

# POLICY MANUAL

## ARCADIA PUBLIC LIBRARY

20 WEST DUARTE ROAD

ARCADIA, CA 91006-6999

Revised November 2025

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**SECTION 1**

**GOVERNANCE**

**AND**

**ORGANIZATIONAL STRUCTURE**

## LIBRARY INFORMATION

### **ADDRESS**

20 W. Duarte Rd., Arcadia, CA 91006  
Library website: [www.ArcadiaCa.gov/Library](http://www.ArcadiaCa.gov/Library)  
Email: [Ref247@ArcadiaCa.gov](mailto:Ref247@ArcadiaCa.gov)

### **LIBRARY HOURS OF OPERATION**

Monday through Thursday	10 a.m. to 9 p.m.
Friday & Saturday	10 a.m. to 6 p.m.
Sunday	Closed

### **TELEPHONE NUMBERS**

General Information	626-821-5567
Account Services	626-821-5571
Adult & Teen Services	626-821-5569
Children's Services	626-821-5566
Passport Services	626-294-4848
Administration Office	626-821-5573
Director of Library & Museum Services	626-821-5570
Library Services Managers	
Public Services	626-821-4364
Information & Material Mgmt	626-821-5565
Cataloging & Acquisitions Services	626-821-5574
Fax	626-447-8050

### **HOLIDAYS OBSERVED BY THE LIBRARY**

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

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Adopted as amended by the Arcadia Public Library Board of Trustees on September 19, 2024.

## MISSION STATEMENT

It is the mission of the Arcadia Public Library to bring people, information, and ideas together to enrich lives and build community through equal access to materials and services that meet the educational, informational, historical and individual interests of a diverse community.

## LIBRARY BOARD BY-LAWS

Pursuant to the Arcadia City Charter, the following by-laws, in connection with the administration, government and protection of the City Library, shall apply.

### **ARCADIA CITY CHARTER. SECTION 809**

#### **LIBRARY BOARD OF TRUSTEES POWERS AND DUTIES:**

There shall be a Library Board of Trustees which shall:

- A. Administer and operate the City libraries.
- B. Establish and enforce such by-laws, procedures, and rules of operation as may be necessary for, and make all purchases and other contracts in connection with, the administration, government and protection of the City libraries and shall designate its own Secretary.
- C. Appoint and remove the Librarian (Director of Library & Museum Services, hereinafter referred to as Director) who shall be the department director, and pass upon and approve all proposed appointments and removals by the Librarian<sup>1</sup>.
- D. Subject to the approval of the Council, contract with schools, county, or other governmental agencies to render or receive library services or facilities.

### **MEMBERS**

#### **APPOINTMENTS, ATTENDANCE, TERMS AND RESIGNATIONS**

The number of members of the Board is specified by the City Council. Each member is appointed by the Council for a two consecutive four-year term terms, (not to exceed two four-year terms), serves until the successor qualifies, and is subject to removal by motion of the Council adopted by at least three affirmative votes. In the event an incumbent is removed or otherwise vacates their office, the Council appoints their successor for the unexpired term of office.

All Board members must be appointed from the legally registered voters of the City and may not hold any other City office or employment.

A member who has held office of the same Board for two consecutive four-year terms, excluding part of any unexpired term, shall not be eligible to hold office on the Board until two years after the expiration of the second consecutive term.

Board members are expected to attend all scheduled meetings. Prior notification should be made to the Board Chairperson or Library Director for an absence. The Board will then determine if it is an excused absence at their next scheduled meeting. In the event of an absence, after receiving the next month's packet and reading the minutes from the missed meeting, it is the responsibility of the Board member to have questions answered and/or obtain needed information from the Library Director or Board Chairperson.

It is recommended that the Library Board review the Strategic Plan and the Library Policy Manual on an annual basis.

In the event an individual finds that they are unable to continue to serve actively as a Trustee, the Trustee should submit a letter of resignation to the City Council for appropriate action.

## **OFFICERS**

Officers of the Board of Trustees shall be a Chairperson, Chairperson pro tempore, and Secretary. The Chairperson and Chairperson pro tempore shall be members of the Board of Trustees. The Secretary shall be the Director or Director's designee.

In the absence of the Chairperson from the Board meeting, the Chairperson pro tempore shall preside. In the absence of both Chairperson and Chairperson pro tempore, the Trustees present shall select a temporary Chairperson for the meeting. The Secretary of the Board shall issue the required notices of all meetings; shall have custody of the minutes and other records of the Board; and shall notify Arcadia City Council as appointing body of any vacancies on the Board. The Secretary shall include with the official copy of the minutes a copy of all reports, which the Board has voted to receive and file or approve.

## **ELECTIONS**

An election of officers shall be held at the regular meeting following the first day of July of every year. The liaisons to the Friends of the Arcadia Public Library will be appointed at this time.

## **COMMITTEES**

Committees for the study and investigation of special problems may be appointed by the Chairperson. Such committees shall serve until the completion of the work for which they were appointed, or until the time specified in the appointment thereof.

## **DIRECTOR OF LIBRARY AND MUSEUM SERVICES**

The Director of Library and Museum Services (formerly City Librarian) shall have sole charge of the administration of the Library under the direction and review of the Board. The Board delegates the authority to the Library Director to make all appointments and removals of staff. The Director shall comply with all orders and directions issued by the Board at any meeting duly called, and with all orders and directions of the Chairperson of the Board not in conflict with the Arcadia City Charter, these by-laws, or any existing order or directives of the Board.

The Director shall be held responsible for the care of the Library buildings and equipment. The Director shall be held responsible for the direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.

The Director shall prepare a monthly narrative report, supplementing the statistical report. The Director shall attend all regular Board meetings, unless excused by the Board.

The Director will present to the Board for approval those purchases and contracts which in accordance with the City's purchasing procedures must be submitted to Council for approval. The Director shall be held responsible for the selection of all Library materials.

The Director shall have the power to appoint, supervise, suspend or remove such employees as are provided for by the City Council for the Library, subject to the civil service provisions of the City Charter and the rules and regulations promulgated therein. The Director will provide the Board reports on personnel actions affecting management staff. The Board of Trustees and the City Manager will jointly conduct an annual employee evaluation of the Director, with the Board holding the final authority for the process.

The Director shall be responsible for the administration of the Gilb Museum of Arcadia Heritage as the City Manager's designee.



## **MEETINGS**

### **REGULAR MEETINGS**

The regular monthly meeting of the Board of Trustees shall be held on the third Thursday of each month at 4:30 p.m. in the Reverend Paul Jochen Conference Room (Board Room) of the Arcadia Public Library or in such other place in the City of Arcadia to which any such meetings may be adjourned.

The Board may cancel any regular meeting by a motion approved by a majority of its members entered in the minutes of the Board.

### **ADJOURNED MEETINGS**

The Board may adjourn any meetings to a time and place specified in the order of adjournment in order to complete the work of that meeting before the next regular meeting.

### **SPECIAL MEETINGS**

A special meeting may be called at any time by the Chairperson of the Board, or by a majority of the members of the Board, by delivering personally, by mail or by e-mail, written notice to each member of the Board and to each local newspaper of general circulation requesting notice in writing. Such notice must be delivered at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Board.

### **NOTICE OF MEETING**

Notice shall be given to the City Clerk and the local newspapers of any special or adjourned meeting and of any change in the time or place of any regular meeting. Such notice shall also be posted as required by law.

A permanent change in the date and time of the meeting shall be approved by Resolution of the City Council.

### **BROWN ACT**

The Brown Act, commencing with Section 54950 of the California Government Code, is California's Open Meeting Law and shall apply to all meetings of the Board. Amendments to the law effective April 1, 1994 preclude discussion and/or action with regard to any item not on the agenda. With some exceptions, if a matter is not on the agenda, it cannot be discussed. Exceptions to this rule are:

1. Brief response to statements made or questions posed by persons addressing the Board;
2. Board members may ask for clarification, provide a reference to staff or other resources for factual information or request staff to report back to the Board at a subsequent meeting;
3. Direction can be given to staff to place a matter of business on a future agenda;
4. Items not on the agenda can be acted on if there is an absolute need to act on an issue that arose after the agenda was posted. This requires a vote of the Board.

The Board may meet in Closed Session to consider personnel matters, such as the evaluation of the Director or other matters as allowed by the Brown Act. The City Attorney may be consulted for any questions concerning the Brown Act.

### **QUORUM**

A majority of the Library Board members, three (3), shall constitute a quorum. A quorum is the minimum number of Board members who must be present for the valid transaction of business.

In order to ensure that a majority of those actually appointed to the Board endorse an action being taken, the number of affirmative votes needed to pass a motion is the same number that constitutes a quorum. If there is no affirmative vote on an action by the quorum, action on the item is considered tabled for discussion and action until the next regular or special meeting of the Board.

## **AGENDAS**

The Secretary to the Board shall prepare an agenda in advance of each meeting. Items must be submitted to the Secretary prior to the meeting in order to assure their placement on the agenda.

Agendas shall be delivered or mailed to the Board no less than 72 hours before a regular meeting, delivered to the City Clerk and City Manager and posted in a spot freely accessible to members of the public in accordance with the Brown Act.

Any writings or documents provided to a majority of the Library Board regarding any item on the agenda will be made available for public inspection at the Reference Desk.

## **MINUTES**

Minutes of all meetings must be kept as the official record of the activities of the Board. Additions and corrections of the minutes may be made only in public meetings, with the approval of the Board. The minutes shall be bound annually and kept on file at the Library. A set of minutes shall also be sent to the City Clerk and City Manager.

## **MOTIONS & RESOLUTIONS**

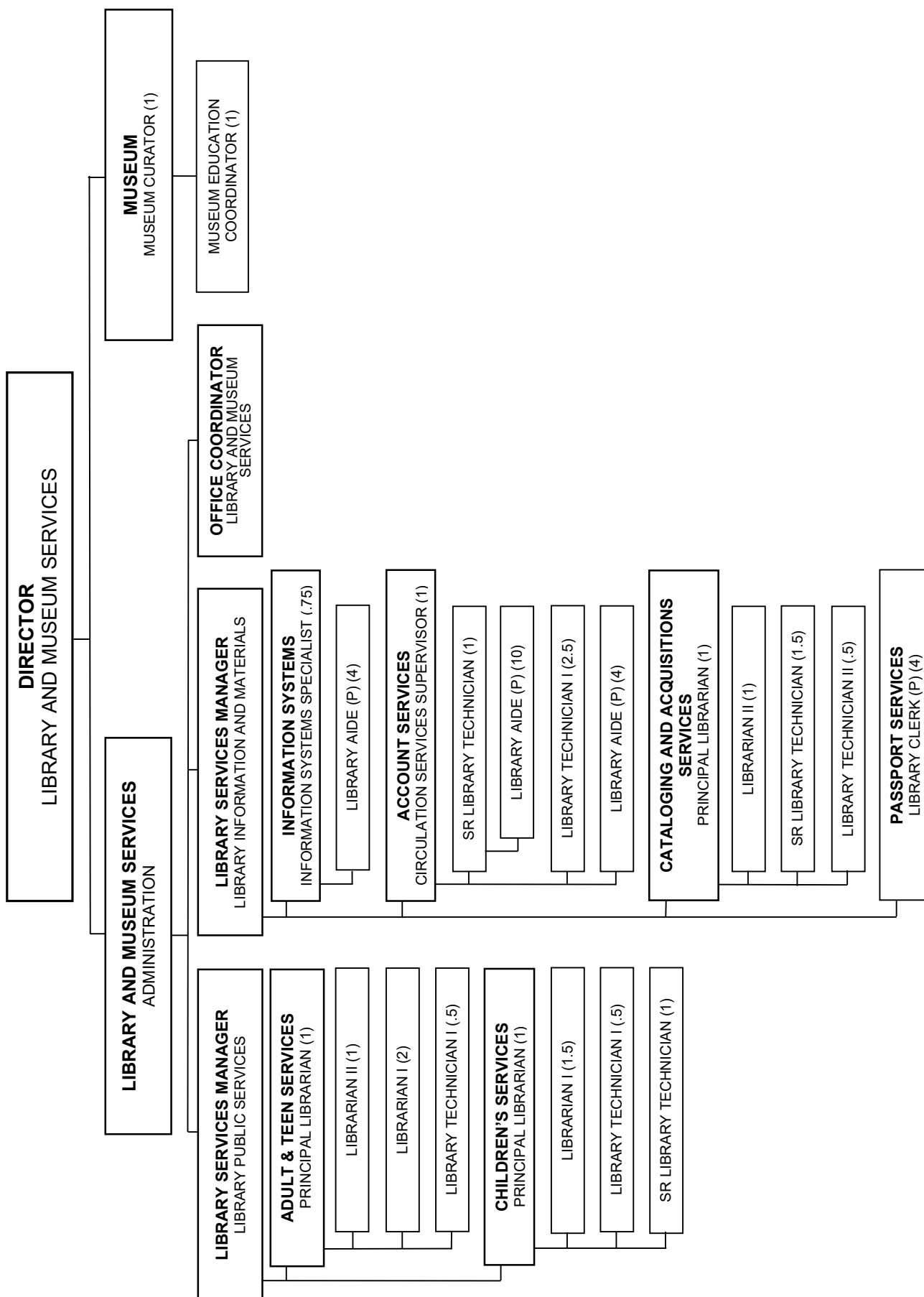
Each motion or resolution passed shall be noted in the Board minutes.

## **AMENDMENTS**

Amendments to these rules and regulations may be proposed at any regular meeting of the Board. In the event any word, phrase, clause or sentence of these rules shall be invalid for any reason, the balance hereof shall nevertheless be applicable until duly modified or repealed.

<sup>1</sup> To retain the longstanding practice, the Library Board at its regular meeting of October 20, 2011 approved to delegate the authority to the Library Director to make all appointments & removals. M-27-11.

# LIBRARY AND MUSEUM SERVICES



## PUBLIC SERVICES DIVISION

### **ADULT & TEEN SERVICES**

The Adult & Teen Services Section is responsible for actively providing timely, accurate and useful information and cultural enrichment for community residents in keeping with the mission of the Arcadia Public Library.

The Adult & Teen Services librarians are available to answer reference and research questions for the general public. These requests can be handled on an in-person basis, by phone, e-mail or chat.

Library materials not available at the Arcadia Public Library may be requested through inter-library loan at the Information Services desk.

The Adult & Teen Services Section is responsible for the following special collections:

- Arcadia History and Arcadia City information
- United States Federal Depository; and the
- Braille Depository

The Adult & Teen Services Section is responsible for selecting the circulating and reference materials for teens and adults in a variety of appropriate formats. The staff will be guided in their choices by the Library Materials Selection Policy.

The Adult & Teen Services Section is responsible for providing Library tours, Library instruction, reader's advisory and other programming services for teens and adults.

The Adult & Teen Services Section is responsible for the Library in the absence of the Director of Library and Museum Services, Library Services Managers, or Principal Librarians.

### **CHILDREN'S SERVICES**

The Children's Services Section is responsible for providing timely, accurate, and useful programs, materials and services that meet the educational, informational, and individual interests for children and their families from birth through the eighth grade.

Children's Services is responsible for building and maintaining quality collections for children in a variety of appropriate formats for children from infancy through grade eight. The staff will be guided in the evaluation and selection of these materials in accordance with the Library Materials Selection Policy.

The Children's Services Section is responsible for the following special collections:

- Newbery and Caldecott Medal books; and
- The Parent/Teacher Resource Center
- Fire Collection

The Children's Services Section is responsible for providing Library tours, class visits, library skills instruction, reader's advisory, and other programming services for children from birth through eighth grade. In addition, the Children's Services Section provides customized loan preparation of Library materials, used for classroom use, to public and private school educators within the City of Arcadia. Off-site presentations are also offered to local schools, parent groups, and other community organizations.

Groups desiring such services must make arrangements in advance with Children's Services staff. Priority will be given to groups or organizations that are located, meet or have headquarters within the boundaries of the City of Arcadia, or the Arcadia Unified School District.

## **OTHER RESPONSIBILITIES**

**Volunteers:** Volunteers are utilized in every section of the Library. The Library Services Manager provides general oversight and coordination of volunteers with direct recruitment and supervision provided by individual section volunteer supervisors.

**Literacy:** The Library's commitment to basic adult literacy includes, but is not restricted to, supporting and encouraging volunteer efforts to support adult English as a second language (ESL) learners.

**Public Relations and Marketing:** The Library Services Manager is responsible for coordinating and providing general oversight for marketing the Library internally and externally through a wide variety of media. Individual section supervisors assist within their sections following predetermined Library-wide guidelines.

## LIBRARY VOLUNTEER PROGRAM

The Arcadia Public Library is committed to using interested community members as volunteers to supplement the efforts of paid Library staff in providing excellent customer service. The Library Volunteer Program encourages citizens to become familiar with the Library and its services and helps volunteers become ambassadors for the Library out in the community. Volunteers perform tasks that assist staff, and the community at large, in handling Library activities and programs but do not replace paid staff. Their contributions to the Library are highly valued.

The Library Services Manager for Public Services Division serves as the Library Volunteer Coordinator. Volunteers will work under the direct supervision of staff in the section to which they are assigned.

Volunteers must be at least 13 years of age and must complete an application indicating their interest and availability. Volunteers are asked to commit to working a minimum of one to two hours a week for a period of at least six months. All applicants are asked to complete a LiveScan/background check which the Library will arrange at no cost to the volunteer. The Library is unable to accommodate court ordered community service. Applications will be considered active for six months; after six months, prospective volunteers must submit a new application to indicate their continuing interest. Prospective volunteers will be interviewed to determine suitability for each position. Volunteers must have appropriate skills, qualifications and availability for each position; an interview is not a guarantee that a volunteer position will be offered.

The Children's Services Division may also run a special summer teen volunteer program in conjunction with the annual Summer at your Library Reading Program. This program has a separate competitive application, interview, and orientation process.

Adult and Teen Services Division may offer volunteer opportunities for teens through specific program such as the Teen Advisory Group (TAG) and Smart Squad. Like Children's Services, this program has a separate competitive application, interview and selection process.

While there is no formal evaluation process for volunteers, every effort will be made to provide appropriate training and guidance. If a volunteer does not follow the Library Code of Conduct or performs work in a manner that is inconsistent with acceptable Library standards, that volunteer may be terminated with the consent of the Volunteer Coordinator and/or the Director of Library and Museum Services.

The Library is committed to recognizing the work and worth of each volunteer and will annually provide recognition.

## INFORMATION AND MATERIALS MANAGEMENT DIVISION

### **CATALOGING & ACQUISITIONS SERVICES**

The Cataloging & Acquisitions Services Section is responsible for acquiring, cataloging, and processing all library materials. These tasks are accomplished according to accepted standards within the library profession and per the City of Arcadia's purchasing procedures.

Cataloging & Acquisitions Services staff is charged with handling the clerical work of processing inter-library loan material requests, adding donated items to the Library's collection, maintaining and updating the Library's bibliographic and authority databases, and serials record keeping.

Cataloging & Acquisitions Services staff is also responsible for the distribution of the Library's mail, the repair and binding of all library materials, and the withdrawal of items from the Library collection.

### **INFORMATION SYSTEMS SERVICES**

The Information Systems Section is responsible for maintaining all computer workstations, servers, software, and peripheral equipment within the Library.

This section is responsible for maintaining and supervising the public access services, including Internet access, public printing, and word processing in the Community Learning and Technology Center, microform and photocopy machines, Catalog area, Children's Computer Center, and other remote areas of the Library. Specialized training by Information Systems Section staff or volunteers is available to the public and staff as needed.

The Information Systems Specialist is responsible for updates to the Library's Internet website and maintaining and upgrading the Library's integrated library system. The Specialist is the liaison with the City of Arcadia's Information Services in regard to the city network and web design.

The Information and Materials Management Library Services Manager is responsible for the administration of the Library's integrated library system.

### **ACCOUNT SERVICES**

The Account Services Section is responsible for the orderly movement of all library materials, library cards, book reserves, answering general telephone inquiries, and shelving management of all library materials. The Aide pool is responsible for shelving following established filing rules and maintaining order of materials within the library as needed. When primary tasks are completed, aides assist with section specific or Library-wide projects and/or assist with customer service.

This section is responsible for fines and fees, dissemination of free material, and updating the Library's user database.

## SUPPORT ORGANIZATIONS

### **FRIENDS OF THE ARCADIA PUBLIC LIBRARY**

This non-profit, tax-exempt organization supports the City's most essential resource for literacy, research, and lifelong learning. Among its interests and charges, the Friends:

- Operate the Friends Bookstore.
- Raise funds for Library programs.
- Sponsor the *Summer At Your Library* Program.
- Sponsor book and author events and programs of cultural and civic interest.
- Recruit and train volunteers for Friends' activities.



## **SECTION 2**

### **ACCOUNT SERVICES**

## ACCOUNT SERVICES

### **LIBRARY CARD REQUIREMENTS**

Proof of identity and verification of California residency are required to obtain a library card.

#### **Acceptable forms of identification include:**

1. A valid government-issued photo identification card showing a current California address.
  - If the address on the identification is incorrect or not current, the patron must provide an additional form of documentation verifying the current address, or present mail delivered to that address dated within the past thirty (30) days.
  - Self-created or unofficial identification will not be accepted.
2. A post office box number is acceptable when verified by two (2) pieces of current mail dated within the past thirty (30) days, along with valid identification showing the same post office box number.

Patrons must present valid and current identification to be eligible for a library card.

### **Library Card Application Procedures**

- The applicant must be present when applying for a library account, with the exception of eCard applications.
- Library card applications will not be accepted within fifteen (15) minutes of the Library's closing time.
- The first library card issued to a patron is free. A replacement fee will be assessed for lost or damaged cards.

### **ALL-ACCESS LIBRARY CARD**

Any person wanting to check out materials, access the online library or search databases, will need a valid All-Access Arcadia Public Library Card. Cardholders may check out up to 60 items, although limits to specific materials may apply.

### **VISITOR CARD**

Temporary residents staying longer than one month, but less than six months, may get a visitor card with a two-item check-out limit. Must present a valid photo identification, valid email address and proof of permanent address and/or temporary California address at time of registration. At the time of application an email will be sent, and a response must be made within 24 hours to verify email address.

### **LIBRARY CARDS FOR MINORS**

A minor, 17 years or younger, must have the written, in-person consent of a responsible adult to open an All-Access Library Account. The responsible adult must present acceptable identification as described above, along with information verifying current address.

### **STUDENT CARD**

If a responsible adult cannot be present, a minor, 17 years or younger, may open a **Student Card**, which allows access to all online resources at Arcadia Public Library, and to borrow no more than two (2) items at a time. To obtain a Student Card, the student must submit a completed library account application signed by a responsible adult, which must include the adult's valid California Driver's License number or other valid identification number. The responsible adult has the option of upgrading the Student Card to an All-Access Library Card at any time but must be present with the student and must present a valid photo identification card and proof of current address.

The responsible adult assumes full responsibility for items checked out on the student's account.

## **HERO CARD**

The Hero Card is issued exclusively to minors currently enrolled in K–12 Arcadia schools. This program aligns with California legislation (SB 321 and updated SB 1329), which established the opportunity for libraries and schools to provide every student with a Student Success Card by the third grade. The Hero Card provides access to all online resources at the Arcadia Public Library and allows the cardholder to borrow up to two (2) items at a time. A responsible adult may upgrade the Hero Card to an All-Access Library Card at any time. The responsible adult must be present with the student and must provide valid photo identification along with proof of current address.

## **ONLINE LIBRARY eCARD**

Any California resident wanting to obtain access to online materials and resources must complete the online registration form to receive an eCard. eCard information will be emailed within 48 business hours and is valid for ninety (90) days. In addition, eCard users may check-out up to two (2) physical items but must show valid identification at time of check-out.

Users who already have an eCard and want to check out more physical items may upgrade to an All-Access Library Card within ninety (90) days of application but must present a valid photo identification and proof of current California address.

## **CALIFORNIA LIMITED CARD**

Users with a valid California identification or Driver's license with current address may apply for a California Limited card. Card is valid for ninety (90) days and users may borrow a maximum of two (2) items.

Users may upgrade to an All-Access Library Card within ninety (90) days of application but must present proof of current California address.

All Library Card accounts are subject to collection agency services for items not returned.

## **LOANS**

Due to shortages in collections, staff may limit the number of items checked out to a patron by type, material, or subject.

Borrowing privileges will be suspended on accounts that have accrued fines or fees of \$10.50 or more.

## **RENEWALS**

Items may generally be renewed twice. Renewal is not permitted for:

- Items with a waiting list
- Items that have already been renewed twice
- Items on accounts with fines or fees of \$10.50 or more

## **TEACHERS**

While there is not a special loan period available, teachers are encouraged to make use of the customized loan preparation provided by the Children's Services Section.

## **PAYMENT FOR LOST OR DAMAGED MATERIAL**

Patrons are responsible for the replacement cost and a processing fee for any lost or irreparably damaged items. Paid fines and fees are non-refundable.

**OVERDUE MATERIALS**

Staff retains the right to waive fines. Fines may be waived on a one-time only basis.

**COLLECTION AGENCY**

Library patrons may be contacted by an outside collection agency concerning overdue or lost materials, or excessive fines. A collection agency referral fee will be added to outstanding charges per account and is non-refundable.

**PROGRAM FOR HOMEBOUND PATRONS**

Customized loan preparation may be provided to homebound Arcadia residents not in residential facilities. Every effort is made to provide free delivery and pickup through volunteers.

## FINES AND FEES

### **Overdue Library Materials**

Per day, per item	\$ .25
Maximum fine, per item	\$ 10.50

### **Items Lost or Damaged Beyond Repair**

Replacement cost of item	Varies
Processing charge for lost items (all items)	\$ 5.00

### **Chargers**

Chromebook	\$ 42.00
Launchpad/Playaway View	\$ 18.00

### **Missing Labels**

Barcodes, per item	\$ 1.00
RFID Tags, per item	\$ 1.00

### **Public Computer Use**

Guest Pass	No charge/4 Hrs
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### **Collection Agency Referral Fee (per account)**

\$ 16.00

### **Interlibrary Loan Requests**

Books & microfilm or fiche	\$ 5.00
<i>Plus postage and any other fees added by lending institution</i>	

### **Photocopies**

First 25 pages	No charge
Each page over 25 pages	\$ .15 page

### **Library Card**

Replacement fee for lost, stolen or damaged card	\$ 2.00
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### **Photographic Reproduction of Historic Materials**

Customer will pay charges directly to the photographer chosen to create the copy

Fee for private or non-profit use per item	\$ 21.00
Fee for commercial use, public display or publication per item	\$ 53.00

### **Meeting Rooms**

Auditorium (min 2 hrs)	\$ 133.00/hr
Security Deposit	\$ 159.00/event
Cleaning fee per use when food is served	\$ 53.00/event
Use of piano	\$ 53.00/event
Imagination Theater (min 1 hr)	\$ 58.00/hr
Security Deposit	\$ 58.00/event
Gilb Museum Patio (min 2 hrs)	\$ 45.50/hr

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Adopted as amended by the Arcadia Public Library Board of Trustees on October 16, 2025.

**SECTION 3**

**COLLECTIONS**

**AND**

**TECHNOLOGY**

## LIBRARY MATERIALS SELECTION POLICY

The Arcadia Public Library develops and maintains a materials collection to serve our mission to bring people, information, and ideas together to enrich lives and build community through equal access to materials and services that meet the educational, informational, historical, and individual interests of a diverse community. The Library's core values of innovation, accountability, and excellence are demonstrated in the Library's approach to implementing this policy. The Library uses professional staff expertise, data, professional journal reviews, and community input and feedback to curate the best collection of materials possible for the residents of Arcadia, creating a library for all.

### **Collection Management Overview**

The Arcadia Public Library is a small library and recognizes that it is impossible to collect all library resources. Limited physical space and a finite budget guide what we can purchase and retain.

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection if no longer relevant, timely, or accurate. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use and the shelving capacity within the Library. The final authority for the Library collection rests with Library management. Implementation of collection development policy and management of the collection is assigned to professional Library staff. Staff review the collection regularly to maintain its vitality and usefulness to the community.

The purpose of the Collection Development Policy is to serve as a guide for library staff in regards to collection development, management, and materials selection and de-selection. It defines what comprises the collection, specifies the types of materials that are included, and explains the basis for making collection management decisions. The Policy also serves to inform the public about the Library's collection and the principles that govern the selection process. In addition, it is to ensure that the Library continuously works to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which is considered during all aspects of collection management. The Collection Development Policy ensures that over time, the Arcadia Public Library's collection will remain on course and reflect the needs of the community, while creating unique experiences of meaning and inspiration for the individual patron. In doing so, the Library strives to provide materials in a variety of formats, taking into consideration the varied preferences, languages, interests, reading abilities, and accessibility needs of the public served within the limitations of library funds.

In support of its mission, the Library builds its collections with the following principles and endorses, and has continuously adopted, the following statements used as guidelines for the development of the Library collection: *American Library Association's* "Library Bill of Rights", "Freedom to Read", "Freedom to View", ALA Access for Children and Young Adults to Non-Print Materials, ALA Policy Concerning Confidentiality of Personally Identifiable Information about Library Patrons, presented in Section 7: ALA Policy Guidelines. Further, California State Law, AB 1825, passed in 2024, requires the following statements to be included in public library collection development policies:

- The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
- The public library serves as a center for voluntary inquiry and dissemination of information and ideas.
- Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.

- The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

The goals and objectives stated in this policy will not replace the judgement of library professionals and are designed to assist library professionals in the selection process.

### **Collection Development Goals and Scope**

The primary responsibility of the Arcadia Public Library is to provide a broad and diverse choice of materials to meet the current educational, informational, cultural, historical, recreational, and individual needs of the community in a variety of formats. Therefore, the Library's collection is reviewed regularly, and no less than every three years, to ensure that collections are current and materials that are outdated or no longer used, are weeded from the collection, especially as it relates to science, technology, medical, and legal materials.

Patron use, circulation, patron purchase requests, and hold levels also are all closely monitored, influencing the purchase of new items and additional copies of high demand items. The Library provides materials for all ages and does not place value on one patron's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to some.

Materials for children and teenagers are intended to broaden their vision, support, recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of the parents, legal guardians, or caregivers who guide and oversee their own child's development. The Arcadia Public Library does not intrude on that relationship and the Library does not serve *in loco parentis*.

### **Scope of the Library Collection**

The Library collection contains core fiction and non-fiction collections in multiple formats including, but not limited to, print, audio, video, online and streaming formats. It includes materials of enduring nature as well as current-interest materials. The Library collection represents the diverse viewpoints and interests of the community the Library serves. The Reference collection contains current and historical non-circulating publications to support reference services for the public, students, and businesspeople. The online collection includes citation and full-text databases; eBooks, eAudio, learning resources, streaming media, and instructional and/or reference materials. Special collections, specifically the Arcadia History Collection, provides research level, primary, and secondary materials in a variety of formats. Items are purchased through the general collection budget as well as donations from the public. A deed of gift is provided to those items donated. Generally the items in this collection are for in-library use only. International Languages Collection provides materials in multiple formats in various languages, predominantly in simplified and traditional Chinese, Korean, and Spanish.

### **Selection Criteria**

This Materials Selection Policy gives assurances that the Library's collection will include:

1. Popular materials.
2. Standard classics representative of American and international cultures.
3. Contemporary works providing patrons with an appreciation of the varied trends in modern thought, expression, and world culture.
4. Library materials are provided for the interest, information, and enlightenment of everyone and present diverse points of view in the collection as a whole. Individual items, which in and of



themselves may be controversial or offensive to some, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the Library's ability to serve its community. Individual authors and creators of works may also be controversial due to their viewpoints or personal actions. Their works may also be included if the work will contribute to the Library collection. Their works will not be removed solely for the history or situation of the author or creator. groups.

In selecting materials for purchase, adding gift materials, or when items are being evaluated for retention or replacement, the Librarian takes into consideration some or all these attributes:

1. Literary, artistic, historical, scientific, or intellectual merit.
2. Relevance to interests or needs of the community.
3. Extent of publicity, critical review, and current or anticipated demand.
4. Relevance to the existing collection's strengths and weaknesses.
5. Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted through examination of professional reviews (ex. *Library Journal*, *Publisher's Weekly*, *Kirkus*, *School Library Journal*, *Booklist*), though not exclusively as best seller listings from the *New York Times*, *Los Angeles Times*, as well as popular book clubs like Oprah, Reese Witherspoon, or top sellers or author talks at local bookstores are also taken into consideration.
6. Timeliness and significance of the subject.
7. Reliability and accuracy of factual material.
8. Relationship to other materials and adequacy of coverage in subject area.
9. Depth and diversity of viewpoint.
10. Reputation/significance of author.
11. Date of publication.
12. Price, availability, space available in the Library and available Library budget.
13. Local/regional/national significance.
14. Community needs, interests, and demand for a specific item, including local industrial, business, and professional needs and interests.
15. Advance notices and pre-publication announcements supplied by publishers and professional reviewing services.
16. Opinions expressed by reviewers in review media.
17. Cost of the item in relation to funds available.
18. Physical condition of the item and space limitations.
19. Duplication of material already in the Library.
20. Availability of material in nearby libraries if local interest is limited to small or specialized groups.

In selecting materials, library staff will use professional reference resources, judgement, knowledge and experience to select those materials, and will proactively solicit advice from, as well as anticipate, the needs and interests of the community.

### **Collection Development Guidelines**

The selection of any material or resource does not constitute an endorsement of the Library, the City of Arcadia, or its staff.

The Library recognizes that some materials and resources may be controversial.

Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse collection which can support the varying roles of the Library, including reference, local history, and popular collections for all ages.

Selection decisions are not based on or influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials lies with their parents, legal guardians, or caretaker.

The Library selects a wide range of materials of varying complexity, media, and format because it serves a public that includes a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials, they consider the needs of the entire community.

The Library may select materials that are to be used by the Library only or accessible by appointment only (Local History collection).

Library materials will not be marked or identified to show approval or disapproval of contents and nothing will be sequestered except to protect it from theft or damage.

Library materials that experience high demand, may or may not, meet the general or specific criteria contained in this policy. Volume and nature of patron requests from the Arcadia community are a serious consideration for selectors. Additionally, as the community's social and intellectual climate changes, materials not originally recommended for purchase, may become of interest.

Materials donated to the Library are not automatically added to the collection. These items are reviewed by Library staff according to the selection criteria. The Library may add works produced by authors, printers, or publishers with Arcadia connections that meet the purpose and objectives of this policy.

Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic, highly technical, or otherwise specialized collections which are the missions of the area's universities and research institutions. These items may be available through the Library's Interlibrary Loan Service.

The selection of Library materials is not informed by who may encounter them. All Library users, including minors ages 17 years and younger, may access all materials in the Library. Parents and legal guardians have the responsibility to provide oversight of what their child or teen reads, listens to, and/or views. The Arcadia Public Library does not act in *loco parentis* and is not responsible for what resources a child inadvertently reads, listens to, or views at the Library.

Electronic Databases and Resources: Arcadia Public Library subscribes to various online databases and eBook platforms. Content for some of these is selected by Arcadia Public Library staff, the Southern California Digital Library (for eBooks and resources), the Southern California Library Cooperative (SCLC), and/or the California State Library. Some of the platforms for e-resources are preloaded with content, and therefore Arcadia Public Library does not control or make collection decisions for all digital materials to which our patrons have access.

Arcadia Public Library generally follows the following criteria for the purchase or selection of electronic resources:

- Ease of use and remote access potential.
- Agreements for cooperative support of consortium resources.
- Hardware, software, networking, and storage requirements.
- Licensing requirements in a consortium setting.
- Comparison of content and cost with other available formats.

- Availability and access rights in line with Southern California Digital Library (for eBooks and resources, the Southern California Library Cooperative (SCLC), and/or the California State Library standards. have access.

### **Patron Recommendations and Requests**

Patrons may request items the Library does not currently own. Each request is reviewed for inclusion in the collection and will follow the collection maintenance guidelines and selection criteria listed in this policy. Requests may be made in person, online, or by telephone. Preference is given to those that live or work within the community.

The Library does not purchase the following types of materials: costly books of little demand, collectibles, used books or items, textbooks, family genealogies, or from direct solicitation from authors, unless it deems to be suitable for community and collection.

### **Maintenance of Library Materials**

Most library materials are processed in such a way as to ensure their maximum use under normal circumstances. All items are inspected upon return and any item returned in poor condition is set aside. Items damaged but still usable, are mended and noted on the item. Titles and items that are in poor condition are withdrawn from the collection with the option of the selector to purchase a new copy. Items may also be withdrawn if they are worn, obsolete, or seldom used; superseded by a newer edition or better work on the subject; or physically damaged or in poor condition.

Responsibility for the selection of library materials rests with the Director of Library and Museum Services. Under the Director's supervision, selection and de-selection is delegated to the professional members of the staff and their professional judgement. Library management retains the authority to reject or select any item contrary to the recommendation of staff.

### **Criteria for Weeding and Withdrawal**

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition.
- Number of copies in the collection.
- Relevance to the needs and interests of the community.
- Current demand and frequency of use.
- Accuracy and timeliness.
- Lack of local interest.
- Relevance to Arcadia Public Library's reference and research collection.
- Availability and ease of access elsewhere including other libraries and online.
- Deemed to be of an enduring nature.
- Availability of improved or newer editions.
- Space availability.
- Outdated or harmful representation of groups of people.

Replacement of withdrawn materials is not automatic. The following criteria are considered:

- Number of copies currently in the collection.
- Existence of adequate coverage of subject matter.
- Demand for the specific title or for material in that subject area.
- Existence of a newer format as a replacement.
- Availability for purchase.

Withdrawn items are donated to the Friends of the Library for reuse or recycling. Materials unsuitable for transfer are discarded and/or recycled. The Library will not accept requests to hold weeded materials for individuals due to lack of space and staff time. Donated items not added to the Library collection may be disposed of or given to the Friends of the Library who sells them to fund donations that benefit the Library.

### **Collection Audits**

The Library routinely performs an audit of the collection to identify gaps in subjects and equitable representation of voices. The results of the collection audit, similar to damaged or lost items, are purchased with the standard annual collection budget unless a grant or other one-time funds are infused.

The Library subscribes to the philosophy articulated in the Library Bill of Rights, the Freedom to Read and the Freedom to View statements.

## GIFTS TO THE LIBRARY

The Arcadia Public Library welcomes gifts of library materials and monetary contributions. These gifts help enrich the ability of the Library to fulfill its mission. The Library accepts:

### **MONETARY CONTRIBUTIONS**

The Library is pleased to accept direct contributions and bequests, which are placed in its Gifts and Grants trust account, the Children's Reading Program trust account, or in the Teen Reading Program trust account. The City of Arcadia, and consequently the Library as a City department, is a tax-exempt organization and donations to the City are given the same treatment as gifts to a 501{c}(3) organization. Per the City Charter, monetary gifts are subject to the approval of the City Council (Arcadia City Charter, Section 809).

Monetary contributions may be made for Memorial or Honor Books. Using these funds, the Library will purchase a book (or books) in a requested subject area, in keeping with its *Library Materials Selection Policy*. A special bookplate will be placed in the book naming the honoree. The Library cannot guarantee that an item will be kept in perpetuity and cannot take responsibility for notifying a donor if an item is lost or withdrawn.

Contributions and bequests are also accepted by the Library's support organization, the Friends of the Arcadia Public Library. This group is fully qualified as 501{c}(3) organization and donations are tax-exempt.

### **DONATIONS OF MATERIALS**

Donated books, paperbacks, and other library materials in good condition can often be used to enhance the Library's collection. Materials are evaluated for inclusion using the criteria in the *Library Materials Selection Policy*.

Items not needed by the Library may be sold by the Friends of the Arcadia Library in their bookstore.

Neither the Library nor the Friends can accept donations of magazines, obsolete audiovisual materials, encyclopedia sets, or materials in poor condition. Neither the Library nor the Friends can take responsibility for returning unwanted items to a donor.

Upon request, donors will be given a blank Materials Donation Form. Internal Revenue Service Regulations do not permit the Library to place value on donated materials.

### **HISTORICAL MATERIAL AND PHOTOGRAPHS**

To preserve and make accessible the history of Arcadia, the Library is interested in receiving donations of materials about the history of Arcadia, its people, institutions, and businesses. A Deed of Gift, assigning copyright to the Library along with open and unrestricted use, must be completed for each item.

Photographs, slides, ephemera, pamphlets, maps, or other archival materials relating to the history of Arcadia and the surrounding area may be added to the Library's collection on the approval of Principal Librarian for Adult and Teen Services. Gifts will be evaluated according to their relevance to the history and development of Arcadia, as well as the Library's ability to physically preserve them and make them available to the public. Images selected for inclusion in the collection are stored archivally and made available to the public online. Images which have restrictions placed on their use will not be accepted, although some exceptions can be made.

All gifts become the property of the Arcadia Public Library and may be utilized, sold, or disposed of in the best interests of the Library.

## DISPOSAL OF LIBRARY MATERIALS POLICY

This policy ensures that withdrawn library materials are disposed of in an orderly and legal manner and identifies disposal methods.

The Board of Trustees of the Arcadia Public Library authorizes the Library Director, or designee(s), to withdraw and dispose of library materials.

To maintain a collection of materials that best serves the community, the Library must periodically withdraw library materials (print, electronic, audiovisual, etc.) from the collection for a variety of reasons according to library best practices.

Some or all of the following criteria may be used when selecting items for weeding or withdrawal from the Library's collection:

1. Poor Condition.
2. Infrequent use/lack of demand.
3. Out of date or inaccurate Information.
4. Obsolete format.
5. Available elsewhere.
6. Updated/more comprehensive edition available.
7. Number of copies within the collection/duplication.
8. Space limitations.
9. Availability in another format such as print or electronic.

Library materials will be disposed of accordingly:

1. Materials will be transferred to the Friends of the Arcadia Public Library to be disposed of at their discretion in the most appropriate and efficient manner by a third-party vendor.
2. If the materials cannot be disposed of, they will be recycled or discarded in an appropriately sustainable manner.

Patrons are not allowed to purchase or receive withdrawn material directly from the Arcadia Public Library staff. All sales must go through the Friends of the Arcadia Public Library Bookstore.

## REQUEST FOR EVALUATION OF LIBRARY MATERIALS

Library patrons who want to file a complaint regarding Library materials will be asked to fill out the Request for Evaluation of Library Materials form. Residents of the City of Arcadia are permitted to request a resource be reconsidered by the Library. Once an item has undergone the reconsideration process, it cannot be reconsidered by the Library (regardless of who requests the reconsideration) for one (1) year.

In addition, patron requests that material, information, or references be removed from History Office databases, or other Library databases, cannot be honored. Patrons will be directed to the initial provider of the material or to the vendor for the resolution of their concerns.

The Director of Library and Museum Services, or a member of the professional staff designated by the Director, will review the Request for Evaluation of Library Materials taking into consideration the Library Materials Selection Policy and review media. The Director of Library and Museum Services will respond to the patron in writing in a timely fashion after receipt of the completed Request for Evaluation of Library Materials form. Accompanying the decision will be copies of relevant reviews, the Book Selection Policy, the Library Bill of Rights, and/or the Freedom to Read and Freedom to View statements. The Director of Library and Museum Services will provide the Library Board with a copy of the completed Request for Evaluation of Library Materials and the written response.

The decision of the Director may be appealed in writing to the Library Board. The Board will evaluate in open meetings the work according to criteria in the Library Materials Selection Policy. After the evaluation, the Library Board will notify the patron by mail of its decision. All decisions by the Board are final. Until such review takes place, and a decision is made, no removal or restriction of the questioned item shall take place.

Patrons who want to question or express their concerns regarding Library procedure or policy will be asked to fill out a Statement of Concern or Comment Card.



## INTERNET SERVICES POLICY

The Arcadia Public Library is pleased to offer internet access through a public wireless network, as well as through public computers, as another service that helps to fulfill its mission to provide free and equal access to information.

Public wireless access is available to the general public. Patrons with a current Library account are allowed up to four (4) hours per day of free internet usage on the Library's public computers. Four-hour guest passes are available to visitors without a Library account, valid only on date of issue. Library patrons who need more time to complete a project or test, may be given an extension staff discretion and if circumstances permit. Children under the age of 11 years can be issued a guest pass for use under direct parent or guardian supervision.

The Library attempts to filter internet access on public computers, as well as our wireless service, for pornography. However, filtering software cannot control access to all materials that an individual may deem inappropriate, or which may be destructive. Therefore, parents are strongly encouraged to supervise their children's internet sessions, and users are urged to use discretion and care when using public computers or wireless access.

Users who believe an internet search has been blocked by the Library's filtering software in error may request that a site be permanently unblocked by contacting Library staff by clicking on the link on the "site blocked" message. No downloads of copyrighted materials are allowed without permission.

## INTERNET USER POLICY

By using the Library's public computers or wireless network for access to the Internet, users are subject to and accept the user guidelines as follows:

1. Patrons agree not to use the Library's public computers and wireless network for illegal activities.
2. Patrons agree not to tamper with or damage Library equipment.

Failure to follow these guidelines may result in criminal prosecution, and/or loss of computer privileges and financial liability.

## SOCIAL MEDIA POLICY

### (PENDING CITY-WIDE REVIEW)

For the purpose of this policy, social media are any web applications, site or accounts created and maintained by the Arcadia Public Library which facilitates an environment for Library staff and Library users to share opinions and information about library related subjects/issues. The Library recognizes and respects differences in opinion. In general, comments, posts, images, and messages on the Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussing Library programs, services, events, and resources. The Library reserves the right to monitor content before or after it is posted to Library owned social media sites and accounts. The Library reserves the right to edit and remove any message or posting that it deems, in its sole discretion, to be inappropriate or in violation of the Library's Code of Conduct policy. Comments and posts are welcome; however, they will be reviewed, and the following types of material will be removed:

1. Obscene or racist content.
2. Personal attacks, insults, or threatening language.
3. Potentially libelous statements.
4. Plagiarized material or posts in violation of the copyright, trademark right, or other intellectual property right of any third party.
5. Private, personal information published without consent.
6. Comments totally unrelated to the content of the forum.
7. Hyperlinks to material that is not directly related to the discussion.
8. Commercial promotions or spam.
9. Photos or images that fall into any of the above categories.
10. Abusive or defamatory language and/or personal attack.
11. Misleading or unfounded information.
12. Specific and implied threats.
13. Endorsement of illegal behavior or activity.

Notwithstanding the foregoing, the Library 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. The Library is not responsible for the content of any followers', friends' or contributors' personal accounts or websites that users may view in the course of using the Library's social media.

By posting content, the user agrees to comply with these policies and also agrees to indemnify the Arcadia Public Library, the Arcadia Public Library Board of Trustees, the City of Arcadia, 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.

Additionally, the Library reserves the right to terminate a person's ability to post, comment, or otherwise participate in the Library's social media tools when the person repeatedly posts any of the above listed inappropriate content. Content posted to the Library's social media sites are subject to public disclosure and the Open Records Act.

### **Privacy**

The Library does not collect, maintain, or otherwise use the personal information stored on any third-party site (Facebook, X, for example) in any way other than to communicate with users on that site. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

**Disclaimer**

While the Library makes reasonable efforts to monitor the content of its digital and social media sites, the Library is not responsible for the content of any external comment or post, and expressly disclaims any liability for external comments and posts.

## 3D PRINTING POLICY

The Library's 3D printers are available to Arcadia Library cardholders to make three-dimensional plastic objects using a design that is uploaded from a digital computer file (in STL format) by a trained staff member or volunteer on a first come, first served basis. In our initial pilot project, printing will be free of charge.

### **RESTRICTIONS**

The Library reserves the right to refuse the production of any content at any time at the discretion of Library staff. Examples of objects that will not be produced include, but are not limited to:

1. Objects that appear to be unprintable or which are beyond the capability of our Prusa MK4 printer and available PLA filament.
2. Objects that are unlawful, threatening, abusive, tortuous, obscene, and/or racially, ethnically, or otherwise objectionable.
3. Objects that may be construed as having intent to harm or capability of harming an animal or person in any way.
4. Objects that may infringe upon the intellectual property rights of a third party.
5. Objects larger than 9.84 inches x 8.3 inches x 8.6 inches (250 mm x 210 mm x 220 mm).

By submitting objects for printing, the patron assumes all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.

## INTERLIBRARY LOANS

Recognizing that no library can meet all the needs of its patrons, the Arcadia Public Library makes available interlibrary loan services. The Library will request materials from other libraries for its patrons and supply materials for patrons of other institutions. The Library subscribes to the philosophy and practices outlined in the "Interlibrary Loan Code for the United States" developed by the Reference and User Services Association of the American Library Association.

The Arcadia Public Library considers interlibrary loan requests as circulation records and thus subject to the Library's policies on Privacy and Confidentiality.

Patrons must pay an inter-library loan fee for each request as specified in the Library's schedule of Fines and Fees. Patrons are also responsible for any charges made by the supplying library. In addition, patrons are responsible for payment for any item that is lost or damaged before its return to the Arcadia Public Library. No refunds will be issued.

The Library does not loan reference materials, fragile items, most audiovisual materials, and current items.

There is no guarantee that a requested item will be obtained, nor can the delivery date of an item be guaranteed. Patrons are limited to submitting a maximum of five requests at one time.

Patrons must honor any restrictions placed on items by the supplying Library, as well as the due date set by the Arcadia Public Library. If items are returned after the due date, overdue fines will be collected. If an extension of a loan is requested, the Library will try to have the loan period extended; however, there is no guarantee that an extension will be granted, and items are subject to recall by the supplying library.

## REPRODUCTION OF LIBRARY MATERIALS

### **GENERAL LIBRARY MATERIALS**

The Library recognizes the need for patrons to make copies of various Library materials. To facilitate copying, self-service photocopy machines and printers for computers are made available. A per page fee is charged.

### **HISTORIC LIBRARY MATERIALS**

The Library also provides a mechanism for the reproduction of its historic photographs and local history materials. Because of their rare and fragile nature, these materials may not be borrowed. Arrangements may be made for patrons to bring in their own equipment, have a professional photographer make copies on the premises, have Library staff make digital copies or work through the Library's designated photographer.

**Charges for Photographic Reproductions:** Patrons will be responsible for the cost of the reproduction of the materials; these charges are payable directly to the photographer or the Library if staff makes copies in any media. To help the Library preserve the material, the patron will also be responsible for the cost of creating an archival quality negative if the Library does not already own one.

**Use Charges:** Patrons will also be responsible for paying use charges directly to the City of Arcadia at the time an order is placed. Use charges fall into the following categories:

1. *Private or non-profit use:* this fee is for one-time use of an image by individuals or non-profit groups.
2. *Commercial use:* this fee is for one-time use of an image in publications, media, electronic media or public display.

The Director of Library and Museum Services shall have authority regarding use of historic materials and interpretations of policy decisions. Appeals may be made to the Library Board of Trustees in writing.

**Credit:** The Arcadia Public Library must be given credit as the source of an image when it is used in any publications, media production, web site or public display. The credit line should read: *Courtesy, Arcadia Public Library, Arcadia, California.*

**SECTION 4**

**PATRON RIGHTS**

**AND**

**RESPONSIBILITIES**

## **PRIVACY & CONFIDENTIALITY OF PATRON INFORMATION**

The Arcadia Public Library protects the confidentiality of patron information as part of its commitment to intellectual freedom. Confidentiality and privacy are essential to free speech, free thought, and free association. While the Library is committed to protect personal information, a user's presence in the Library is not private information. Security cameras are in use to monitor the safety and security of City property and staff.

### **Information Collected- Public Computers & City Website**

The Arcadia Public Library collects Anonymous Information and Personally Identifiable Information. Anonymous information is information that does not identify specific individuals and is automatically transmitted by your browser. This information can consist of:

- The URL of the website you previously visited.
- The domain names and/or IP addresses which are numbers that are automatically assigned your computer whenever you are connected to the Internet.
- The browser version you are using to access the website.
- This information is used to collect statistics on use of the City/Library's website.

### **Personally Identifiable Information**

The Library will collect only information needed to contact library users, such as mailing address, email, phone number, etc. in order to ensure the proper notification, lending, and return of library materials and collections of fines. Records will be retained for the shortest length of time necessary to facilitate library operations.

Individuals may submit their name, email, address, postal address, telephone number or other identifying information in order to receive library services such as borrowing privileges, access to public computers, Wi-Fi, databases, receiving personal responses to questions, receiving Library promotional materials, or being added to specific mailing lists. The Library does not sell, rent, or otherwise distribute information to outside parties except for possible uses related to the recovery of materials. However, library records may be subject to disclosure to law enforcement officials under provisions of the USA PATRIOT Act Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) and under some circumstances, librarians may be forbidden to disclose that certain records have been requested or obtained.

The Library will make every reasonable effort to protect your privacy. It restricts access to your personally identifiable information to those employees that will respond to your request. The Library does not intentionally disclose any personal information about our users to any third parties inside or outside the Library. The Library only collects personally identifiable information that is required to provide service. You can decline to provide us with any personal information on any site on the Internet at any time. However, should you choose to withhold requested information, the Library may not be able to provide you with the online services dependent upon collection of that information.

### **Borrower Records**

Confidentiality extends to all records with identifying information about patrons, including their requests for information and materials and their loan transaction. It also includes their use of Library computers and the online sites and resources they access. The Library will keep patron information confidential and will not disclose this information except as necessary for the proper operation of the Library, upon consent of the patron, pursuant to subpoena or court order, or as otherwise required by law.



### **Third Party Partners**

The Library works with third party partners to provide certain services to Library patrons. Information a patron submits to the Library may be provided to these third parties so they can assist the Library in providing certain services. When you submit your library barcode to authenticate remote access to eResources, your account information is not provided or shared with third-party vendors. The authentication process will only confirm that the library barcode provided is an active, valid card number. When you interact with resources provided by these vendors, including creating an email/password login or downloading records via email, etc., third-party vendor privacy and data policies apply. Patrons are encouraged to read and become familiar with the privacy and data policies of these third-party partners.

### **External Websites**

The Library website also contains links to external websites not maintained by the Library. The Library cannot be responsible for patron privacy when visiting other websites. Once patrons link to another website, they are no longer subject to the Library's Confidentiality of Patron Information policy, but the privacy policy or statement, if any, of the website they have linked to.

### **Remote Access to Electronic Resources and Web Server Usage Tracking**

The Library may track the usage of the Library website and other library systems and services accessed through Library servers.

The Library automatically collects and stores: the untitled name of the domain and host from which you access the Internet; the Internet protocol (IP) address of the computer you use; the browser software you use and your operating system; the date and time you access the Library's sites; and the Internet address of the site from which you linked directly to the sites.

The Library uses this information only as anonymous aggregate data to determine the number of visitors to different sections of the Library's website and to help make the sites more useful. The Library does not use the information to track or record information about individuals.

### **Remote Access Databases**

Many of the Library's electronic databases can be freely accessed from anywhere by anyone with a valid Arcadia Public Library card. The vendors of some of these databases collect statistics such as the names of the databases used, how often they are used, and whether they are used in the Library or by remote access. The vendors provide the statistics to the Library. Database vendors used by the Library do not track personal information or specific queries submitted to the databases.

### **Applicability**

This policy applies to all Library patrons. The responsible adult listed on the minor's account of patrons under the age of 18 may have access to their child's borrowing record. Otherwise, this policy fully applies to minor patrons.

### **Security**

The library operates "secure data networks" protected by industry standard firewalls and password protection systems. Only authorized individuals have access to the information provided by our users.

When a library application accepts credit cards or any other particularly sensitive information for any of its services, it encrypts all ordering information, such as your name and credit card number, in order to protect its confidentiality.

## **Non-Library Websites**

Non-library websites may be linked through the library's website. Many non-library sites may or may not be subject to the Public Records Act and may or may not be subject to other sections of California Code or federal law. Visitors to such sites are advised to check the privacy statements of such sites and to be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

## **Procedures for Handling Requests for Library Records**

The Library, in accordance with California Government Code 7927.100 and 7927.105, recognizes its responsibility to protect the confidentiality of library patron records, written and electronic, specifically that identify borrowers, including registration records, attendance lists for library programs, circulation records, and other library access records. These are deemed confidential under the California Public Records Act, California Government Code section 7927.105. Disclosure is only permitted under specific exceptions, such as legal directives like a court order or subpoena.

Library staff who are approached by a law enforcement officer or agent with any request or court order to examine or obtain the library records of any library user will ask for identification and direct the officer or agent to the Director or other designated person in charge. The Director or designated person in charge will review the request or search warrant and seek the advice of the City Attorney.

Search warrants signed by the court are immediately enforceable. Staff will request identification and a copy of the warrant. Staff may request that the agent or officers direct inquiries through the City Librarian or the designated person in charge. The City Librarian or designated person in charge may request time to scan/email the warrant to the City Attorney for verification. If the officer or agent wishes to immediately enforce the search warrant, staff should not interfere but should proceed to notify the City Librarian or designated person in charge of the search.

## **Related Laws, Policies, and Procedures**

Administrative Procedure, Ensuring Confidentiality of Patron Information

Access to personally identifiable information in public records at state and local levels of government in Los Angeles is controlled primarily by the California Public Records Act (Government Code Section 6250, et seq.). Information that is generally available under the Public Records Act may be posted for electronic access through the library's website. While the Public Records Act sets the general policies for access to records, other sections of California code, as well as federal laws, also deal with confidentiality issues.

CA Government Code Section Title 1 General (100-7931.000) Title 1 enacted by Stats 1943, Ch 1340; Division 10. Access to Public Records (7920.000 – 7931.000) Division 10 added by Stats 2021, Ch 614, Sec 2; Part 5. Specific Types of Public Records (7923.600 – 7929.610) (Part 5 added by Stats. 2021, Ch 614, Sec. 2)

**Chapter 7. Library Records and Similar Matters** (7927.100 – 7927.105) (Chapter 7 added by Stats. 2021, Ch. 614, Sec.2)

7927.105. (a) As used in this section, the term “patron use records” includes both of the following:

- (1) Any written or electronic record that is used to identify a library patron and is provided by the patron to become eligible to borrow or use books and other materials. This includes, but is not limited to, a patron's name, address, telephone number, or email address.

(2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources. This includes, but is not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources, information requests, or inquiries.

(b) This section does not apply to either of the following:

(1) Statistical reports of patron use.

(2) Records of fines collected by a library.

(c) All patron use records of a library that is in whole or in part supported by public funds shall remain confidential. A public agency, or a private actor that maintains or stores patron use records on behalf of a public agency, shall not disclose those records to any person, local agency, or state agency, except as follows:

(1) By a person acting within the scope of the person's duties within the administration of the library.

(2) By a person authorized in writing to inspect the records. The authorization shall be from the individual to whom the records pertain.

(3) By order of the appropriate superior court.

*(Added by Stats. 2021, Ch. 614, Sec. 2. (AB 473) Effective January 1, 2022. Operative January 1, 2023, pursuant to Sec. 7931.000.)*

## COMMENT CARD AND STATEMENT OF CONCERN

To encourage and be responsive to suggestions from Library patrons, various forms are used for patrons to file complaints and comments for improvement.

- The Suggestion Box, located on the Circulation Desk and electronically on the Library website, is available for signed and anonymous statements concerning staff behavior and bringing to attention problem areas. Additionally, the Comment Card is used for this purpose.
- Patrons who want to question or express their concerns regarding Library procedure or policy or register a complaint about staff behavior will be asked to fill out the Statement of Concern form.
- Patrons who want to file a complaint regarding Library materials will be asked to fill out the Request for Evaluation of Library Materials form.

Upon receipt of the Request for Evaluation of Library Materials the Library Director will notify the patron by mail that the submitted request is being taken under consideration. If the patron so chooses, they can appeal the response to the Library Board. The Library Board will be informed of all requests.

The Board will evaluate in open meetings the work according to criteria in the Library's Materials Selection Policy.

After the evaluation, the Library Board will notify the patron by mail of its decision. Accompanying the decision will be copies of relevant reviews, the Book Selection Policy, the Library Bill of Rights, and/or the Freedom to Read and Freedom to View statements.

All decisions by the Board are final.

## CODE OF CONDUCT

The Arcadia Public Library is locally funded by the Arcadia community through sales and property taxes. Community members expect the Library to be clean, comfortable, and a safe place for selecting materials, reading, researching, studying, writing, and attending programs and meetings. The Library and its Board of Trustees are responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers and staff, and to preserve and protect the Library's materials, equipment, facility, and grounds. The Library is also strongly committed to intellectual freedom and equitable access to information. The Arcadia Public Library welcomes everyone to use and enjoy its services.

The Library Board of Trustees has established the Code of Conduct, Health, and Safety to ensure that library patrons and staff have a clean, pleasant, and safe environment. Under state law, the Library Board of Trustees has the authority to establish reasonable rules regarding the Library and to exclude individuals who willfully or persistently violate those rules. Enforcement will be fair and reasonable, with exclusion periods that vary depending on the nature and frequency of violations.

The following guidelines and prohibitions were established for the health and safety of Library patrons and staff and to ensure unimpeded access to the Library's services and collections. Staff may ask any patron to stop any behavior that is deemed disruptive, may damage library property, inside or out, or pose a threat to other patrons or employees.

### **Prohibited and Disruptive Behaviors**

- Any behavior that is disruptive to Library use or operations.
- Threatening, intimidating, or harassing behavior towards patrons, volunteers, or staff, either verbally, in writing, or physically, including, but not limited to: battery, stalking, lurking, offensive staring, offensive touching, repeating unwanted personal or embarrassing questions, unwanted attention of a sexual nature, actual or implied, threats of bodily harm, or discriminatory remarks about a person's physical appearance, race, ethnicity, gender, sexual orientation, or disability.
- Excessively loud conversations or disruptive use of electronic devices.
- Overcrowding in seating areas. No more than four people per table, one person per chair, and six people per study room.
- Destroying, defacing, or illegally removing Library materials or property. (California Education Code Section 19910)
- Unauthorized photography, filming, selling, panhandling, or soliciting or commercial enterprises, including, but not limited to, paid tutoring in the Library.
- Bringing pets into the Library (except service animals) or leaving them unattended on Library grounds.
- Eating or drinking at computer workstations and other areas designated as "No Food or Drink".
- Behaving in any manner prohibited by federal, state, or local law.
- Loitering, bathing, shaving, or washing clothing in restrooms or water fountains.
- Adults may only use the Children's Room restrooms while accompanying or assisting a child, or with the express permission of library staff.
- Entering the Library with unsanitary conditions, including, but not limited to soiled clothing or belongings infested with fleas, lice, insects or pests.
- Wearing or spraying highly scented products is also prohibited, such as perfumes or air fresheners that interfere with the use and enjoyment of the Library by other Library patrons or with the functioning of library staff.
- Insufficient clothing. Patrons are required to wear tops, bottoms, and shoes at all times.
- Running, using rollerblades, skates, scooters, or skateboards.

- Sitting on tables, counters, or putting feet on the furniture.
- Moving Library furniture or tampering with Library property.
- Bicycles parked outside of designated bicycle rack areas.
- Brandishing or displaying weapons on Library property, including items that may look like weapons such as replica knives, toy guns, or water squirt guns.
- Sexual misconduct or harassment including stalking, exposure, or offensive touching. Staring at or following a patron or staff in a manner that reasonably can be expected to disrupt or disturb them.
- Smoking, vaping, or using any type of tobacco products in the Library or within 20 feet from entrances and building.
- Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of other patrons or staff, including obstructing doorways, aisles, or walkways.
- Trespassing in non-public areas or being in the Library without permission before or after library operating hours.
- Refusing to leave the premises at closing time.
- Possessing, selling, distributing, or using, or being under the influence of any alcoholic beverage or controlled substance (except as allowed at Library-approved events).
- Fighting or engaging in physical altercations.
- Exhibiting flu-like symptoms such as a persistent cough, fever or vomiting.

#### **Guidelines for Personal Belongings Brought into the Library**

- Patrons are responsible for their personal belongings.
- The Library is not responsible for lost, damaged, or stolen personal property. Unattended belongings may be removed by Library staff and moved to Lost and Found.
- Library or Security staff may prohibit entry if personal belongings are excessive in size or quantity. Reasonable personal items such as backpacks, purses, or briefcases are allowed. Musical instruments are allowed but may not be played without staff consent.
- Belongings must not block aisles, walkways, corridors, working spaces, seating areas, or reading areas.
- Bedrolls, blankets (except for young children) or other types of sleeping gear are not permitted.
- Bicycles, shopping carts, or other large wheeled conveyances are not permitted inside the Library. Wheelchairs, strollers and other ADA assistive devices are permitted. If being used for transport of an adult or child. Skates, skateboards, and collapsible scooters must be carried.

#### **Guidelines for Minors and Dependent Patrons**

- Library staff are available to assist children with Library materials or services. The Library is a public building with staff trained to provide public library services. However, the Library is not equipped, and it is not the Library's role, to provide long or short-term child or dependent adult care.
- Responsible adults and caregivers are responsible for monitoring and regulating the behavior of their dependents.
- Children under the age of 11 may not be left unattended in or on Library grounds.
- For the safety and comfort of children or dependents, a responsible adult or caregiver over the age of 14 must remain with their child or dependent while they use the Library.
- Children seven and older may attend Library programs without a parent or caregiver. However, the parent or caregiver must remain inside the Library during the program.
- Unattended children will be asked to contact their parents or guardian for pick-up. If staff are unable to reach the parents or caregiver, the Arcadia Police Department will be contacted.
- Disruptive children, teens, and adults may be required to leave the Library after receiving one warning to correct actions.

**Enforcement**

Enforcement options may include:

- Communication of standards to involved patron(s).
- Formal warning. Patron may correct or leave.
- Short-term suspension: 15 minutes to 24 hours.
- Long-term suspension.

Authorized Library staff and/or Arcadia Police officers may intervene to stop prohibited activities and behaviors. Failure to comply with these rules may result in: 1) The withdrawal of a person's permission to remain on Library property; 2) Issuance of a Notice of Exclusion from Library property for a period of one day to 30 days or longer as applicable by law.

A criminal law violation may also result in arrest and prosecution. Violation of law and/or these rules may also result in the restriction and/or termination of Library privileges, including the use of computers, equipment and other services. Authorized personnel may base a Notice of Exclusion on personal observation or upon the civilian reports that would ordinarily be relied upon by police officers in determining probable cause.

## Arcadia Municipal Code

### Article IV. Chapter 2. Part 8. Section 4280.

#### **LIBRARY RULES. WITHDRAWAL OF CONSENT. EXPULSION FROM LIBRARY. MISDEMEANOR. APPEALS PROCEDURE.**

Every person who willfully disrupts the orderly operation of the Library of the City of Arcadia or violates any rule adopted by resolution of the City Council or the Library Board of Trustees to protect the orderly operation of the Library and posted in a conspicuous place at the entrance to the Library building is guilty of a misdemeanor. The Library Director or a person designated in writing by the Library Director to maintain order and to secure compliance with the Library rules may notify a person that consent to remain in the Library building and on the Library grounds has been withdrawn and then may order such person to leave the Library building and grounds whenever there is reasonable cause to believe that such person has willfully violated such Library rules. Consent shall automatically be reinstated at the end of twenty-four (24) hours unless within that time such person is notified by the Library Director or said designated person that consent shall not be reinstated for a specified period, not exceeding fourteen (14) days. In addition, expulsions from the Library building or the Library grounds and suspension of all privileges of the Library may be imposed against a person whose conduct is sufficiently disruptive to merit expulsion or suspension of privileges for a period of fifteen (15) days or more.

Expulsion and suspension of privileges up to thirty (30) days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

- Engaged in loud or disruptive conversations, talking, singing, or other disruptive, noisy, or boisterous behavior; or
- Behaved in a manner which reasonably can be expected to disturb other patrons, volunteers, or Library staff; or
- Violated the Code of Conduct adopted by the Library Board of Trustees or the City Council from time to time as posted in a conspicuous location in the Library such as near the front door and public service desks.

Expulsion and suspension of privileges of up to one hundred eighty (180) days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

- Been expelled for a period of thirty (30) days each on two (2) or more occasions within the prior twelve (12) months; or
- Engaged in any behavior, conduct, or activity which may damage Library property or pose a written, oral or physical threat to other patrons, volunteers, or Library staff, as reasonably determined by the Library Director, or designee, and refused to cease such behavior, conduct, or activity when requested by Library staff.

Expulsion and suspension of privileges of up to one (1) year may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

- Seriously threatened verbally or physically, seriously harassed verbally or physically, or aggressively or annoyingly stared at or followed, other patrons, volunteers, or Library staff about the Library building or grounds, as reasonably determined by the Library Director, or designee; or
- Destroyed, defaced, or illegally removed Library materials or property in violation of California Education Code section 19910; or
- Behaved in any manner prohibited by federal, state, or local law.

Only the Library Director or a person designated in writing by the Library Director to maintain order and to secure compliance with the Library rules may expel a person from the Library building or the library



grounds, and suspend all privileges of the Library, for the foregoing periods, as befitting the person's conduct.

Any person expelled from the Library for a period of thirty (30) days or less may appeal the expulsion to the Library Director, whose decision regarding the appeal shall be final and conclusive.

Any person expelled from the Library for a period of more than thirty (30) days may appeal the expulsion to the Library Board of Trustees, as established pursuant to Section 809 of the Arcadia City Charter. Such appeal must be submitted in writing to the Library Board of Trustees no later than thirty (30) calendar days following the issuance of the notice of expulsion to the appellant. The Library Board of Trustees shall render its decision in writing to the appellant to uphold or overturn the expulsion, with a copy to the Library Director no later than forty-five (45) calendar days following completion of the Board's hearing on the appeal. The decision of the Library Board of Trustees shall be final and conclusive.

Notwithstanding any provision herein to the contrary, a notice of expulsion or suspension of privileges shall remain in effect during the period of any appeal thereof.

Any person who willfully violates any rule adopted and posted in accordance with this Section or who willfully enters or remains in the Library or on the Library grounds during the period for which consent has been withdrawn or the individual has been expelled is guilty of a misdemeanor.

(Part 8 added to Chapter 2 of Article IV by Ord.1450 adopted 6-6-72)  
(Ord. No. 2329, § 1, 11-17-15)

**Editor's note**—Ord. No. 2329, § 1, adopted Nov. 17, 2015, changed the title of § 4280 from Library rules. Withdrawal of Consent. Misdemeanor to read as set out herein.

## FOOD AND DRINK POLICY

The Arcadia Public Library is committed to providing a comfortable learning environment. This Food and Drink Policy provides guidelines for Library users to enjoy an occasional snack in designated areas, while protecting our shared resources and maintaining a clean and welcoming space for all Library users. We ask that you act responsibly when consuming food and drink in the Library, be considerate of others near you, and adhere to the following guidelines:

- Non-alcoholic beverages in covered containers are permitted.
- Chips, cookies, candy and other such non-messy, non-odorous foods are permitted. Odorous or messy items such as hamburgers, French fries, pizza, hot dogs, etc. are not permitted.
- All areas should be left as clean as they were before use. Trash, recyclables, and uneaten food should be placed in appropriate containers. All spills, crumbs, smears, etc. must be cleaned up by the consumer. Paper towels can be obtained at any public service desk. Please report accidental spills to the staff as soon as possible.
- **Food or beverages of any kind are not permitted under any conditions in the following areas: computer or media workstations; self-check machines; Bookstore; Community Learning and Technology Center; and other areas posted as “NO FOOD OR DRINK.”**

The Library reserves the right to ask any user to remove their food and/or beverage from the library if in the judgment of the staff it constitutes a violation of this policy.

We ask that you act responsibly when consuming food and drink in the Library, be considerate of others near you, and dispose of your trash.

## SERVICE ANIMALS

Service animals are dogs trained to perform tasks for the benefits of individuals with physical or mental disabilities – such as guiding people who are blind, alerting people who are deaf, alerting and protecting people prone to seizures, or other tasks directly related to a disability.

Pets and other animals whose sole function is to provide comfort, security, and emotional support do not qualify as service animals under the Americans with Disabilities Act (ADA) or state law and they are not allowed in the library.

- Under the ADA, the library staff may legally inquire if the animal with you is a service animal, and what service the animal is trained to provide.
- You cannot be required to show certifying documents and in fact, documents or vests on the animal are not proof of a service animal because these items are easily falsified.
- Unless a service animal owner is physically unable to hold a leash or harness, the animal must be leashed or otherwise under the control of the owner.
- The service animal must remain with the owner while in the building.
- Nonservice animals and pets cannot be left unattended outside the building or in a vehicle when temperature conditions may threaten the health and safety of the animal.

## **FRAUDULENT REPRESENTATION**

Any person who knowingly and fraudulently represents themselves, through verbal or written notice, to be the owner or trainer of any canine licensed/qualified/identified as a guide, signal, or service dog shall be guilty of a misdemeanor punishable by imprisonment in the county jail not exceeding 6 months, by a fine not exceeding \$1,000, or by both fine and imprisonment. West's Ann. Cal. Penal Code § 365.7

## **SECTION 5**

### **FACILITIES**

## LOST AND FOUND POLICY

Pursuant to Ordinance No. 2362 Amending Article IV, Chapter 3 of the Arcadia Municipal Code Concerning Found Property, items of personal property found in the Library and apparently left by patrons will be retained in a Lost and Found collection for a period of five (5) weeks during which they will be available to be reclaimed by their rightful owners. The Lost and Found collection is housed at the Account Services Front Desk. A written statement will be attached to each item documenting the time and place it was found, and the name of the owner, if known. Items left unclaimed for more than five (5) weeks, if valued at \$500 or more, shall be offered at public auction in conjunction with the Arcadia Police Department, or if valued at less than \$500, shall be donated to a generally recognized charitable organization in the City, or within twenty (20) miles outside the City, as approved by the City Manager.

Money found unattended in the Library is turned over to the Arcadia Police Department where it will be available to be reclaimed by rightful owners for at least six (6) months, after which, if still unclaimed, it will be deposited in the City's General Fund.

This policy is to be posted in a visible location in the Library.

## STUDY ROOM POLICY

### **Availability**

- Study rooms are available during library operating hours.
- All rooms are available for use by patrons with an **Arcadia Public Library card**. Staff will check your library card for room access. Library card holder must be present at check-in.

### **Sign-Ups**

- All rooms must be vacated by **5 minutes from closing**.
- Patrons can register for a study room online, by phone, or in person.
- Reservations can be made 24-hours in advance, depending on room availability
- Study room sign-ups are for 2 hours. Only one session per day is allowed for any person and library card number.
- **Reservations will be honored for 10 minutes past the requested time**. Failure to arrive within 10 minutes of the requested time will result in a forfeiture of the reserved room. Additional time will not be added to a reservation due to a late arrival.

### **Rules**

- Paid tutoring and other commercial activities are prohibited.
- Disruptive behavior will result in immediate loss of the room and/or library privileges. See Code of Conduct.
- Maximum six occupants allowed in each room.
- The person signing up for the room assumes responsibility for the room, including damages to the room or equipment.
- Technology to support collaborative work is available in Study Room 1. Do not misuse or tamper with equipment. Illegal or inappropriate use of equipment will result in immediate loss of room and/or library privileges.
- No food or drinks, except water, are allowed.
- Do not leave personal items unattended. The Library is not responsible for personal belongings or their loss.
- Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Users may not move tables and chairs. The whiteboard must be erased when the room is vacated.

## CAY MORTENSON AUDITORIUM RENTAL POLICY

The Cay Mortenson Auditorium is available to community groups or organizations for events of a civic, cultural, charitable, intellectual or educational nature. This policy aligns with Article 6 of the Library Bill of Rights, adopted by the Library Board, which states: "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." Events in the Auditorium must be open and free to the public.

The Auditorium is available at no cost to the following organizations:

- City of Arcadia
- Friends of the Library
- Arcadia Unified School District (for District activities of community interest not normally held at a school site)
- Arcadia Historical Society

The Auditorium is available for a fee to the following:

- Music teachers and students for music recitals.
- Non-profit organizations with proof of 501c3 status (proof of non-profit status must accompany the application).

The Auditorium is not available to or for the following:

- Commercial organizations, including paid tutoring services whether provided by an individual or a commercial enterprise.
- Private parties, weddings, receptions, birthday parties, memorial services, or play groups.
- Use by organizations on a regular basis (daily, weekly, monthly, annually).
- Use that would conflict with regularly scheduled Library programs or events.
- Purposes for furthering a campaign for public office (City Charter, section 905).
- Use that would damage the facility.

Applications for the use of the Auditorium must be submitted to Account Services staff no more than three (3) months in advance and no later than 48 business hours prior to the requested date of use. Priority will be given to Library-sponsored activities. The Auditorium is available only during the hours the Library is open to the public and may be used up to 30 minutes prior to closing. The Library may, at its sole discretion, deny any application. Any scheduled group may be asked to reschedule their meeting or event to make the room available for a special purpose. Applicants must be at least 18 years of age or be accompanied by a responsible adult 18 years of age or older.

**Fees for the use of all facility rentals at the Library are payable preferably at the time of application, but no later than two weeks prior to the scheduled rental date or the reservation will be cancelled.** If the reservation is made within two weeks of the event, payment and proof of non-profit status is due at the same time.

- The rental fee for the Auditorium is \$133 per hour, with a two-hour minimum. The total fee is derived by multiplying the hourly fee by the total number of hours reserved (including any portion of an hour which shall be rounded up to a full hour) of the proposed and approved use.
- An additional fee of \$53 will be charged when food or beverages are served in the Auditorium.

- A rental fee of \$53 will be charged for use of the Library's piano.
- A \$159 security deposit is required. This deposit may be refunded if/when Library staff verify that no Library property or equipment is damaged or missing, and the group leaves on time as scheduled. Additional charges may be assessed if the cost of damage or missing property exceeds the deposit amount.
- Fees, including the security deposit, will be refunded only if the applicant notifies the Library of intent to cancel at least two full weeks prior to the scheduled event.

The Auditorium will be available at no charge for setup thirty (30) minutes prior to the scheduled start time of the event. Scheduled end time for events must be no later than thirty (30) minutes prior to the Library closing. All event coordinators, attendees, caterers, etc., must vacate the space at that time. Cleanup must be completed by the end of the scheduled time. The Library reserves the right to bill the user if the event exceeds the scheduled time, including any overtime costs incurred by staff required to stay after Library hours.

Permission to use the Auditorium is not transferable.

Alcoholic beverages are not permitted under any circumstances.

The fact that a group is given permission to meet in the Library in no way constitutes endorsement by the Library or the Board of Trustees of the policies or beliefs of that group. Neither the name nor the address of the Arcadia Public Library may be used as the official address or headquarters of an organization or group. Any printed publicity must include the following statement: "This program is not sponsored by the Arcadia Public Library," unless the Library has agreed to co-sponsor the event.

The applicant agrees to hold the City harmless and indemnifies the City with regard to any liability arising out of use of the premises. The applicant must execute an agreement in a form and substance approved by the City Attorney reflecting the foregoing, among other terms and conditions.

The City of Arcadia requires the individual or entity to secure the use of the facility to produce a valid Certificate of Liability insurance in the amount of one million (\$1,000,000) dollars to cover the event(s) for which they have applied, naming the City of Arcadia as additional insured.

The User agrees that neither the City of Arcadia nor any of its officers, agents, or employees shall be responsible or liable for loss or damage to property and equipment of User or its agents, employees, or invitees with regard to their use of the property of the City of Arcadia. The User shall defend, indemnify, and hold harmless the City of Arcadia, its officers, agents, or employees with regard to any suits, losses, claims, and liability that may arise out of User's use of the Arcadia Public Library facilities.

The Director of the Library and Museum Services shall have authority regarding facility usage and interpretations or policy decisions. Appeals may be made to the Library Board of Trustees in writing.



## IMAGINATION THEATER RENTAL POLICY

The Imagination Theater in the Jerry Broadwell Children's Room is available to community groups or organizations for events of a civic, cultural, charitable, intellectual or educational nature. This policy aligns with Article 6 of the Library Bill of Rights, adopted by the Library Board, which states: "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." Events in the Imagination Theater must be open and free to the public.

The Imagination Theater is available at no cost to the following organizations:

- City of Arcadia
- Friends of the Library
- Arcadia Unified School District (for District activities of community interest not normally held at a school site)
- Student groups from AUSD with a supporting letter on official School or District letterhead from a group advisor or teacher. A responsible supervising adult 18 years or older must be in the room.

The Imagination Theater is available for a fee to the following:

- Non-profit organizations with proof of 501c3 status (proof of non-profit status must accompany the application).

The Imagination Theater is not available to or for the following:

- Commercial organizations, including paid tutoring services whether provided by an individual or a commercial enterprise.
- Private parties, weddings, receptions, birthday parties, memorial services, or play groups.
- Use by organizations on a regular basis (daily, weekly, monthly or annually).
- Use that would conflict with regularly scheduled Library programs or events.
- Purposes for furthering a campaign for public office (City Charter, section 905).
- Use that would damage the facility.

Applications for the use of the Imagination Theater must be submitted to Children's Services staff no more than three (3) months in advance and no later than seven (7) business days prior to the requested date of use. Priority will be given to Library-sponsored activities. The Imagination Theater is available only during the hours the Library is open to the public, and may be used up to 30 minutes prior to closing. The Library may, at its sole discretion, deny an application. Any scheduled group may be asked to reschedule their particular meeting or event in order to make the room available for a special purpose. The Imagination Theater may only be rented by an organization or group one time per quarter per calendar year. Applicants must be at least 18 years of age or be accompanied by a responsible adult 18 years of age or older.

The applicant and a responsible adult 18 years of age or older must be present. The applicant and adult may be the same person.

**Fees for the use of all facility rentals at the Library are payable preferably at the time of application, but no later than two weeks prior to the scheduled rental date or the reservation will be cancelled.** If the reservation is made within two weeks of the event, payment and proof of non-profit status is due at the same time.

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- The rental fee for the Imagination Theater is \$58.00 per hour, with a one-hour minimum. The total fee is derived by multiplying the hourly fee by the total number of hours reserved (including any portion of an hour which shall be rounded up to a full hour) of the proposed and approved use.
- Food and beverages are not permitted in the Imagination Theater.
- AV equipment is not provided. Renters are welcome to bring their own laptops or tablets and to use the Library's free Wi-Fi.
- A \$58.00 security deposit is required. This deposit may be refunded if/when Library staff verify that no Library property or equipment is damaged or missing, and the group leaves on time as scheduled. Additional charges may be assessed if the cost of damaged or missing property exceeds the deposit amount.
- Fees, including the security deposit, will be refunded only if the applicant notifies the Library of intent to cancel at least two full weeks prior to the scheduled event.

The Imagination Theater will be available at no charge for setup thirty (30) minutes prior to the scheduled start time of the event. Scheduled end time for events must be no later than thirty (30) minutes prior to Library closing. All event coordinators, attendees, caterers, etc. must vacate the space at that time. Cleanup must be completed by the end of the scheduled time. The Library reserves the right to bill the user if the event exceeds the schedule time, including any overtime costs incurred by staff required to stay after Library hours.

Permission to use the Imagination Theater is not transferable.

Alcoholic beverages are not permitted under any circumstances.

The fact that a group is given permission to meet in the Library in no way constitutes endorsement by the Library or the Board of Trustees of the policies or beliefs of that group. Neither the name nor the address of the Arcadia Public Library may be used as the official address or headquarters of an organization or group. Any printed publicity must include the following statement: "This program is not sponsored by the Arcadia Public Library," unless the Library has agreed to co-sponsor the event.

The applicant agrees to hold the City harmless and indemnifies the City with regard to any liability arising out of use of the premises. The applicant must execute an agreement in a form and substance approved by the City Attorney reflecting the foregoing, among other terms and conditions.

The City of Arcadia requires the individual or entity securing the use of the facility to produce a valid Certificate of Liability Insurance in the amount of one million (\$1,000,000) dollars to cover the event(s) for which they have applied, naming the City of Arcadia as additional insured.

The user agrees that neither the City of Arcadia nor any of its officers, agents, or employees shall be responsible or liable for loss or damage to property and equipment of User or that its agents, employees, or invitees with regard to their use of the property of the City of Arcadia. User shall defend, indemnify, and hold harmless the City of Arcadia, its officers, agents, or employees with regard to any suits, losses, claims, and liability that may arise out of User's use of the Arcadia Public Library facilities.

The Director of Library and Museum Services shall have authority regarding facility usage and interpretations of policy decisions. Appeals may be made to the Library Board of Trustees in writing.

## DISPLAY POLICY

The Arcadia Public Library has the following areas which may be used for displays:

1. Wall display cases in the Memorial Hallway.
2. Freestanding display cases in the Jerry Broadwell Children's Room.
3. Walls of the Cay Mortenson Auditorium.

The Library welcomes the use of the display areas by the public, with priority given to the residents of Arcadia. In each case the owner will release the Library from liability for the items placed on display. A signed release will be required.

Displays will be for a prescribed time, generally for one month at a time, with no more than two displays booked to the same owner in a calendar year. More than two displays in one calendar year may be permitted at the discretion of the Director of Library and Museum Services. The owner is responsible for supervising the installation and removal and supplying all necessary materials needed for the installation.

Display materials will not be offered for sale, except for the direct financial benefit of the Library, the City of Arcadia, Library support groups, or in conjunction with a Library or City sponsored program.

The displays in the Children's room should appeal to children.

The fact that a person or group is given permission to display materials in the Library in no way constitutes the endorsement of their policies or beliefs by the Library Board of Trustees, Library Administration, or City of Arcadia.

The Library subscribes to the philosophy articulated in Article 6 of the Library Bill of Rights which states "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."

## DISSEMINATION OF FREE MATERIAL

Free material may be distributed in the Library subject to availability of space. The Library, at its discretion, may determine the location, number of copies and length of time displayed. Materials posted without Library approval will be removed.

The fact that a person or group is given permission to disseminate materials in the Library in no way constitutes the endorsement of their policies or beliefs by the Library Board of Trustees, Library Administration, or City of Arcadia.

## POLITICAL ACTIVITY

Section 905 of the Charter of the City of Arcadia reads: "No person shall use the administrative offices and facilities of the City for the purpose of furthering a political campaign for public office". Therefore, campaign materials may not be distributed in the Library.

## PETITIONS

Individuals may gather signatures for petitions or distribute informational materials outside the Library and must be at least 20 feet from the entrance and conduct themselves in such a way that in no way impedes patrons' access into the Library.

Use of Library sidewalks by petitioners in no way constitutes endorsement of their policies or beliefs by the Library Board of Trustees, the City of Arcadia or its officers and employees.

## **SECTION 6**

### **PROGRAM SERVICES**

## PRIORITY REGISTRATION

For Library programs that require registration or ticketing, the Library offers a period of priority registration for Arcadia residents. At the conclusion of the priority registration period, these programs are open to residents and non-residents alike. This policy is in accordance with the City of Arcadia's Administrative Policy Guidelines, Arcadia Resident Program Registration Priority Policy.

### PRIORITY REGISTRATION FOR ARCADIA RESIDENTS

The City of Arcadia recognizes that its residents live and use city services and facilities and contribute both directly and indirectly to the tax base of the community in an amount generally greater than non-residents. While acknowledging that the City is a public entity and its facilities and services are open to all citizens, the City desires to ensure that its own residents have the opportunity to participate in those programs and activities in certain departments as authorized and designated by the City Manager, without being denied participation due to program capacity being filled by non-residents.

It, therefore, shall be the policy of the City of Arcadia to establish priority for City of Arcadia residents in the form of a time period at the beginning of program registration, where deemed appropriate by the City Manager or designee, for the registration of Arcadia residents only. At the conclusion of this priority period, registration will be then open to residents and non-residents.

## INCLUSION OF DISABLED INDIVIDUALS

In compliance with the Americans with Disabilities Act of 1990 and the ADA Amendment Act of 2008 (Public Law 110-325) the Library will make reasonable accommodations to ensure equal access to its facilities, resources, programs, and services. Individuals with disabilities may request accommodation and are welcome to discuss their access to Library resources with Library staff. The Library will endeavor to find positive solutions to requests for accommodations that are reasonable and satisfactory to both the individual and the Library within the provisions of the ADA.

## SALE OF MERCHANDISE & OTHER COMMERCIAL ACTIVITY

Sale of merchandise or the display of merchandise for sale on Library property is prohibited with the following exceptions:

- City or Library merchandise may be sold at Library desks and displayed in Library display cases.
- Books or other merchandise may be sold by Library support groups or in conjunction with Library or City sponsored programs.
- The Library Board and the City may enter into a contract with a vendor for specialized, ongoing services or goods, provided such vendor has met all City and County zoning and business regulations.

The use of Library property to conduct any kind of commercial, for-profit business is prohibited, including paid tutoring, except as provided above.

## LIBRARY PROGRAMMING POLICY

Arcadia Public Library offers a variety of special events for all ages, including story times, educational talks, media presentations, workshops, concerts, and specialty performers. Library programs allow the Library and its staff to further the Library's established mission and goals, promote Library services and collections, literacy, and lifelong learning, and to actively engage with the community.

Program selection is made by Library staff and is intended to meet the educational, informational, historical, and individual needs and interests of a diverse community. Staff takes into consideration the potential interest and benefit to Library patrons, the expertise and presentation skills of the speaker, the available budget, and how the program fits into ongoing and short-term goals and initiatives. Staff periodically utilizes community profiles and other professional tools to help prioritize, plan, and evaluate Library programming.

Community members may submit suggestions for programming. Final decisions regarding program offerings, however, rest with Library staff, and ultimately the Library and Museum Services Director, who shall have the final authority regarding facility usage and interpretations of policy decisions.

### **Program Attendees**

All Library programs are free and open to the public. Programs may be targeted and thereby limited to specific audiences (e.g., children, teens, adults, etc.). The Library reserves the right to limit program attendance due to space constraints, safety issues, or disruption to Library services and activities. Registration for some programs may be required. In cases where attendance is limited a reasonable non-discriminatory mechanism will be used.

As a public and community space, the Library often photographs or videotapes programs for use in publicity materials. By being present during these activities, you consent to the use of your appearance or likeness by the Library and its licensees, designees, or assignees, in all media, worldwide, in perpetuity. To ensure the privacy of individuals and children, images will not be identified using names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

### **Partnerships**

As a public and community space, the Library may partner with other agencies, individuals, organizations, and businesses to present programs provided the programs are compatible with the Library's Mission. Partnership decisions are made at the sole discretion of Library staff on the basis of mutual need and equitable benefit between the Library and potential partners. Partnership provisions may entail logistical support, such as facilities and marketing, as well as content creation and presentation. The exact parameters of any partnerships will be agreed upon in advance. The Library reserves the right to decline partnership requests. Partnership arrangements with third parties do not imply endorsement of related program content by the Library, City of Arcadia, or Board of Trustees. Partnerships are not meant to replace facility rentals by outside groups (please see Meeting Room Policy).

### **Publicity and Promotion**

All promotional materials generated by Library partners in relation to any given program must be approved by the Director of Library and Museum Services or his/her designee at least seven (7) business days prior to the event.

Publicity generated by Library partners may not use the City of Arcadia and/or the Arcadia Public Library logo. Partners must include the following statement on any promotional materials unless permission to



omit this phrase is granted by the Library Director or Director's designee in writing: "The contents of this program are not endorsed by the Arcadia Public Library." Neither the name nor the address of the Arcadia Public Library may be used as the official address or headquarters by an outside organization.

Presenters may make business cards or flyers available at the end of a program, but they may not collect contact information from attendees. Presenters may not sell to or take orders from attendees unless explicit permission to sell has been granted in advance by the Library Director.

## **SECTION 7**

### **ALA POLICY GUIDELINES**

## ALA 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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in

making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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

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

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

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

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

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

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

## ALA 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, these principles are affirmed:

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

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

Endorsed January 10, 1990, by the ALA Council.

## ALA ACCESS TO LIBRARY RESOURCES AND SERVICES FOR MINORS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

All people, of all ages, should have equal and equitable access to all library resources and services. The American Library Association (ALA) opposes any efforts to restrict access based on age. Policies and procedures that prevent minors<sup>1</sup> from accessing the same resources and services as adults violate the ALA's Library Bill of Rights. Libraries and their governing bodies should not use age as a reason to avoid potential objections. Not acquiring materials because minors might access them reduces the credibility of the library and limits access for everyone.

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 means that people should have free access to all services, materials, and facilities and unrestricted use of everything the library offers. Any restriction based solely on the following criteria violates Article V:

- age;
- apparent maturity;
- educational level;
- literacy skills; or
- legal status.

Further violations of Article V include setting limits on:

- how old someone must be to get a library card;
- demonstrated skills or abilities required to get a library card (like signing their name);
- requiring parental/guardian permission to get a card for anyone old enough to be in the library without parental/guardian supervision;
- how many or what kinds of items minors can check out compared to adults, or;
- creating trial periods for library use based on age.

Violations to Article V also include restricting access for minors who don't have a parent or guardian available to sign a library card application or permission slip, who can't provide legal ID to verify their name or address, or who can't visit a library in person.

Libraries can make reasonable exceptions to protect the safety of minors or financial liability to the library. Reasonable exceptions may include limiting access to multipurpose rooms, expensive/rare materials, or high cost circulating items or technology.

"Libraries: An American Value" states the following: "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."<sup>2</sup> Libraries and their governing bodies can't take on the role of parents or act "in loco parentis." Examples include:

- setting up computer systems that hide or block certain materials without parental permission;
- limiting which parts of the library or what kinds of books and services minors can use;
- not letting minors check out certain items or making comments about whether materials are appropriate based on assumed age or maturity; and
- using ratings to stop young people from getting certain materials.



There are many resources available for parents/guardians to find information on how a book, resource, or other material aligns with their family's values. Libraries are not responsible for determining the appropriateness of any book, material, or resource for an individual beyond the already existing collection designations. Only parents or guardians should restrict their own children's access to library materials and services.

The freedom to read is guaranteed by the U.S. Constitution.<sup>3</sup> This includes minors. Minors have the right to receive information from the library in all forms, such as:

- print
- sound
- images
- data
- social media
- online applications
- games
- technologies
- programming
- other formats<sup>4</sup>

The right to privacy is fundamental to the freedom to read.<sup>5</sup> Article VII of the ALA Library Bill of Rights states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." Minors also have the right to use the library without being watched or monitored.<sup>6</sup>

Libraries and their governing bodies have a legal and professional obligation to provide free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format to everyone in their community equally, including minors. School and public libraries, in particular, must provide resources and services to meet the diverse interests and informational needs of everyone in their community. This means:

- Offering services, materials, and spaces that work for all community members, no matter their age;
- Curating developmentally appropriate collections;
- Understanding that people need different things at different stages of their lives, and;
- Not making decisions about what's appropriate for each person individually.

Libraries cannot censor constitutionally protected speech to protect minors from ideas or images lawmakers deem unsuitable.<sup>7</sup> Denying access to information to anyone, including minors, can be harmful. Libraries and their governing bodies must uphold this principle to protect the rights to intellectual freedom and the freedom to read for people of all ages.

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Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; July 1, 2014; June 25, 2019; and May 2025.

## ALA POLICY CONCERNING CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION ABOUT LIBRARY PATRONS

“In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one’s interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf” (*Privacy: An Interpretation of the Library Bill of Rights*).

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 resources consulted, borrowed, acquired or transmitted” (*ALA Code of Ethics*), and includes, but is not limited to, database search records, reference interviews, circulation records, inter-library 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 governmental prerogatives that lead to the intimidation of individuals or groups and discourages them from exercising the right of free expression as guaranteed by the First Amendment to the U.S. Constitution” and “encourages resistance to such abuse of governmental 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.

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, asking 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 law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. The American judicial system provides the mechanism for seeking release of such confidential records: a court order, following a showing of *good cause* based on *specific facts*, by a court of competent jurisdiction.<sup>1</sup>

The American Library Association also 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. Access to this unclassified information should be handled no differently than access to any other information. Therefore, libraries and librarians have a legal and ethical responsibility to protect the confidentiality of all library users, including foreign nationals.

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

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resources providing information on all points of view, available to all persons regardless of origin, age, background, or views. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

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<sup>1</sup> See Suggested Guidelines: How to Respond to Law Enforcement Requests for Library Records and User Information, excerpted from the Intellectual Freedom Manual, 10th Edition.  
Adopted July 2, 1991, by the ALA Council; amended June 30, 2004.