the original publisher and/or if they appear in review sources or reference works included in the library's collection. Marking out or removing ratings information from videotape packages constitutes expurgation or censorship. MPAA and other rating services are private advisory codes and have no legal standing. For the library to add such ratings to the materials if they are not already there, to post a list of such ratings with a collection, or to attempt to enforce such ratings through circulation policies or other procedures constitutes labeling, "an attempt to prejudice attitudes" about the material, and is unacceptable. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

\*For information on case law, please contact the ALA Office for Intellectual Freedom.

See also: Statement on Labeling and Expurgation of Library Materials, Interpretations of the Library Bill of Rights.

Adopted June 28, 1989, by the ALA Council; the quotation from  
FREE ACCESS TO LIBRARIES FOR MINORS was changed after  
Council adopted the July 3, 1991, revision of that Interpretation

## **APPENDIX E**

### **Library Bill of Rights, Revised**

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 abridgement 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, by the ALA Council. Revision adopted by the Council of the American Library Association, January, 1980.

## **APPENDIX F**

### **The Freedom to Read**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label controversial books, to distribute lists of objectionable books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for dissemination, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be protected against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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

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

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

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

We therefore affirm these propositions:

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

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

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation 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.

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

3. It is contrary to the public interest for publishers and librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

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

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

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

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or authors as subversive or dangerous.

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

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or a group will occasionally collide with those of another individual or group. In a free society each individual is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is not freedom if it is accorded only to the accepted and the inoffensive.

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

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

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

This statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953. Revised January 28, 1972, January 16, 1991, by the ALA Council and AAP Freedom to Read Committee.

## **APPENDIX G**

### **Freedom to View**

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films 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.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means every encroachment upon the public's freedom to view.

This statement was originally drafted by the Educational Film Library Association's Freedom to View Committee, and was adopted by the EFLA Board of Directors in February, 1979. It was endorsed by the American Library Association's Intellectual Freedom Committee and the ALA Council in June, 1979 and by the TLA Council in July, 1980.

Libraries and educational institutions are encouraged to adopt this statement and to display it in their catalogs or libraries. The text of the statement may be reprinted freely; permission is granted to all educational institutions to use it. Educational Film Library Association, 43 W. 61 St., New York 10023.

**APPENDIX H**  
**Expurgation of Library Materials:**  
**An Interpretation of the Library Bill of Rights**

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work intended to express. Such action stands in violation of Articles 1, 2, and 3 of the Library Bill of Rights, which state that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment." The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious. Expurgation of any books or other library resources imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information. Further, expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

Adopted February 2, 1973; amended July 1, 1981; amended  
January 10, 1990, by the ALA Council.

## **APPENDIX I**

### **Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights**

#### **Introduction**

The world is in the midst of an electronic communications revolution. Based on its constitutional, ethical, and historical heritage, American librarianship is uniquely positioned to address the broad range of information issues being raised in this revolution. In particular, librarians address intellectual freedom from a strong ethical base and an abiding commitment to the preservation of the individual's rights.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to minors as well as adults. Libraries and librarians exist to facilitate the exercise of these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology. The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Issues arising from the still-developing technology of computer-mediated information generation, distribution, and retrieval need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people, for reasons of technology, infrastructure, or socio-economic status do not have access to electronic information.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

#### **The Rights of Users**

All library system and network policies, procedures or regulations relating to electronic resources and services should be scrutinized for potential violation of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services and Facilities.

Users should not be restricted or denied access for expressing or receiving constitutionally protected speech. Users' access should not be changed without due process, including, but not limited to, formal notice and a means of appeal.

Although electronic systems may include distinct property rights and security concerns, such elements may not be employed as a subterfuge to deny users' access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Users also have a right to information, training and assistance necessary to operate the hardware and software provided by the library. Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice. Users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public.

The rights of users who are minors shall in no way be abridged.

#### **Equity of Access**

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose

the charging of user fees for the provision of information services by all libraries and information services that receive their major support from public funds (50.3; 53.1.14; 60.1; 61.1). It should be the goal of all libraries to develop policies concerning access to electronic resources in light of Economic Barriers to Information Access: an Interpretation of the Library Bill of Rights and Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities.

### **Information Resources and Access**

Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children. Libraries and librarians should not deny or limit access to information available via electronic resources because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction. Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. Libraries have an obligation to provide access to government information available in electronic format. Libraries and librarians should not deny access to information solely on the grounds that it is perceived to lack value. In order to prevent the loss of information, and to preserve the cultural record, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries.

Adopted by the ALA Council, January 24, 1996

**APPENDIX J**  
**The Texas Library Association**  
**Intellectual Freedom Statement**

**A. Preamble**

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

**B. Areas of Concern**

1. **LEGISLATION.** The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement.

2. **INTERFERENCE.** The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

3. **MATERIALS SELECTION POLICY.** The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.

4. **EDUCATION.** The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement.

The Intellectual Freedom Committee supports an active educational program for librarians, trustees, and the general public.

5. **LIASON WITH OTHER ORGANIZATIONS.** The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

**APPENDIX K**  
**Diversity in Collection Development:**  
**An Interpretation of the Library Bill of Rights**

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other topics of a potentially controversial nature. Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

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

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

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

**APPENDIX L**  
**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 or 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 endorsement of their contents by the library.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement does not, however, exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981, by the ALA Council.

**APPENDIX M**  
**Challenged Materials:**  
**An Interpretation of the Library Bill of Rights**

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority. Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure. Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended  
January 10, 1990, by the ALA Council

**APPENDIX N**  
**Evaluating Library Collections:**  
**An Interpretation of the Library Bill of Rights**

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles 1 and 2 of the Library Bill of Rights, which state: The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. The American Library Association opposes such "silent censorship" and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Adopted February 2, 1973; amended July 1, 1981, by the  
ALA Council.

**APPENDIX O**  
**Library Initiated Programs as a Resource:**  
**An Interpretation of the Library Bill of Rights**

Library initiated programs support the mission of the library by providing users with additional opportunities for information, education and recreation. Article 1 of the Library Bill of Rights states: "Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves."

Library initiated programs take advantage of library staff expertise, collections, services and facilities to increase access to information and information resources. Library initiated programs introduce users and potential users to the resources of the library and to the library's primary function as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions or individuals as part of its own effort to address information needs and to facilitate information access in the community the library serves. Library initiated programs on site and in other locations include, but are not limited to, speeches, community forums, discussion groups, demonstrations, displays, and live or media presentations. Libraries serving multilingual or multicultural communities make efforts to accommodate the information needs of those for whom English is a second language. Library initiated programs across language and cultural barriers introduce otherwise unserved populations to the resources of the library and provide access to information.

Library initiated programs "should not be proscribed or removed (or canceled) because of partisan or doctrinal disapproval" of the contents of the program or the views expressed by the participants, as stated in Article 2 of the Library Bill of Rights. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of material for the library collection constitutes an endorsement of the contents of the material or the views of its creator.

Library initiated programs are a library resource, and as such, are developed in accordance with written guidelines, as approved and adopted by the library's policy-making body. These guidelines include an endorsement of the Library Bill of Rights and set forth the library's commitment to free and open access to information and ideas for all users. Library staff select topics, speakers and resource materials for library initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library initiated programs because of possible controversy. Concerns, questions or complaints about library initiated program are handled according to the same written policy and procedures which govern reconsiderations of other library resources.

Library initiated programs are offered free of charge and are open to all. Article 5 of the Library Bill of Rights states: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" encompasses all of the resources the library offers, including the right to attend library initiated programs. Libraries do not deny or abridge access to library resources, including library initiated programs, based on an individual's economic background and ability to pay.

Adopted January 27, 1982. Amended June 26, 1990, by the  
ALA Council.

**Appendix P**  
**Meeting Rooms:**  
**An Interpretation of the Library Bill of Rights**

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the Library Bill of Rights states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's facilities are open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly "library-related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section which addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the Library Bill of Rights states that "a person's right to use a library should not be denied or abridged because of origin, age, background, or views." It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual's or group's ability to pay for that access.

Adopted July 2, 1991, by the ALA Council.

**APPENDIX Q**  
**Exhibit Spaces and Bulletin Boards:**  
**An Interpretation of the Library Bill of Rights**

Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the Library Bill of Rights: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose works are represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics which may be the subject of library exhibits. Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups which request it. Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space. A publicly supported library may limit use of its exhibit space to strictly "library-related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral. Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content-neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors. Libraries which make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council

**APPENDIX R**  
**Restricted Access to Library Materials:**  
**An Interpretation of the Library Bill of Rights**

Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights.

Historically, attempts have been made to limit access by relegating materials into segregated collections. These attempts are in violation of established policy. Such collections are often referred to by a variety of names, including "closed shelf," "locked case," "adults only," "restricted shelf," or "high demand." Access to some materials also may require a monetary fee or financial deposit. In any situation which restricts access to certain materials, a barrier is placed between the patron and those materials. That barrier may be age related, linguistic, economic, or psychological in nature.

Because materials placed in restricted collections often deal with controversial, unusual, or "sensitive" subjects, having to ask a librarian or circulation clerk for them may be embarrassing or inhibiting for patrons desiring the materials. Needing to ask for materials may pose a language barrier or a staff service barrier. Because restricted collections often are composed of materials which some library patrons consider "objectionable," the potential user may be predisposed to think of the materials as "objectionable" and, therefore, are reluctant to ask for them.

Barriers between the materials and the patron which are psychological, or are affected by language skills, are nonetheless limitations on access to information. Even when a title is listed in the catalog with a reference to its restricted status, a barrier is placed between the patron and the publication (see also "Statement on Labeling").

There may be, however, countervailing factors to establish policies to protect library materials--specifically, for reasons of physical preservation including protection from theft or mutilation. Any such policies must be carefully formulated and administered with extreme attention to the principles of intellectual freedom. This caution is also in keeping with ALA policies, such as "Evaluating Library Collections," "Free Access to Libraries for Minors," and the "Preservation Policy."

Finally, in keeping with the "Joint Statement on Access" of the American Library Association and Society of American Archivists, restrictions that result from donor agreements or contracts for special collections materials must be similarly circumscribed. Permanent exclusions are not acceptable. The overriding impetus must be to work for free and unfettered access to all documentary heritage.

Adopted February 2, 1973; amended July 1, 1981;  
July 3, 1991, by the ALA Council.