



RICHFIELD PUBLIC LIBRARY

General Policies

83 E Center St
Richfield, UT 84701

Richfield Public Library

Table of Contents

| | |
|--|----|
| MISSION AND VISION STATEMENT | 3 |
| WELCOME TO THE RICHFIELD PUBLIC LIBRARY | 4 |
| LIBRARY HOURS AND CLOSURES..... | 5 |
| CONFIDENTIALITY OF LIBRARY PATRONS AND RECORDS | 6 |
| PATRON SERVICE..... | 7 |
| LIBRARY BOARD MEETING RECORD POLICY | 8 |
| COMMUNITY RELATIONS POLICY..... | 9 |
| ELIGIBILITY FOR LIBRARY CARDS | 10 |
| KEYS TO LIBRARY BUILDING DOORS | 11 |
| SERVICE ANIMAL POLICY..... | 12 |
| CIRCULATION | 13 |
| DECISION MAKING ORDER..... | 14 |
| RICHFIELD PUBLIC LIBRARY’S INTERNET AND ONLINE ACCESS POLICY | 15 |
| COMPUTER AND INTERNET USE POLICY..... | 16 |
| INTERNET USE POLICY..... | 17 |
| WIRELESS INTERNET SERVICE POLICY | 18 |
| POLICIES AND PROCEDURES FOR INTERNET USE VIOLATIONS..... | 19 |
| PUBLIC RELATIONS POLICY..... | 20 |
| SOCIAL MEDIA POLICY | 21 |
| LIBRARY BUILDING RESERVATION POLICY | 22 |
| GIFT POLICY..... | 24 |
| PUBLIC BEHAVIOR IN THE LIBRARY | 25 |
| UNATTENDED / DISRUPTIVE CHILDREN POLICY..... | 26 |
| PROCTORING POLICY | 27 |
| EXHIBITS AND DISPLAYS..... | 28 |
| MATERIAL SELECTION POLICY..... | 29 |
| OVERDUE FINES, RENEWALS, DAMAGED, OR LOST MATERIALS POLICY..... | 32 |
| POLICY ON CHALLENGED MATERIAL..... | 33 |
| STATEMENT OF CONCERN | 34 |
| INTERLIBRARY LOANS | 36 |
| REQUEST FOR PURCHASE CONSIDERATION | 37 |
| BYLAWS..... | 38 |
| EMERGENCY PREPAREDNESS POLICY | 41 |
| EMERGENCY PREPAREDNESS PLAN | 42 |
| LIBRARY BILL OF RIGHTS | 46 |
| FREEDOM TO READ STATEMENT | 47 |

Richfield Public Library

Policies Alphabetical by Title

| | |
|--|----|
| BYLAWS | 38 |
| CIRCULATION | 13 |
| COMMUNITY RELATIONS POLICY..... | 9 |
| COMPUTER AND INTERNET USE POLICY..... | 16 |
| CONFIDENTIALITY OF LIBRARY PATRONS AND RECORDS..... | 6 |
| DECISION MAKING ORDER..... | 14 |
| ELIGIBILITY FOR LIBRARY CARDS..... | 10 |
| EMERGENCY PREPAREDNESS PLAN | 42 |
| EMERGENCY PREPAREDNESS POLICY | 41 |
| EXHIBITS AND DISPLAYS..... | 28 |
| FREEDOM TO READ STATEMENT | 47 |
| GIFT POLICY..... | 24 |
| INTERLIBRARY LOANS | 36 |
| INTERNET USE POLICY..... | 17 |
| KEYS TO LIBRARY BUILDING DOORS | 11 |
| LIBRARY BILL OF RIGHTS | 46 |
| LIBRARY BOARD MEETING RECORD POLICY | 8 |
| LIBRARY BUILDING RESERVATION POLICY | 22 |
| LIBRARY HOURS AND CLOSURES..... | 5 |
| MATERIAL SELECTION POLICY..... | 29 |
| MISSION AND VISION STATEMENT | 3 |
| OVERDUE FINES, RENEWALS, DAMAGED, OR LOST MATERIALS POLICY..... | 32 |
| PATRON SERVICE..... | 7 |
| POLICIES AND PROCEDURES FOR INTERNET USE VIOLATIONS..... | 19 |
| POLICY ON CHALLENGED MATERIAL..... | 33 |
| PROCTORING POLICY | 27 |
| PUBLIC BEHAVIOR IN THE LIBRARY | 25 |
| PUBLIC RELATIONS POLICY..... | 20 |
| REQUEST FOR PURCHASE CONSIDERATION | 37 |
| RICHFIELD PUBLIC LIBRARY'S INTERNET AND ONLINE ACCESS POLICY | 15 |
| SERVICE ANIMAL POLICY..... | 12 |
| SOCIAL MEDIA POLICY | 21 |
| STATEMENT OF CONCERN | 34 |
| UNATTENDED / DISRUPTIVE CHILDREN POLICY..... | 26 |
| WELCOME TO THE RICHFIELD PUBLIC LIBRARY | 4 |
| WIRELESS INTERNET SERVICE POLICY | 18 |

Richfield Public Library

MISSION AND VISION STATEMENT

Mission Statement

The Richfield Public Library strives to encourage and support readers of all ages. The library aims to cultivate a love of learning by providing access to materials, technology, and other resources that are intended to engage the community in educational and creative ways.

Vision Statement

To create an environment that stimulates, encourages, and facilitates community learning and participation.

Approved by the Richfield Library Board of Trustees May 9, 2023

Richfield Public Library

WELCOME TO THE RICHFIELD PUBLIC LIBRARY

Thank you for your interest in our library. These are the guidelines to obtain and use a library card.

You will need written verification of your current address. You must have a valid Utah State driver's license or Utah State ID with a Richfield address OR a Photo ID AND any one of the following: Water bill, utility bill, rent receipt, or letter. No PO Box address or temporary housing address (90 days or less as defined by the city) will be accepted for permanent resident status. See the "Eligibility for Library Cards" Policy for further information.

Those under 18 years of age are required to have a parent or guardian's signature assuming responsibility and liability for library materials.

Library cards must be presented to the clerk to check out materials.

FEES:

- Richfield, Salina, Redmond, Aurora, and Gunnison residents – No Charge for initial or renewed card (Card valid for 1 years)
- Non-Residents - \$20 for an individual card (card valid for 1 year) OR \$35 for a family (card valid for 1 year) OR \$10 for a card good for 6 months.
- Lost/Damaged Card - \$2.00 to replace lost or damaged cards

All fees must be paid in full before cards can be issued, renewed, or replaced (including fines for late books and fees for lost or damaged books). No new cards can be issued if fines or fees exist on linked library card accounts.

Patrons cannot check out items if they have outstanding overdue items or fines of \$5.00 or more charged to their cards.

After the library has adequately notified a patron of any overdue materials, through phone calls, letters or email, delinquent notices are sent to the City Attorney. All costs incurred to regain library materials must be paid by the patrons.

Approved by the Richfield Library Board of Trustees September 9, 2022

Richfield Public Library

LIBRARY HOURS AND CLOSURES

The library hours are as follows:

Monday – Friday, 11:00 am – 6:30 pm; Saturday, 12:30 pm – 4:00 pm

The library will be closed for the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Pioneer Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
The Friday and Saturday following Thanksgiving Day
Christmas Day

In the event the holiday falls on a Saturday or Sunday, the library will be closed on both the holiday and the observed holiday.

Closing the library because of bad weather or other problems will be the judgment of the Library Director. Such closings will be reported to the library board and noted at the next board meeting.

Approved by the Richfield Library Board of Trustees July 12, 2023

Richfield Public Library

CONFIDENTIALITY OF LIBRARY PATRONS AND RECORDS

The library subscribes to the policy sanctioned by the American Library Association to uphold the confidentiality of Library records. Circulation records or other library records that link a patron's name with materials requested or borrowed by the patron shall be treated as confidential records. Such records may be disclosed in the following instances:

1. When necessary for the reasonable operation of the library
2. Upon written consent of the user
3. Pursuant to subpoena, upon court order, or where otherwise required by law

Library employees, officials, and volunteers shall take precautions to observe the confidentiality of patron records.

Richfield Public Library

PATRON SERVICE

It is the objective of library staff to provide accurate and prompt information and assistance in response to requests from all persons. This service is given impartially to all and with as much expertise as training and professional guidance makes possible.

Telephone Service

Telephone questions are answered at the time of the call if this can be accomplished quickly and there are not patrons waiting at the desk for information. Otherwise, the telephone patron's name, with contact information, is requested for follow up within 48 hours.

In-Person Service

Service is provided on a "first come, first served" basis. Face to face service takes precedence over telephone inquiries. Library staff *SHOULD NOT* give interpretations or opinions on legal, political, or medical questions.

All patrons and inquiries should be treated equally. The needs of each library patron should always be taken seriously and treated with respect and confidentiality. Discussion of any individual, group of individuals, or other inquiries, outside of a professional context, is prohibited.

Scope and Depth of Service

The limit of personal service may vary according to the amount of time necessary to give direction, guidance, and instruction to library patrons. Other factors influencing personal service may be patron's time limit, complexity of question, number of people needing assistance, availability of materials, etc.

Every effort will be made to determine the needs of the patron and to provide information for those needs.

Approved by the Richfield Library Board of Trustees November 12, 2021

Richfield Public Library

LIBRARY BOARD MEETING RECORD POLICY

In accordance with UCA §52-4-203, written minutes and a recording shall be kept of all open meetings held by the Library Board. If a closed meeting is called, procedures outlined in the “Utah Open & Public Meetings Act” (Utah Code Ann. §52-4-101) must be followed. For further information about procedures for taking and approving minutes at library board meetings, see *Utah State Library Trustee Manual*, Chapter 4 “Organization and Meetings”, section “Tips for Conducting Meetings”.

Approved by the Richfield Library Board of Trustees February 10, 2023

Richfield Public Library

COMMUNITY RELATIONS POLICY

Library employees and trustees must avail themselves of every opportunity to enhance the services of the library in the estimation of the community. The employees and trustees must provide good service in a positive way to patrons. When invited, trustees and employees should respond to requests from the community to make presentations or support community activities as may relate to the library.

Approved by the Richfield Library Board of Trustees November 12, 2021

Richfield Public Library

ELIGIBILITY FOR LIBRARY CARDS

1. Residents of Richfield City, Utah may obtain a library card free of charge. Cards are valid for one year. Permanent residency must be established to claim resident status and must be re-established every three years. Permanent Residency will be established using written verification of the card holder's current address. This verification will be accomplished by one of the two following methods:
 - i. Present either a valid Utah State driver's license or Utah State ID with a Richfield address OR
 - ii. Present a Photo ID AND any one of the following: Water bill, utility bill, rent receipt, or letter.
No PO Box address or temporary housing address (90 days or less as defined by the city) will be accepted for permanent resident status.
2. In addition to Permanent Residents of Richfield City, the following are also eligible for a free library card:
 - a. Residents of Salina, Aurora, Redmond, and Gunnison, Utah. (Consortia agreement with Salina Public Library and Gunnison Civic Library - June 10, 2013)
 - b. Non-resident full-time teachers working in Richfield, Utah schools (Kindergarten thru college)
 - c. Children attending Richfield Utah Schools that are linked to a paying non-resident parent or guardian.
 - d. Non-residents that own property in Richfield Utah City Limits
 - e. Temporary patrons at New Horizons Crisis center trying to establish residency. Letter from Crisis Center will be accepted in lieu of ID if necessary. These patrons are limited to no more than 3 materials per circulation. No circulation will be allowed on a temporary card if there are overdue or unpaid fines.
 - f. Individuals living in temporary housing (again, 90 days or less as defined by the city). These patrons are limited to no more than 3 materials per circulation. No circulation will be allowed on a temporary card if there are overdue or unpaid fines.
 - g. Any business located within Richfield City limits may be eligible for a business Library Card.
3. Non-residents may obtain a library card for the following nominal fee:
 - a. One card per Individual for one year - \$20.00 (checkout 12 items per card)
 - b. One card per Individual for 6 months - \$10.00 (checkout 12 items per card)
 - c. One card per Family - \$35.00 (checkout 30 items per card)
4. Use of the library may be denied temporarily for due cause. Such cause might be failure to return library materials, unpaid fines, destruction of library property, disturbance of other library patrons, or any other objectionable conduct.

Approved by the Richfield Library Board of Trustees September 9, 2022

Richfield Public Library

KEYS TO LIBRARY BUILDING DOORS

1. The Library Director will have the responsibility of supervision for accounting for the keys to the library building doors.
 - a. The Director will number existing keys as well as any new keys issued
 - b. The Director will maintain a current list of all keys to library doors and the individual name or location with whom or where all keys are located
2. The following keys are authorized:
 - a. Library Director
 - b. Employees
 - c. Custodian
 - d. City Office Key Box
 - e. Library Board Chairman
3. The Library Director is to monitor the appropriate use of the library or the purpose for which the key is held. Any abuse of the library by any key holder is to be reported to the Library Board Chairman immediately

Approved by the Richfield Library Board of Trustees November 12, 2021

Richfield Public Library

SERVICE ANIMAL POLICY

Pets are not allowed in the Library. In Utah, persons with disabilities may be accompanied by their qualified service animals in public buildings. Service animals are not pets.

Under the ADA, a qualified service animal is a dog that has been trained to do work or tasks for the benefit of someone with a physical, sensory, psychiatric, intellectual, or mental disability. Under Utah Law, animals other than dogs cannot be service animals.

The service animal must be accompanied by the person with the disability at all times.

*Approved, pending lawyer approval, by the Richfield Library Board of Trustees Aug 13, 2021
Approved by law firm Blaisdell, Church, and Johnson via email Oct 6, 2021*

Richfield Public Library

CIRCULATION

1. Options for checking out library material include presenting to the clerk a physical library card or ID, a digital image of their library card barcode, or stating a memorized library card number.
2. Library materials are loaned for a three-week period with one renewal for an additional three-weeks. Seasonal items are checked out for a one-week period with one renewal for an additional one-week. Renewals are only available if there are no reserve requests for the item. Electronic renewals must be completed prior to the due date.
3. Reference materials, Utah Collection items, and Special Collection items will not circulate.
4. There is a limit of 12 items that may be checked out per card at a time. Checkout limits for family cards are 30 items.
5. Patrons can request materials to be reserved or put on hold. Once these materials are available for check-out, the library will initiate a notification to the patron and the item will be held for 7 days.
6. Patrons found to be misusing library privileges may be restricted to the number of items they may check out. Misusing library privileges may include, but is not limited to, destruction of items, lost items, late fees, etc.
7. Exceptions to this policy may be made at the Library Director's discretion.

Richfield Public Library

DECISION MAKING ORDER

When board input is needed on concerns that may arise at the library, the following order for contacting board members will be used:

1. Board President
2. Board Vice President
3. Board Secretary
4. Other Members of the Board
5. Richfield City Manager

In summary, the leadership of the board should be contacted first, other board members second, and then the manager of Richfield City. Board members may need to contact others on the board for input prior to making a decision.

Approved by the Richfield Library Board of Trustees June 2, 2022

Richfield Public Library

RICHFIELD PUBLIC LIBRARY'S INTERNET AND ONLINE ACCESS POLICY

Public access to the Internet and online services have become an integral part of the Richfield Public Library's programs and services. The intent of this policy is to meet the provisions of Sections 9-7-213, 9-7-215, and 9-7-216 *UCA*, and Administrative Rule R223-2, as well as provide guidelines for patrons and staff regarding Internet accessible and online computer use.

Developed under the direction of the Library Board of the Richfield Public Library, this Internet and Online Access Policy was discussed and adopted during an open meeting of the Library Board on 25 April 2013. This policy supersedes all previous Internet and Online Access Policy statements of the Richfield Public Library and is effective on 25 April 2013.

As a matter of policy, the Richfield Public Library will abide by all laws governing or regulating Internet use as such legislation relates to library policy or service.

This policy document will be reviewed by the Richfield Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R223-2.

The Richfield Public Library's Internet Access Policy complies with Section 9-7-215 Internet and online access policy required, and Section 9-7-216 Process and content standards for policy *UCA*, as well as reporting procedures established by Utah Administrative Rule R223-2.

The Richfield Public Library has in place a policy of Internet Safety, including the operation of a technology protection measure on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography or obscene. The filtering software will be enforced to provide Internet safety during any use of a computer.

Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene, and may also limit Internet access or otherwise protect against materials other than the materials specified in Utah statute. Filtering software will provide Internet safety for all library computers connected to the Internet.

The Library Board has disapproved the use of public access Internet computers for gambling, and any illegal purposes in an effort to protect patrons and the library against materials other than the materials specified in Utah law.

A notice of the availability of this Policy will be posted in a conspicuous place within the library for all patrons to observe.

The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of Sections 9-7-215 and 9-7-216 *UCA*.

Supported by the Richfield Library Board of Trustees May 13, 2022

Richfield Public Library

COMPUTER AND INTERNET USE POLICY

Guidelines for accessing the Internet at the Richfield Public Library:

1. The parent/ guardian of a patron under 18 years of age must read and sign the library’s Computer Internet Use Policy. All patrons under the age of 18 must have a library card present to use the computers with “Internet Permission on the patron screen checked “Yes”.
2. Computers downstairs are generally reserved for children (16 and under).
3. A fee will be charged for all pages printed – \$0.10 per page for black and white and \$1.00 for color.
4. You MAY NOT use your own software programs.
5. You will be required to pay any repair or replacement costs of equipment or software damaged through your use including the introduction of viruses.
6. Only ONE person is allowed at each computer station (unless authorized by the library director).
7. Unbridled and open-ended use of the Internet cannot be accommodated and the Library Director may, as necessary, limit general Internet use to accommodate the largest number of patrons. Every user will be allowed a minimum of 30 minutes (up to two hours total) per day. Likewise, the Library Director may limit access to certain element of Internet use (i.e. games, chat, e-mail) to accommodate the largest number of patrons. Reservations may be made in advance for specified time periods. You will be required to follow all copyright laws and software licensing agreements.
8. Do not attempt to gain access to the library’s networks or computer systems or any other network or computer system.
9. The computers and internet are self-service. Help will be given as needed on a first come first serve basis.
10. Be mindful and respectful of others by keeping a learning environment.
11. Failure to abide by any of these guidelines or policies will result in loss of your computer privileges.

I have read and accept the above policies and guidelines: _____
(Signature of Patron)

Parent or guardian (if under 18 years old): _____

Name and birthdate (if a minor): _____

Date: _____ Phone Number: _____

Approved by the Richfield Library Board of Trustees May 13, 2022

Richfield Public Library

INTERNET USE POLICY

Guidelines for accessing the Internet at the Richfield Public Library:

1. You MAY NOT use your own software programs.
2. The Library Director may, as necessary, limit general Internet use to accommodate the largest number of patrons. Every user will be allowed a minimum of 30 minutes per day. Likewise, the Library Director may limit access to certain elements of the Internet use (such as games, chat, e-mail) to accommodate the largest number of patrons. Such restrictions will not be implemented unless Internet workstation use meets or exceeds 75% of the potential maximum use.
3. You will be required to follow all copyright laws and software licensing agreements.
4. A fee will be charged for all pages printed.
5. Do not attempt to gain access to the library's networks or computer systems, or any other network or computer system.
6. The computer/internet area is self-service. Library personnel do not have the time or the expertise in many cases to help patrons for extended periods of time.
7. Failure to abide by any of these guidelines or policies will result in loss of your computer privileges.

Approved by the Richfield Library Board of Trustees May 13, 2022

Richfield Public Library

WIRELESS INTERNET SERVICE POLICY

1. Free wireless Internet service (often known as Wi-Fi) is available at the Richfield Public Library. Patrons can now use wireless devices from laptops, notebooks, etc., to surf the Internet within the library.
2. Guidelines for using wireless at the library:
 - a. Users are entirely responsible for securing their physical laptops. The library assumes no responsibility for the safety of laptops or other wireless devices. **DO NOT LEAVE YOUR LAPTOP UNATTENDED.**
 - b. The library's network is not secure. Information sent from and to your laptop or other wireless device may be captured by anyone with a wireless device and appropriate software.
 - c. Be sure that your laptop or other wireless device has appropriate anti-virus and security software. The library assumes no responsibility for damage to your laptop's configuration, software, or data.
 - d. Wireless Internet service is filtered. Please see our Internet and Online Access Policy for description of the use of filtering in the library.
 - e. Wireless users must conform to our Internet and Online Access Policy when using their computers in the Richfield Public Library. Under no circumstances can wireless users view pornography or perform any hacking or illegal acts on any computer in the library.
 - f. Library staff is not able to provide any technical assistance beyond confirming that the wireless service is working and giving users a written handout. No guarantee can be made that patrons will be able to make a wireless connection.

Richfield Public Library

POLICIES AND PROCEDURES FOR INTERNET USE VIOLATIONS

If a patron is found accessing pornography or obscene materials, Internet use privileges will be denied by the Library Director.

Complaints may be directed to the Richfield Public Library Board of Trustees through the Library Director.

Approved by the Richfield Library Board of Trustees May 13, 2022

Richfield Public Library

PUBLIC RELATIONS POLICY

Public relations goals of the Richfield Library are:

- Promote community awareness of library service
- Stimulate public interest in and usage of the Richfield Public Library
- Develop public understanding and support of the Richfield Public Library and its role in the community
- Promote active participation in the varied services offered by the library to people of all ages

The Library Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

The library director and staff, because of their daily contact with patrons, set the climate of the library. The staff is expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking.

Each Library Board member shares with the library director, the staff, and other Board Members in the responsibility of forming the public image of the library. Members of the Library Board, through their many and varied contacts in the community, serve as invaluable liaisons between the library and the public.

Public relations should be a continuing, year-round program, worked out by the board and library director cooperatively to assure public interest and support of the library. The following methods should be used as a minimum:

- Personal and informational group contacts shall be maintained with government officials, opinion leaders, service clubs, civic associations, and other community organizations by both library staff and Board members.
- The community will be kept informed of library resources and activities through library publications, the local news media and other forms of communications.
- The library staff will endeavor in every possible way to provide the services for which the library exists in a helpful, courteous manner.

The Library Board members will interpret the library to the community to help forge a link between the public and the library.

Approved by the Richfield Library Board of Trustees August 9, 2023

Richfield Public Library

SOCIAL MEDIA POLICY

The Richfield Public Library provides quality service to Richfield City and surrounding communities. To keep community members informed, we use different means of communication including current social media platforms. Our social media usage should be a welcoming environment where all users and library staff can interact and stay connected. Library staff moderates comments and reserves the right to remove any comments that are unlawful, inappropriate, offensive, or off-topic for the library community. We are a small library with limited staff. Moderating comments may not be immediate.

Richfield Public Library is not responsible for content posted by others in the comments and not all comments represent the opinions of the library. The library reserves the right to post material with comments turned off or to turn off comments on certain topics if necessary. Comments containing the following content will be removed by library staff:

- Potentially libelous comments
- Obscene, sexually explicit, or racist comments
- Hateful or mean-spirited comments
- Personal attacks, insults, or threatening language
- Private personal information published without consent
- Off topic comments or hyperlinks
- Commercial promotions or spam
- Copyright violations
- Inappropriate Images

In choosing to comment individuals agree to follow this policy as set forth by Richfield Public Library. Repeat offenders will be blocked from commenting If their violations of this policy persist.

Richfield Public Library reserves the right to republish comments posted in our social media accounts to our library website, newsletter, or other material. We remind patrons that personal information such as age, phone number, address, or school of attendance, should not be posted to the library in public forums.

Approved by the Richfield Library Board of Trustees June 2, 2023

Richfield Public Library

LIBRARY BUILDING RESERVATION POLICY

Richfield Public Library welcomes the use of its building by reservation as outlined under the following established guidelines:

Location:

The building is located at 83 East Center Street, Richfield, Utah 84701. Telephone number: (435) 896-5169. There is access to public restrooms but there are no kitchen facilities.

Capacity:

Larger groups, per the library director's discretion, will be referred to other locations in the area. No permanent seating is available; however, folding chairs can be made available upon request.

Cost

There will be no cost for the use of the building during library hours. For events held outside library hours, the group will be responsible for paying a staff member to remain after hours for the entirety of their event. The after-hours staff rate is \$20 per hour or time and half of their regular wage, whichever is higher. The cost will be the equivalent of one hour of time for all events shorter than one hour.

Keys

Building keys are not loaned. A staff member will be present at all events and will be responsible for unlocking or locking up the building.

Reservations:

Reservations to use the building (including using the building outside regular library hours) must be approved and coordinated by the Library Director. Any library sponsored program or activity will have priority in scheduling use of the building.

The building may be reserved for use if no admission fee is assessed. Fee exceptions will be decided by the Library Director on a case-by-case basis.

Typically, reservations may not be made by commercial organizations. Exceptions may be made at the library director's discretion. Commercial organizations sponsoring an educational program of a non-profit nature will be permitted to reserve the building, provided the meetings are open and free to the public.

Food, Drinks, Smoking:

No food or drinks will be allowed without the specific permission of the Library Director. Alcoholic beverages may not be served or consumed on library premises. Smoking is not

Richfield Public Library

allowed at any meeting held in the library. Prohibited smoking includes (but is not limited to) cigarettes, cigars, smokeless tobacco, vaping, or e-cigarettes.

Clean-Up and Building Damage:

All clean up and trash removal will be the responsibility of the group using the facility. Failure to meet the library cleaning standards will result in a cleanup fee. Costs to repair or replace any damage to the library facility or materials will be the responsibility of the group who reserved the building.

Approved by the Richfield Library Board of Trustees December 1, 2023

Richfield Public Library

GIFT POLICY

Persons frequently wish to donate items. These often include books, pamphlets, periodicals, media, or other items from their home or business. We are happy to accept these, with the understanding that once they are left with us, we may do what we wish with them. In order to avoid misunderstanding about the disposition of the gifts, therefore, it is suggested that prospective donors read the following statement.

The library follows a carefully planned policy in accepting gifts. It reserves the right to decide whether or not the gift is to be added to the library collection. The donation may be:

- 1. A duplicate
- 2. Outdated
- 3. Of no reference or circulation value
- 4. In such poor condition that the cost to repair could not be justified.

The library regrets it cannot appraise gifts. A donation receipt will be offered at the time of donation.

Memorial gifts are accepted using our same criteria for selection. Gifts of money will be accepted to purchase memorial material that meets the same selection criteria.

Example of a possible Donation Receipt:



Richfield Public Library
83 East Center
Richfield, Utah 84701
Telephone: 435-896-5169

Date: _____ Received From: _____

Number of Items _____

Library Personnel _____

Thank you very much. When donations are received, the library reserves the right to place these items in the collection, give to other libraries, or put them in the book sale.

Approved by the Richfield Library Board of Trustees December 10, 2021

Richfield Public Library

PUBLIC BEHAVIOR IN THE LIBRARY

The Richfield Public Library's Behavior Rules are intended to protect the rights and safety of library users and staff, and preserve and protect the library's materials, facilities, and property. Library users who violate the rules may be asked to abide by the rules or may be asked to leave the building. Excluding a patron from the library for a time period may be necessary.

A patron may appeal the exclusion to the Library Director or Board of Trustees, who will review the circumstances of the case and may confirm, cancel, or change the exclusion.

Library users must adhere to the following rules:

- Smoking is not permitted within the building or within 25 feet of any entrance (Smoking includes, but is not limited to, cigarettes, smokeless tobacco and Electronic cigarettes/E-cigarettes)
- Service animals are welcome in accordance with the libraries service animal policy
- Food and drink are not permitted at the computer stations
- Disruptive noise or behavior is not allowed
- Ear phones or head phones must be used with electronic equipment
- No using bathrooms for bathing, etc.
- No harassment of library staff or patrons. Harassment includes but is not limited to verbal harassment, taking pictures without permission, stalking, staring, touching, etc.
- No lewd behavior
- Library property should be respected
- No offensive language
- Shoes and clothes must be worn
- Bikes, skateboards, scooters, rollerblades, etc., may not be used on library property
- Sleeping is not allowed
- Body odor that is disruptive to others is unwelcome

Approved by the Richfield Library Board of Trustees August 9, 2023

UNATTENDED / DISRUPTIVE CHILDREN POLICY

Preface: The Richfield Library encourages children to use its facilities and services. However, children in the library are the responsibility of their parents or legal guardians. The library has neither the staff nor the legal authority to supervise children in the library. Therefore, parents and guardians should be aware of their responsibility to discipline and supervise their children while they are in the library. A child left unattended in the library may become disruptive or frightened, ill or injured. An unattended child could also be kidnapped or molested.

Policy Statement

1. Disruptive behavior is any behavior within the library that infringes on the rights of others using the library.
2. This policy applies to anyone 12 years of age or younger. Older minors who become disruptive will be asked to leave the library premises and failure to comply may result in the police being called.
3. If a child is found to be unattended in the library (that is, if the responsible adult is not on the library premises) or if an unattended child becomes disruptive at any time, the library may take action to resolve the situation. If necessary, the library may ask the police to take the child into custody for the child's protection.

Guidelines for Staff Members: Dealing with Disruptive Children

1. If a child is being disruptive (prolonged noise making; running up and down aisles; damaging library property; or bothering other library patrons), library staff may remind the child that they should be doing quiet activities in the library. If the behavior continues, library staff will attempt to locate the child's parent or caregiver. Staff will explain that the child's behavior is disturbing other library patrons and will ask the parent/caregiver to take care of the problem. If the parent or caregiver does not deal with the child, both will be asked to leave the library until the behavior is resolved.
2. If the child is unattended (parent or caregiver is not in the library), law enforcement personnel may be contacted to pick up the child for the child's protection and safety.
3. Library staff will not remain after hours with an unattended child and are not permitted, under any circumstances, to give him/her a ride home. If a child's transportation is not available within 15 minutes after closing, the police may be called to escort the child home or keep the child until the parents can be reached.
4. The library is not responsible for children outside the building who await transportation or who are socializing.
5. Staff are to document any behaviors or incidents that happen at the library. Items to include should be name of child if known, name of staff member, what time the incident occurred, guidelines that were followed and if the issue was resolved.

Remember that parents and caregivers, not library staff, are responsible for the safety and behavior of children within the library.

Approved by the Richfield Library Board of Trustees June 5, 2019

Richfield Public Library

PROCTORING POLICY

Individuals seeking proctoring services will be referred to local testing services in the area. If other proctoring services are not available, the library will provide a space for the student to test. However, the library cannot guarantee a quiet space for the student, a librarian to monitor the test taking one-on-one, or extended computer time on an internet computer.

Approved by the Richfield Library Board of Trustees February 10, 2023

Richfield Public Library

EXHIBITS AND DISPLAYS

Includes: handouts, giveaways, notices, posters, and displays, etc.

Permitted uses: Notices, etc. must be of an educational, cultural, or civic nature. Limited space is available in the library for non-profit, non-commercial organizations to request that notices, etc., be posted or displayed. The Library Director must approve all handouts, notices, etc., and staff will post them after approval. The library reserves the right to determine exactly where a notice will be located and how it will be displayed. They will be removed after they become dated or earlier if they have been displayed for a reasonable period and space is needed for other materials.

Library related organizations such as the Friends of the Library may have special sales or promotions in the library. Any similar activity by another organization or individuals is prohibited unless specifically authorized by the Director or Library Board of Trustees.

Solicitations: People may not solicit money or donations in the library, nor may they place any collection receptacle.

Any situation not specifically covered above will be resolved by the Library Director or Library Board of Trustees.

MATERIAL SELECTION POLICY

PURPOSE

This policy is designed to guide the library personnel in making decisions about selection management, preservation, and allocating budget for acquisitions. It informs the public about the rationale used and shows our commitment to the principles of free access.

RESPONSIBILITY

Typically, the library director is responsible for selecting materials. If there is a staff member with more expertise in a particular genre, (i.e., graphic novels, medical, etc.) the staff member may be given responsibility for that genre.

SELECTION CRITERIA

- Popular Interest
- Favorable reviews
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Need to balance collection
- Readability or ability to sustain interest
- Treatment of subject to age of intended audience
- Reputation of author, publisher or illustrator
- Creative, literary or technical quality
- Format and ease of use
- Circulation as monitored through automated system
- Cost and availability
- Relationship to existing materials in collection

COLLECTIONS

- Adult Fiction and Non-fiction
- Children's
- Young adult
- Graphic Novels
- Utah
- Librarian's resources
- Audio books
- DVDs
- Reference

Richfield Public Library

CATALOGING AND PROCESSING

Cataloging to be done according to MARC rules. Librarian and assistant are to be responsible for proper cataloging and adding to computer. Other staff may do physical processing, i.e., covering books, stamping, etc.

SELECTION AND ACQUISITION

Materials will be purchased according to selection criteria and collection need. When deciding where to purchase from, local resources are considered as well as online sites that provide value and ease of ordering.

ASSESSMENT AND ALLOCATION OF RESOURCES

Periodically each collection will be evaluated as to age and usage. If a particular collection needs to be enlarged after evaluation, we will spend more of the budget in that area. The New Book budget is spent according to the number of items in each collection, the circulation of the various collections, and what is available that is appropriate.

MAINTENANCE: WEEDING, PRESERVATION, REPLACEMENT AND DISPOSAL

Weeding: Weeding is a planned and informed decision to regularly discard items that are outdated, no longer in demand, physically worn out, or whose purpose is better served by online resources. Lack of use in the past five years is a general guideline, especially in fiction, biography, and non-print materials.

Preservation of materials: After determining if we should keep the material in the collection, we will repair as we are able.

Replacement: Replacements of lost or damaged items will be done if the item is deemed necessary to the collection.

Disposal: Items that are no longer needed in our collection will be donated to the Friends of the Library to be sold in the library or saved for the annual book sale. If a book is so damaged that it is thought the value is insignificant, the item will be properly discarded.

MATERIAL SELECTION MISSION STATEMENT

The Richfield Public Library provides material in a variety of formats to people of all ages in our community and promotes public awareness of our library services. The primary roles are:

- A place to stimulate the imagination where patrons will receive assistance to find material suited to their interests.

Richfield Public Library

- A place for lifelong learning where patrons will have access to resources to explore topics and continue to learn throughout their lives.
- A place to create young readers where children will have programs and services designed to enhance their love of reading.
- A place where patrons will have a source for information about activities and events happening in our community.

Richfield Public Library

OVERDUE FINES, RENEWALS, DAMAGED, OR LOST MATERIALS POLICY

Patron Responsibility

The patron under whose name materials are checked out is ultimately responsible for the return of the materials on time. Parents or guardians are responsible for all items checked out (and fees accrued on) all cards linked to their account.

Renewals

Items may be renewed once. An item may only be renewed if the item is not overdue and is not reserved for other patrons.

Overdue Fines

To encourage the return of materials, notification will be sent to the patron and the library will charge overdue fines for items that are returned past their due date. For all items there is a two (2) day grace period. If an item is not returned within the grace period, fines will be charged at \$0.10 per overdue item, per day, not to include days closed. The maximum overdue fine for any item is \$5.00.

Patrons having fines of \$5.00 or more charged to their card will not be permitted to check out additional materials.

Lost Items

An item is considered lost when it has been overdue for more than 5 weeks. An additional notification will be sent to the patron at this time. The charge for a lost item will be the actual cost to replace the item. If a replacement is not available for purchase, the cost of a comparable item (as determined by the Library Director) will be charged.

Damaged Items

Damaged items will be charged the cost to repair the item. If the cost to repair an item is more than the cost to replace the item, the charge will be the same as a lost item.

Approved by the Richfield Library Board of Trustees July 12, 2023

Richfield Public Library

POLICY ON CHALLENGED MATERIAL

The library will consider patron objections to materials in the collection only when the objections are submitted in writing and on the approved form.

The library staff will then review the material being challenged and selection materials will be searched to locate professional reviews of the material.

At the time a decision has been made on the challenged material a written reply of the decision will be made to the person/group initiating the challenge. This will be done in 2-6 weeks after receipt of the written challenge.

If the patron does not agree with the decision of the library staff, they may submit a request in writing to the librarian to have the material reviewed by the library board at the next scheduled meeting. The written reply of the board's decision is then issued within 2 weeks after the board's decision.

However, the Richfield Public Library declares, as a matter of policy, that no challenged material that conforms to the Material Selection Policy shall be removed from the library except by order of a court of competent jurisdiction.

Richfield Public Library

STATEMENT OF CONCERN

PLEASE READ THE MATERIAL SELECTION POLICY OF THIS LIBRARY

Request initiated by: _____

Address: _____

Telephone No: _____

City: _____ State: _____ Zip/Postal Code: _____

Book _____ Display _____ Media _____ Program _____ Other _____

Author: _____

Title: _____

Do you represent: Yourself _____ Group _____

Name of organization or group: _____

1. To what do you object? (Please be specific) _____

2. Did you read/see the material in its entirety? _____ If no, which parts? _____

3. What do you feel might be the result of reading, viewing, or hearing this work? _____

4. For what age group would you recommend this work? _____

5. Is there anything good about the work? _____

6. As to value, give

(a) your opinion: _____

(b) Professional critic's reaction: _____

Richfield Public Library

Statement of Concern (page 2)

7. What do you believe is the theme/purpose of this work? _____

8. What would you like the library to do about this work? _____

9. What material would you recommend that would convey similar information and have comparable quality or viewpoint? _____

10. Additional comments: _____

Date: _____ Signature of complainant: _____

Please return this form to:
Richfield Public Library
83 East Center
Richfield, UT 84701
(435) 896-5169

Form Authorized by:
Richfield Library of Board Trustees
May 13, 2022

Richfield Public Library

INTERLIBRARY LOANS

The interlibrary loan service provides access to materials not available in our collection. In all instances the Interlibrary Loan Code for Utah will determine the library policy. In addition, the following apply:

1. Interlibrary loan service is offered to all patrons of Richfield Public Library holding a current active card.
2. Requested materials will be placed on hold if available at the Salina or Gunnison libraries.
3. Requested materials will be evaluated for purchase by the librarian.
4. A \$10 fee will be assessed per item requested through interlibrary loan. If the item is unable to be found using interlibrary loan or the library chooses to purchase the book for the collection, the \$10 fee will be refunded.
5. The Richfield Public Library will ask for renewals only in unusual circumstances. The renewal request should be sent in time to reach the lending library no later than the due date.
6. Audios and videos are not available from other libraries.
7. If the item is not returned on time, an overdue fine of \$1.00 per day will be charged to the patron.
8. Interlibrary loan service will be suspended for any patron who abuses the privilege.

Richfield Public Library

REQUEST FOR PURCHASE CONSIDERATION

Date: _____ Would you like to buy this item for the library? Yes / No

Title (book, magazine, etc.): _____

Author: _____

Name of Patron: _____

Library Card Number _____

Approved by the Richfield Library Board of Trustees June 2, 2022

Richfield Public Library

REQUEST FOR PURCHASE CONSIDERATION

Date: _____ Would you like to buy this item for the library? Yes / No

Title (book, magazine, etc.): _____

Author: _____

Name of Patron: _____

Library Card Number _____

Approved by the Richfield Library Board of Trustees June 2, 2022

Richfield Public Library

BYLAWS

Article I: Name

This organization shall be called “The Board of Trustees of the Richfield Public Library”, existing by virtue of the provisions of Chapter 7, Title 9 of the Laws of the State of Utah, and exercising the powers of authority and assuming the responsibilities delegated to it under the same statute.

Article II: Officers

Section 1. The officers shall be a president, a vice president, and a secretary elected from among the appointed trustees at the annual meeting of the board.

Section 2. Officers shall serve a term of one year from the annual meeting of which they are elected and until their successors are elected.

Section 3. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees and generally perform the duties associated with that office.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep a true and accurate record of all meeting of the board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Article III: Meetings

Section 1. The regular meeting shall be held each month, the date and hour to be set by the board at its annual meeting.

- (a) Members who are absent from any board meeting, except in case of illness or family emergency, must inform the board chairman or the library director of the need of absence prior to the meeting. Two unexcused absences will justify the board’s consideration of removal of any member.

Richfield Public Library

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in August of each year. The Annual report shall be presented and adopted at the time of the regular meeting in September of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances will permit:

- (a) Roll call of members
- (b) Disposition of minutes of previous regular and any special intervening meeting
- (c) Director's financial report of the library
- (d) Action on bills
- (e) Progress and service report of director
- (f) Committee reports
- (g) Communications
- (h) Unfinished business
- (i) New business
- (j) Public presentation to, or discussion with, the board
- (k) Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of 2/3rds of the members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the board.

- (a) An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The president may vote upon and may move or second a proposal before the board.
- (b) The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.
- (c) Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which 2/3rds of those present shall so approve.

Richfield Public Library

Section 6. Conduct of meetings; Robert's Rules of Order shall govern Proceedings of all meetings.

Section 7. In accordance with Utah Code § 52-4-201, all meetings are open to the public unless closed under section § 52-4-204, 52-4-205, or 52-4-206. Meetings of the board of directors of the Richfield Public Library also allow for electronic meetings, if the guidelines under § 52-4-207 have been appropriately followed.

Article IV: Library Director and Staff

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall recommend to the board appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, the efficiency of library service to the public, and for its financial operations within the limitations of the budgeted appropriation. In the case of temporary employees, the director shall have interim authority to appoint without the prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

Article V: Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the board.

(a) Two standing committees will exist. They are:

1. Administration
2. Public Relations

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Richfield Public Library

EMERGENCY PREPAREDNESS POLICY

The library will have a plan designed for use in cases of fire, flood, electrical failure, gas leak, civil disturbance, bomb threat, or other emergency situations that may arise. Each full-time employee and other persons working in the library should:

1. Familiarize themselves with this plan
2. Be prepared to take actions when necessary
3. Perform any duties to which they are assigned to make the activation of the plan effective

Copies of the plan will be included in the employee handbook and will be made available to all persons working in the library including part time help and volunteers.

The library director will assume control of all emergencies except where action may be, because of its nature, logically assumed by another employee.

Richfield Public Library

EMERGENCY PREPAREDNESS PLAN

EMERGENCY PREPAREDNESS POLICY:

Approved by the Richfield Library Board of Trustees July 12, 2023.

The library will have a plan designed for use in cases of fire, flood, electrical failure, gas leak, civil disturbance, bomb threat, or other emergency situations that may arise. Each full-time employee and other persons working in the library should:

4. Familiarize themselves with this plan
5. Be prepared to take actions when necessary
6. Perform any duties to which they are assigned to make the activation of the plan effective

Copies of the plan will be included in the employee handbook and will be made available to all persons working in the library including part time help and volunteers.

The library director will assume control of all emergencies except where action may be, because of its nature, logically assumed by another employee.

EMERGENCY PREPAREDNESS PLAN:

Duties of the Librarian:

1. Review the plan with employees on an annual basis.
2. Familiarize new employees with the plan.
3. Provide the staff with copies of the plan as needed.
4. Make recommendations to the library board if the plan needs to be changed or altered to be more effective in the protection of people and property.
5. Discuss the plan in staff meetings as needed and provide for drills in the operation of the plan.

Duties of Employees:

1. Become familiar with the Richfield Library Emergency Plan.
2. Know the location of phone numbers, circuit breakers, shut-off valves, and other safety apparatus.
3. Know the exit routes for all parts of the building.
4. Know the location of fire extinguishers. Fire extinguishers are placed in locations recommended by the fire department. Extinguishers are checked annually by the fire department. Employees shall receive instruction on how to properly use fire extinguishers.
5. Participate in safety drills as directed by the head librarian.

Richfield Public Library

DISASTER PROTOCOLS

Fire:

- Employees that discover smoke or fire will alert other employees by contacting them by way of the intercom or by going to each room.
- Call 911 and report fire.
- Patrons will be directed to leave the library in a calm and orderly fashion.
- Employees should be certain that all people in the building have safely exited. All rooms, including rest rooms and conference rooms need to be checked.
- Employees will assist, as needed, with the safe exit of people with disabilities.
- Windows and doors should be closed.
- Lights should be turned off.
- Employees will take their copy of the emergency plan outside with them.
- Employees and patrons should not return to a burning building.

Bomb Threat:

In order to prevent the implantation and explosion of a bomb in the building, the following should be adhered to:

- Any suspicious containers or circumstances noted by employees should be reported to the library director.
- Conference rooms, closets and other rooms should be kept locked when not in use.

Reporting the Bomb Threat

- The person receiving the bomb threat should remain calm and prepare mental and written note of the person calling.
- Call 911 and report the bomb threat.
- Any bomb threat will require evacuation of the building. The procedures as outlined for building evacuation in case of fire will be followed. Make sure that everyone is out of the building.
- Employees will assist the police as needed in the search for the bomb.
- Employees may re-enter when police and bomb experts determine the building is safe.

Earthquakes:

Earthquakes, along with aftershocks, usually strike without warning. In the event of an earthquake, building occupants should keep calm and seek protection in the immediate area in where they are located.

Richfield Public Library

Earthquake Procedures

- In the event of an earthquake occupants should seek cover, move away from windows, tall file cabinets, or other things that could fall, and move under a desk, table, or other heavy furniture. As it moves about, hold on, and move with it. Move against a wall in the interior of the building, cover, and protect yourself.
- Do not run from indoors to outdoors. Greatest damage is usually from falling debris during the first few seconds of the earthquake.
- Evacuate the building when it is safe to do so, following the fire evacuation plan.
- City officials will inspect the building. The earthquake may have broken glass, water lines, electrical lines, or other utilities. Utilities may have to be shut off to prevent additional damage and then brought back online when repaired.
- Employees or patrons should not re-enter the building until the building is inspected and declared to be safe.
- Be prepared for additional earthquakes or aftershocks.

Civil Disturbance:

The nature of a public library requires it to be open and accessible by members of the community. Civil disturbances may occur and the nature of the disturbance may warrant different actions by library employees.

A. Types of Civil Disturbances

- a. Maniac (a person with a weapon and/or violent threats)
- b. Rough Housing or Fighting (disturbing or rowdy behavior)
- c. Intoxication (behavior influenced by drug or alcohol)

B. Procedure

- a. Maniac
 - i. Employee will notify other staff of the situation by using the intercom or by the quickest and safest method possible in the situation.
 - ii. When safe to do so, an employee should call 911.
 - iii. Work to establish rapport with the troubled person.
 - iv. Employee and patron safety is of prime concern. Take actions as needed for safety.
- b. Rough Housing or Fighting
 - i. Notify other staff of disturbance.
 - ii. Ask offenders to settle down or stop behavior.
 - iii. Call police if needed.
- c. Intoxication
 - i. Notify other staff of situation.
 - ii. Watch person closely and call for help as needed.

Richfield Public Library

Utility Failure:

Utilities such as water, sewer, power, gas, and phone service are subject to failure at times. In the event the problem or outage runs into an extended period of time the custodian and/or city maintenance crew should be notified. The appropriate utility provider should be called if needed.

Action should be taken in preparation for when the utility service is reengaged. For example: Water faucets may have been left on and could cause flooding when water pressure returns, light and electrical equipment may have been left on, and pilot lights and furnaces may need attention.

PHONE NUMBERS

| | <u>Phone</u> | <u>Emergency</u> |
|------------------------|--------------|------------------|
| FIRE: | 435-896-5479 | 911 |
| POLICE: | 435-896-8484 | 911 |
| AMBULANCE: | | 911 |
| HOSPITAL: | 435-896-8271 | |
| ROCKY MOUNTAIN POWER: | 888-221-7070 | |
| DOMINION ENERGY (GAS): | 435-896-8206 | 800-541-2824 |
| CITY OFFICE: | 435-896-6439 | |
| CITY SHOP: | 435-896-4081 | |

Richfield Public Library

LIBRARY BILL OF RIGHTS

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Citation:

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed July 6, 2023)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

Richfield Public Library

American Library Association FREEDOM TO READ STATEMENT

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

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

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

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

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

Richfield Public Library

and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

Richfield Public Library

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by:

American Library Association (<https://www.ala.org/>)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org/>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

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