

POLICIES

OF THE

DAVIS COUNTY LIBRARY

Revised 9/15/2023

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Policies were approved 9/19/17 by Library Board to update Branch Librarian to Branch Manager.

MISSION STATEMENT AND MANAGEMENT OF THE LIBRARY AS A PUBLIC SPACE

The Davis County Library serves the community as a prominent public space that strives to accommodate the differing needs and expectations of a diverse populace. Accordingly, the Library commits itself to managing the library branches as public spaces that meet the community's general expectations for visual interest, comfort, safety, functionality and efficiency. The Library strives to achieve this goal through effective investment in buildings, utilities, furnishings and electronics. In addition, the Library establishes policies, in conformity with Davis County policies and applicable law, and trains staff to advance the community's interest in operating the branch libraries as inviting and vibrant public spaces.

Reflecting these goals and the commitments, the Davis County Library adopts the following mission statement:

Mission Statement of the Davis County Library

In fulfillment of its responsibility as a vibrant public agency vital to the quality of life of the citizens of Davis County, the Davis County Library commits itself:

- **To provide the diverse community it serves with cost-effective access to information in formats that most clearly meet the needs of the citizens it serves;**
- **To develop programs, collections and policies based on a broad vision of what constitutes "library services" and do so in a manner which invites patrons to explore the ways in which the library can be of value in their lives;**
- **To add value to library services through quality person-to-person assistance; and,**
- **To manage library resources efficiently, effectively and with full accountability for the stewardship of a valued public service.**

The Library also engages in a continuous process of assessment, evaluation and strategic planning to facilitate on-going improvements to the branch libraries as public spaces and to advance compliance with the commitments and goals expressed in this policy. Finally, through signage and public relations efforts, the Library will invite patrons, including those using the general public areas of the branch libraries, the meeting rooms, the grounds and the Internet, to utilize all library resources in a manner appropriate to a shared public space. Consistent with the mission defined above, patrons are encouraged to manage their own use of library resources in a manner that advances their personal free and open inquiry while also accommodating a variety of users, including minors, and that is respectful of the needs, diverse expectations and investment of all library users and the community as a whole. **Approved by Davis County Library Board, November 24, 2009.**

100 RESIDENCY

Establishes requirements for Davis County Library residency based on Utah State law and as approved by the Library Board.

1. The primary mission of the Davis County Library is to provide library facilities, services, staff and materials to meet the needs of residents.
2. In accordance with Utah State law, a resident is anyone who resides in any area of Davis County which is taxed for county library service.
3. Individuals who reside outside the Library's taxing jurisdiction, but who own property that is taxed by the Davis County Library are also considered residents for purposes of receiving library services.
4. The rights and privileges established under the policies of the Davis County Library are reserved for residents as herein defined, except as provision is made by the Board of Directors to extend services to non-residents.

Approved by Davis County Library Board, February 25, 1992, revised May 11th, 2023.

110 Registration

Defines the requirements, process, and options related to obtaining a Davis County Library card.

General

1. All residents, as defined in the policy on “Residency,” are entitled to register for and receive a Davis County Library card, subject to the provisions of this policy.
2. Residents may register for and receive library cards free of charge. Residents will be charged fees only for replacing lost and damaged cards.
3. To register for a library card, individuals must provide proof of identification and residency; when a patron’s account information changes, the patron must update information to remain eligible for a library card.
 - a. Two forms of identification are required, one of which will be a photographic identification, such as a driver’s license, the second will be a proof of residency.
 - b. Proof of residency will be current, and will include the name of the individual and his or her address. A post office box number may be used for mailing purposes, but is not sufficient as proof of residency.
- i. The following types of documents may be used to prove residency: driver’s license, check book, current utility bills, letters which have been delivered within the past sixty (60) days through the United States Postal Service and property tax notices.
- ii. Verbal confirmation of address, made by family members, friends, employers or others, in person or by telephone, does not constitute proof of residency for the purposes of this policy.
- iii. When a card is replaced after being lost or destroyed, the staff will take appropriate measures to verify that the individual replacing the card is the individual to whom the account is registered, and may require re-verification of identification or residency at that time.

Registration Types & Limitations

4. Individuals 18 years of age or older may register for library cards for themselves, for their children, and for others for whom they have legal guardianship or custody.
5. Residents may be required to sign agreements in addition to a library card application when circumstances surrounding borrowing library materials include a significant cost, time commitment, or other increased risk beyond those assumed during use of traditional library collections.
6. An individual under 18 years of age may register for a library card only if the individual:
 - a. is an emancipated minor as defined in Utah State Code, Annotated, 15-2-1, which states, “The period of minority extends in males and females to the age of eighteen years; but all minors obtain their majority by marriage;” or,
 - b. has been declared emancipated by a court of competent jurisdiction in accordance with Utah State Code, Annotated, 78A-6-801 through 78A-6-805.

- c. has been emancipated in accordance with laws of other states upon presentation of adequate documentation from the state of Utah.

7. Parents and legal guardians may register their children under the age of 18 for either full-access or selected-access cards.

- a. Parents and legal guardians are responsible for charges accrued on cards registered to their children.
- b. A full-access card allows checkout from any of the circulation collections in the library.
- c. Children under the age of 18 may not check out equipment collections.
- d. Parents may choose to apply a Parent Initiated Limitation with the full-access card which prohibits the following:
 - i. the checking out of video recordings which are voluntarily rated by the film industry as “R”, the television industry as “TV-MA” or unrated foreign films,
 - ii. other categories as outlined in Table 1, and
 - iii. additional categories of materials which may in the future be added by the Library Board of Directors.
- e. Parents or guardians may change their children’s card types without charge.
- f. A child’s account will be closed:
 - i. upon the request of a parent or guardian that the account be closed. The child’s card and account will be deleted from the circulation system and no additional cards will be issued to that child unless a new registration is completed and signed by a parent or guardian.
 - ii. when the child reaches 18 years old or is emancipated as described in Section 5 above. In such cases, the child must register for their own library account, and any charges on the child’s closed account will remain the responsibility of the signing parent or guardian.

8. An individual will be denied registration for a library card if his or her immediate family—including spouse, children who accrued fees while under the age of 18, and children who remain under the parent’s guardianship past the age of 18—have fees and charges with the library totaling \$150 or more.

- a. An individual will not be held accountable for fees accrued by an ex-spouse or, following a divorce or legally recognized separation, for fees accrued by children not within his or her legal custody.
- b. When family arrangements occur which are not defined in this policy, the Director, or other library administrator, will determine registration requirements and limitations after giving due and fair consideration to the circumstances involved.

9. Non-residents, who are residents of the State of Utah, may register for a Davis County Library card

- a. After paying a fee of \$65. This charge relates to the amount that a Davis County resident pays each year on their tax notice. The non-resident fee entitles the registrant to one account, and one card; or
 - b. based on the terms of a reciprocal borrowing agreement established between the patron's county or city of residence and the Davis County Library.
10. Current staff members and members of the Board of Directors may register for and obtain a full-access library card regardless of their residency status. This does not apply to family members of staff or Board members.
- a. The circulation rules and all other policies and procedures related to registration and circulation apply to staff and Board members while the individual is on the staff or the Board of Directors.
 - b. Upon leaving the staff or Board of Directors, individuals must return all materials checked out under the provisions of this policy and are thereafter subject to the Library's standard registration and circulation policies.
11. Patrons who are responsible for debt evidenced by unreturned library materials included in a legal declaration of bankruptcy may have limitations imposed on their borrowing privileges by the Director or other library administrator. The limitations will have the sole purpose of decreasing the exposure of the library to further losses of materials, and will be lifted when the Director or other library administrator is satisfied that such exposure is minimal.
12. Out of State residents are limited to checking out two items at a time with the following limitations:
- a. They are required to leave with the library a cash deposit equal to the price of each item as listed in the library's database plus \$4.00 per item. The deposit will be refunded upon return of the items, minus any charges assessed in accordance with the library's standard circulation policies.
 - b. The non-resident fee will be charged upon the third use of this privilege by a patron in any 12-month period.

Table 1: Options for Parent Initiated Limitations on Circulation Privileges		
<u>Options</u>	<u>Checkout Limits</u>	
Child may check out from Library's full collection	10	35
Child may check out Children's materials only	10	35
Child may check out all materials except videorecordings voluntarily rated by the film industry as at a restriction level of R or higher, unrated foreign films, and TV-MA; additional restrictions may be added to this category in the future	10	35
Child may check out all materials except for Adult audiovisual (AV) materials.	10	35

Policy #110: Approved by Davis County Library Board April 28, 1992; revised April 25, 1997; revised September 26, 2000; revised July 16, 2002, revised June 20, 2006, revised May 18, 2010; revised May 24, 2011; revised January 15, 2013; revised April 15, 2014; revised March 15, 2016; revised December 5, 2017 Table 1: Approved by Davis County Library Board June 20, 2006; revised April 15, 2014; revised March 15, 2016 Policy #140: Approved by Davis County Library Board February 25, 1992; revised July 16, 2002; Policy #110 (including Table 1) & Policy #140 merged and revised June 18, 2019; revised June 8th, 2023.

120 Circulation and Patron Accounts

Regulates the use of Davis County Library materials, patron accounts, letters sent by the library and the Library's use of legal remedies.

General

1. Davis County Library purchases materials or access to materials for the use of Davis County residents as described in Davis County Library's Collection Development Policies. These materials are Davis County property.
2. Library materials circulate according to an established Schedule of Loan Periods, Renewal Periods, Fines and Fees (*Policy #123*); Interlibrary loans circulate according to *Policy #190 Interlibrary Loans*.
3. The Director may alter circulation methods, guidelines, rules and fees for individual items as needed, examples include:
 - a. Items in high demand
 - b. Holiday items
 - c. Items of unusual length
 - d. Unique or rare items
 - e. Electronic or downloadable items
 - f. Short-term circulation of items traditionally considered library materials
4. On-going circulation methods, guidelines, rules and fees for items not traditionally considered library materials will be approved by the Library Board.
5. The Director establishes and enforces procedures necessary
 - a. to protect library property from theft, damage, and mutilation, and to document such activities when they occur, provided they conform to applicable Utah Law (see UCA 76-6-8)
 - b. to ensure timely circulation and use of library materials by members of the public and limit patron liability for unreturned materials.
6. Fees for lost or damaged items are assessed according to *Library Policies #122 Schedule of Charges for Damage, #123 Schedule of Loan Periods, #130 Schedule of Average Replacement Costs*; fees associated with Interlibrary Loans are discussed in *Policy #190 Interlibrary Loans*.

Accounts & Circulation of Materials

7. Patrons may borrow materials from the Davis County Library using the following options:
 - a. A valid Davis County Library card.
 - b. Alternate procedures as established by the Library Director, examples include:
 - i. A scanned image of a Davis County Library card.
 - ii. A Utah issued State Identification card or Utah issued Driver's License.
8. Items are assumed to be lost when they are 45 calendar days overdue.

9. Patron accounts are blocked when they accumulate over \$15.00 in charges.
10. When a patron account is blocked, no further library materials can be checked out; this may also include online collections and downloadable materials.
11. Authorized staff members may override the blocked status of a patron's account for reasonable causes; in such cases, staff will
 - a. Document any arrangement made with a patron on the patron's record.
 - b. Retain paperwork related to GRAMA according to established guidelines.
12. Patrons are responsible for all items checked out on their accounts, including items used in Library buildings or on Library property.
 - a. Patrons remain responsible for all materials checked out on their accounts until they notify the Library that their card has been lost or stolen.
 - b. When library items are damaged or lost due to extraordinary circumstances such as theft, criminal activity, fire, flood or other catastrophic events, patrons may request that those charges be reduced or waived. In consultation with the Civil division of the County Attorney's Office, the Director will evaluate each request on a case-by-case basis, in accordance with the Library's current financial practices.
13. Due to the higher risk of damage or theft, the Library does not loan circulating equipment to non-residents.

Charges and Fees

14. A \$1.00 fee is assessed for library cards lost or damaged beyond use. Authorized staff members may override this charge for reasonable causes.
15. Processing fees are assessed for each item removed from collections due to loss or damage of library materials. This charge covers processing costs associated with discarding lost items and adding replacement items to library collections.

Processing fees vary by collection as indicated below.

 - a. \$50.00 processing fees are charged for items in equipment collections.
 - b. \$0.00 processing fees are charged for circulating magazines.
 - c. \$4.00 processing fees are charged for items in all other collections
16. Each lost item is assessed fees equal to the list price of the item, the processing fee, and any additional costs associated with replacing the item.
 - a. Items containing multiple parts are considered lost if any of the parts are lost and cannot be replaced individually;
 - b. If a list price is not available, this fee will be based on the schedule of average replacement costs.
 - c. If there are costs related to replacing software or hardware currently installed on lost equipment, the costs will be added as additional fees.

17. Patrons are charged for damages to materials checked out to them and the processing fee, as applicable.

- a. Damage fees take into account the
 - i. Future usability of the item
 - ii. Staff time and cost of materials needed to repair the item
 - iii. Age of the item
 - iv. Condition of item at time it was loaned (if possible)
- b. Damage fees may range from minimal to full item price. Full item price will be assessed only when both of the following are true:
 - i. The item is damaged beyond future usability
 - ii. The item was damaged while checked out to the patron.
- c. If full price is assessed and paid by patron, the item may be declared surplus, and the Library may dispose of it by allowing the patron to retain it; before items are retained by patrons they will be prepared for discard according to Library and Davis County policy and practice.

18. Patrons must sign an additional agreement to borrow items from equipment collections. Such agreements will be provided at the time of item checkout, on a form approved by the Library Director.

19. Patrons who disagree with a damage assessment may appeal to the Library Director, who will review the item in question and make a final determination of charges.

20. A \$10.00 non-refundable fee will be assessed for patron accounts referred to a collection agency.

Payments and Refunds

21. Payments of charges owed must be made in cash, personal check, debit or credit card, or by money order.

22. The Library does not accept books or other items in exchange for charges owed, including as replacement for lost items.

- a. However, under guidelines established by the Director, the library may accept an item in lieu of payment if the following conditions are met.
 - i. The item is in new condition.
 - ii. The item is identical to the lost item.
 - iii. The patron waives any right to a refund or payment from the Library in any form, even if the original item is recovered.
 - iv. The patron remains responsible for the processing fee.
 - v. This option is not available for items in equipment collections.

23. Payment plans are available to patrons who can only clear charges on their account over several payments, using guidelines approved by the Library Director.

- a. Payment plans are intended to gradually restore of borrowing privileges to a patron by balancing a patron's goodwill effort with the Library's good stewardship of County property;
- b. Generally, payment plans must be completed within six months of the signing date or the payment plan is in default the remaining balance of all charges on the account are due in full; alternate timeframes may be approved by a library administrator.

24. Refunds for the full price of the item are provided if a lost item is paid for, then later found and returned.

- a. Refunds are not provided for processing fees or costs related to software or hardware replacement.
- b. Exceptions are limited to rare instances when the Library Director or a designated library administrator determines that the particular circumstances warrant a full refund of both the list price and the processing fee.

Legal Remedies and Notifications

25. When Library material is mutilated, damaged, or stolen, as defined above, it is the policy of the Davis County Library to pursue available legal remedies, either civil or criminal, as the circumstances warrant.

26. The Library may utilize any remedy at law, equity or otherwise to recover amounts owing and unreturned materials including, but not limited to, use of a commercial collection agency, and civil or criminal actions as recommended by the Civil Division of the Davis County Attorney's Office.

27. The Library uses electronic options for notifying patrons as it is made available by current computer software and hardware configurations. Electronic notifications are a courtesy extended to patrons in addition to the notifications described below.

28. The Library will send written notice to a patron if charges are not cleared and will allow the patron a reasonable length of time to respond before proceeding with remedies.

- a. Notice of a potential action will be sent to the last address that the patron has provided to the Library.
- b. The Library may still pursue remedies when a patron does not accept delivery of any notice sent by the Library, or when a patron cannot be provided with notice due to his or her failure to notify the Library of a change of address.

29. The Library sends written notices to a patron as described below.

- a. notification letters are sent when all charges for unreturned materials on a patron's account is over \$100.00. After a reasonable length of time, accounts over \$100.00 are picked up by the Library's commercial collection service as described below.
- b. additional notification letters related to equipment checkout are sent at an accelerated rate to mitigate the higher risk posed by this collection.
 - i. An initial letter is sent when items are 14 days overdue.
 - ii. An additional letter may be sent when items are 28 days overdue and all unreturned equipment is over \$100.00 on a patrons account.

- c. notification letters are sent quarterly to patrons who have returned some, but not all of the materials listed in previous letters. d. No notification letters are sent if
 - i. the account is cleared in full; or
 - ii. only fees remain on the account; or
 - iii. the account has been picked up by the Library's commercial collection service.
30. Written notices are kept on file according to the Library's established GRAMA retention schedule.
- a. letters will be discarded if all items are returned and only fees remain.
 - b. if multiple family members are involved, the letter may be kept on file indefinitely for ease in finding all family members.
 - c. records of electronic notification are considered a courtesy, they are not retained.
31. To recover amounts assessed for unreturned materials and fees, the Library may refer any accounts to a commercial collection agency using the following process.
- a. overdue notices are sent to the email address(s) provided by patrons in accordance with the Library's established electronic notice schedule.)
 - b. as described above, before referring an account to collections, the Library mails one letter to the address provided by the patron. This letter
 - i. is signed by the Library Director or designated library administrator,
 - ii. specifically indicates the remedy that will be pursued if materials are not returned or the account resolved,
 - iii. will, in the case of a minor, be mailed in the name of the adult responsible for the account.
 - c. accounts are referred to the collection agency
 - i. When equipment in circulating collections is 14 days past due and the amount owing exceeds \$100.
 - ii. when all other circulating materials are 60 days past due and the amount owing equals or exceeds \$100.00.
 - d. as indicated above, if the account is referred to the collection agency, a \$10.00 non-refundable referral fee will be added to the account.
 - e. once an account has been referred to the collection agency, account balances must be resolved to a zero balance before the account can be returned to regular use.

Policy #120: Approved by Davis County Library Board March 31, 1992; revised April 28, 1999; revised August 28, 2001; revised April 9, 2002; revised July 16, 2002; revised October 25, 2005; revised November 21, 2006; revised February 19, 2008; March 17, 2009; April 28, 2009; revised April 15, 2014; revised May 20, 2014; revised January 19, 2016; revised December 5, 2017; **Policy #121:** Revised January 11, 2002; revised July 19, 2002; revised May 6, 2003; revised July 20, 2006; revised August 16, 2011; revised December 5, 2017; **Policy #120 & Policy #121 merged** and revised June 18, 2019; revised June 8, 2023; **Policy #120 & 180 merged** and revised September 14th, 2023

122 Schedule of Charges for Damage

This is a table explaining how damages are assessed for items damaged by library patrons.

Category & Criteria	<u>Minor Damage:</u> Limited or no repairs required; usability is unaffected.	<u>Moderate Damage:</u> Detailed staff work required to repair item; long-term usability and attractiveness of item is reduced	<u>Serious Damage:</u> Damage will require significant staff time and materials to repair or will need to rebound in order to be returned to usability.	<u>Unsalvageable:</u> Damage cannot be repaired with reasonable cost, if at all.
Examples	Barcode or pocket requires replacing; pen, pencil, crayon, etc. that does not impede use of text; light scratching on a camera case, plastic cover needs replacing.	Pencil marks on a screen, significant damage to several pages of a book, e.g., parts of pages torn off, limited water damage, etc.	Extensive water damage to major portion of book; cover has been damaged to the point of needing replacing, e.g. from chewing, being left on a burner, warped or mildewed from being left in a damp area, etc.	Cover and pages are badly warped; pages have been shredded; video disc broken and irreparable, screen cracked and unusable.
Range of Charges	\$.25 for a small number of markings or similar minor damage to \$1.00 for replacing plastic cover.	Up to \$3.00 for significant damage to several pages, \$2.00 for removing small items shoved into USB port.	\$3.00 to ½ the price of the item; \$10.00 for permanent markings on computer screens.	½ the price of the item to full cost.

Incline toward lower charges ←----- **BACKGROUND CRITERIA** -----→ **Incline toward high charges**

Older	←-----	Age of Item	-----→	Newer
Significant	←-----	Pre-Existing Condition	-----→	Minimal
Minimal	←-----	Resources to Repair	-----→	Significant
Significant	←-----	Future Usability	-----→	Minimal

Approved by Davis County Library Board March 31, 1992; revised 8/25/2021; revised June 9th, 2022.

123 **Schedule of Loan Periods, Renewal Periods, and Fees**

This is a table comparing the loan periods, renewal periods, and fees assessed for materials held in library collections.

TYPE OF LOAN	LOAN PERIOD	RENEWAL PERIOD	NUMBER OF RENEWALS	MAXIMUM PROCESSING FEE WHEN SET TO "LOST"
General Circulation	21 days	21 days	3	\$4.00 per item
Magazine Circulation	21 days	21 days	3	\$0
Equipment Circulation	7 Days	N/A	N/A	\$50.00 per item
Interlibrary Loan	Varies, based on date set by lending library	Set by lending library	Set by lending library	\$20.00 per item
Reference Books	N/A	N/A	N/A	N/A

Approved by Davis County Library Board March 31, 1992; revised April 28, 1999; revised February 22, 2000; revised December 11, 2001; revised August 28, 2001; revised April 21, 2003; revised June 20, 2006; revised November 11, 2006; revised December 5, 2017; revised 8/25/2021, revised 3/10/2022

130 Schedule of Average Replacement Costs

Describes the process for assessing charges on items without a known cost, includes a chart of average costs.

1. When a price has not been entered for a specific copy of a title, the computerized circulation system supplies an average replacement cost for that type of item. This will occur most commonly for older items and gifts for which prices are not known.. This cost is assessed should a patron have to replace an item.
2. The Library Director may establish a reasonable average replacement price for any formats not addressed in policy. Based on recent acquisitions in that this price may be used until it is formally included in this policy.
3. Following is a schedule of average replacement costs approved by the Library Board of Directors.

Adult Book	\$17.00
Adult Paperback	\$5.00
Book on Compact Disc	\$8.00 per disc
Children's Book	\$12.00
Children's Paperback	\$5.00
Compact Disc	\$10.00
Video Disc	\$15.00
Encyclopedia (per volume)	\$40.00
Interlibrary Loan Book	\$30.00
Magazine	\$2.00
Non-Circulating item	\$30.00
Other Non-print	\$10.00
Young Adult Book	\$12.00
Young Adult Paperback	\$5.00

4. Because items in equipment collections are often more unique and, therefore, more difficult to assign an average replacement cost, such items will be
 - a. assessed on a case by case basis, as necessary.
 - b. sold according to regular Davis County surplus policies and practices, rather than at library book sales.

Approved by Davis County Library Board March 31, 1992; revised July 16, 2002; revised May 21, 2013; revised 8/25/2021.

150 LIBRARY RECORDS

Details the process for handling requests for information, including responding to public records requests; confirms compliance with Davis County ordinances, Utah State Code, and the Patriot Act regarding disclosure of public and patron records.

1. The Davis County Library retains administrative, financial, operational, and personnel documents and records, and makes them available to the public, in compliance with Davis County ordinances and relevant Utah State and federal laws.
2. In accordance with Section 63-2-302 (1), Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, which defines as private “records of publicly funded libraries that when examined alone or with other records identify a patron,” the Davis County Library will disclose the following records only when requests comply with the conditions established in Section 63-2-201 (5), Section 63-2-202, or Section 63-2-206, Utah Code Annotated or such other provision as may be adopted by the Utah legislature or the federal government:
 - a. Registration Records, including but not limited to the names, addresses, telephone numbers, names of spouses and dependents of individuals who have applied for library cards.
 - b. Circulation Records, including but not limited to materials checked out to a patron, materials checked out in the past to a patron, the names of patrons to whom a particular title is or has been checked out, the library borrowing patterns of a patron, and materials on inhouse loan to a patron.
 - c. Patron Financial Records, including but not limited to a patron’s fine history, amounts paid, methods of payment and dates of payment.
 - d. Operational Records related to patrons, including but not limited to registration for programs, documentation on patron-related circulation and behavior problems, and correspondence on patron related circulation and behavior problems.
3. When in response to a patron’s request for information, the patron’s registration, circulation, financial, or operational records are discussed in a public area with the patron, an individual with legal responsibility for the patron, or an individual authorized to use the patron’s library card, the conversation is not considered “disclosure” of a private record in terms of this policy.
 - a. The Library will share information regarding materials on hold for a patron with another individual, when the patron has authorized the individual to check out materials on his or her behalf as evidenced by
 - i. item-specific information shared by the patron that identifies the materials or
 - ii. when the individual is in possession of the patron’s library card.
 - b. In such instances, possession of item-specific information or the library card under which items are being held is construed as consent to access information about and check out items.
 - c. This policy will be implemented based on guidelines established by the Library Director.

4. In accordance with Section 63-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the Davis County Library may pursue available legal remedies against an individual who by false pretense, bribery, or theft, gains access to any private, controlled, or protected record retained by the Library.
 - a. The decision to pursue legal remedies is made in consultation with the Office of the Davis County Attorney.
 - b. When legal action is taken under the provisions of this policy, the Board of Directors will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.
5. In accordance with Section 63-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the Davis County Library may pursue available legal remedies against a Library staff member who intentionally discloses or provides a copy of any private, controlled, or protected record retained by the Library to any person knowing that such disclosure is prohibited.
 - a. The decision to pursue legal remedies is made in consultation with the Office of the Davis County Attorney.
 - b. When legal action is taken under the provisions of this policy, the Board of Directors will be so notified and if circumstances so warrant, will be asked by the Library director to formally approve the action.
6. All requests made for records made under the Patriot Act need to be referred to the Director or a designated library administrator.

Approved by Davis County Library Board June 2, 1992; revised August 20, 2002; revised June 20, 2006; revised August 19, 2008; revised November 20, 2012; revised November 15, 2016; revised May 11th, 2023.

160 PATRON SERVICE AND EQUAL ACCESS

Describes guidelines for providing library services to all patrons, including those with special needs in compliance with the Americans with Disabilities Act (ADA).

1. The Davis County Library makes reasonable accommodations to provide services to all citizens of Davis County, including those with disabilities, on an equitable basis.
2. The Davis County Library does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, national origin, disability, age, marital status, sex, sexual orientation, gender identity, or religion in admission to, participation in, or receipt of the services and benefits under any of its programs and activities whether carried out directly by Library staff or through a contracted vendor.
3. The Library complies with all Davis County policies and procedures related to Library access and fair employment, as well as applicable federal, state, and local laws including, but not limited to:
 - a. Title VI of the Civil Rights Act of 1964
 - b. Sections 503 & 504 of the Rehabilitation Act of 1973
 - c. Title II of the Americans with Disabilities Act of 1990
 - d. Age Discrimination Act of 1975
 - e. Regulations of various federal departments including,
 - i. U.S. Department of Health and Human Services, the U.S. Department of Agriculture
 - ii. U.S. Department of Interior
 - iii. U.S. Department of Housing and Urban Development
 - iv. U.S. Department of Justice
4. The Director will establish procedures to facilitate the provision of library services to citizens with disabilities in accordance with the principle of reasonable accommodation, and within the scope of the Library's mission, goals, and resources.
5. Patrons who wish to appeal a decision regarding library access should contact a Branch Manager or the Library Director. The final decision regarding service accommodations rests with the Director.

Approved by Davis County Library Board June 2, 1992; Revised August 20, 2002; Revised September 14, 2023

190 Interlibrary Loans

Interlibrary loans are items borrowed by Davis County Library for Davis County patrons to use; this section covers expectations and procedures for patrons using interlibrary loan (ILL) services and outlines how Davis County Library works with state and national ILL programs.

Introduction

1. The Davis County Library offers ILLs to Davis County residents and those who purchase non-resident library cards.
2. Policy and procedures for ILL services are approved by the library board, maintained by the Library Director, and comply with state and national ILL codes.
3. Davis County limits the number of checkouts and requests the individual patrons to decrease risk of damage or loss of non-county property and maintain good relationships with organizations participating in the ILL program. Exceptions to such limits may be approved by the Director or a designated administrator.

Circulation

4. Patrons may request ILLs at no charge from Davis County Library, as long as requests are picked up after patrons have been notified items are available.
5. Patrons must sign up for a library card before requesting an ILL.
6. Ill requests from minors must be approved by the minor's legal guardian.
7. Patrons are limited to 5 ILL requests and 5 ILL checkouts at one time. Articles are not counted toward total checkouts.
8. ILL due dates are based on those set by the lending library.
9. Patrons may renew ILLs if approved by the owning library; patrons will request renewals through the Davis County Library.

Fees and Limitations

10. ILL charges count toward the total fees on patron accounts, and patron accounts will be limited according to the Library's Circulation policy (#120).
11. Owning libraries may require fees for ILLs; Davis County Library checks to make certain patrons are willing to pay the additional cost before filling requests.
12. The Library charges a \$3.00 fee for each request that is not picked up to defray the cost in staff time and county materials used to fill the request. Patrons who do not pick up requested ILLs are still responsible for charges associated with items not picked up.

13. Interlibrary loans to Davis County Library patrons will be declared lost after 21 days from the due date.
14. A \$20.00 processing fee is assessed for each ILL item lost or damaged beyond repair in addition to the cost assessed by the lending library.
15. Patrons who damage ILL items will be assessed fees based on the requirements of the lending library and according to the Davis County Library's Circulation policies and fee schedule.
16. The Library Director or a Deputy Director may further limit ILL services to patrons who do not adhere to the established guidelines.
17. Patrons requesting articles through ILL have the following pickup options::
 - a. Articles may be emailed as an attachment with no additional charge.
 - b. Articles may be printed and held for pick-up at a library location. The cost for printed articles will match the Library's general charges for public printing or photocopies.
18. Items borrowed through Interlibrary Loan have a higher potential for unique communication and billing situations; such situations will be resolved by the Library Director, in consultation with the Davis County Civil Attorney's office.

Letters and Notification

19. The Library sends written notice to a patron who borrows items through ILL as described below. As a courtesy, the Library may also elect to make phone calls or send electronic notifications to patrons about overdue interlibrary loans.
 - a. Notification letters are sent 10 calendar days after the item is due, and will include
 - i. The date by which the patron must return the items before materials are declared lost, and their account is charged.
 - ii. An estimated cost to be charged to the patron's account if materials are not returned by that date.
 - b. No notification letters are sent if
 - i. The account is cleared in full; or
 - ii. Materials have been returned, and only fees remain on the account; or
 - iii. The account has been picked up by the Library's commercial collection service as described in the Library's Circulation Policy.
20. Written notices are kept on file according to the Library's established GRAMA retention schedule as described in the Library's Circulation Policy.

Davis County as an ILL Institution

As a Loaning Library

21. Davis County Library does not charge a fee for loaning materials to other libraries.

22. Davis County does not loan the following types of materials to other libraries;

- a. Nonprint items (including sound recordings & video recordings).
- b. Books and other materials not normally loaned to Davis County residents (including reference materials, microfilm, and items in the locked case collection).
- c. Photocopies of materials that exceed 50 pages.

As a Borrowing Library

23. Davis County Library borrows the following types of materials through ILL:

- a. Books.
- b. Microfilm.
- c. Microfiche.
- d. Articles from magazines, newspapers, and related.

24. Davis County Library does not borrow items valued over \$150.00.

Approved by Davis County Library Board June 2, 1992; revised October 27, 1992; revised January 21, 2003; revised April 26, 2011; revised November 15, 2016; revised December 14th, 2021

210 VOLUNTEERS

Confirms Davis County Library's compliance with Davis County volunteer policies and procedures and establishes the purpose, processes, programs, and qualifications for Library volunteers.

General

1. It is the policy of the Davis County Library to recruit, utilize, and track volunteers in accordance with applicable Davis County Policies and Procedures, as deemed necessary and advantageous to the operation of the Library.
2. Approval of volunteer service is based on the potential public benefit, its potential to expand the Library's public service opportunities and fulfill its mission, rather than the private benefit to any individual volunteer or group.
3. All volunteers, tasks, projects and programs in which they are to participate, will be approved by the Director.
 - a. The Director is responsible for administering procedures for the recruitment, selection, training and utilization of volunteers and for maintaining appropriate records on all volunteers and all projects and programs in which they participate.
 - b. As appropriate to the program or project in which the volunteer will participate, the Director may require more stringent selection procedures be followed, which may include formal interviews and reference and background checks.
4. When appropriate, the Director will seek the approval of the Board of Directors regarding plans and procedures for use of volunteers in major projects and programs.
5. To volunteer for the Library, individuals must meet the minimum qualifications, meet with a staff member, read, complete, and sign the following documents:
 - a. The Davis County Volunteer application form; volunteers under the age of 18 must have the application signed by a parent or legal guardian.
 - b. Davis County Code of Conduct - Volunteers
6. The following documents are integrated into the Library's volunteer program. They are reviewed and updated as necessary, and administered uniformly across all library locations.
 - a. Davis County Volunteer Application
 - b. Davis County Volunteer Code of Conduct
 - c. Davis County Library Volunteer Handbook
 - i. Volunteer Guidelines
 - ii. Volunteer Job Descriptions/Essential Functions

Minimum Qualifications

7. All Davis County Library volunteers must be able to perform assigned duties accurately with minimal supervision and training from staff.

- a. Abilities, knowledge and skills must be consistent with tasks available to be performed; staff may require an individual to demonstrate abilities, knowledge or skills before assigning to him or her a specific available task.
 - b. Those unable to meet this requirement may be accepted as a volunteer if he or she is accompanied while volunteering by a parent or job coach.
- 8. Volunteers are held to performance standards and dress guidelines.
- 9. Volunteer work is overseen by a staff member to assure that their time is productive and that their work is consistent with Library guidelines and expectations.
- 10. Individuals must be 14 years or older to volunteer for the Library.
 - a. Volunteers under the age of 16 are limited to the number of hours they may volunteer as per these guidelines:
 - i. Up to 3 hours per day on school days for a maximum of 18 hours a school week.
 - ii. No more than 8 hours a day on non-school days; and, no more than 40 hours a week in non-school weeks.
 - iii. Volunteers under the age of 16, volunteering as part of a group project, must be supervised by a qualified and responsible non-staff adult.

Library Volunteer Program

- 11. Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic. Volunteers at the library are used in two primary capacities:
 - a. General Volunteers - these volunteers perform a miscellany of minor tasks that require minimal training and supervision.
 - b. Special Projects - these volunteers do more specific tasks that require additional training. These include but are not limited to; working at events and programs, performing storytime or leading a discussion group.
 - c. Court Ordered – These volunteers perform tasks similar to those of general volunteers. These volunteers fulfill the required number of hours ordered by the Court.
- 12. Volunteers come to the library through a variety of sources and the library gains greatly from the services provided by these individuals. The approved sources of volunteers are:
 - a. Citizens who wish to provide service to the library and better the community in which they live.
 - b. Students who need volunteer hours to help with grades or citizenship.
 - c. High school students who wish to enhance their college entry or financial aid applications.
 - d. Those involved in a work-training program, offered through school or social services, who may perform their work under the direction of a job coach.

- e. Seniors looking for a way to stay involved in their community and share their skills or talents.
- 13. The Library accepts Court Ordered Volunteers based on Davis County's volunteer policy and practices. However, the Library does not accept court ordered volunteers with felony convictions or individuals charged with the following:
 - a. Domestic violence.
 - b. Animal cruelty.
 - c. Theft of fraud.
 - d. Any type of violent crime, including but not limited to physical or sexual assault, other violent sex offenses, and any crimes against children.
 - e. Any protective order found in a background check.
- 14. The Library retains the option to accept volunteers based on the availability of tasks at library locations. This may include, but is not limited to: the quantity, length of time requested, or hours of service needed by the volunteer. If limited tasks are available, the library may choose to accommodate only a portion of needed service hours.

Davis County Library Volunteer Procedures

- 15. Volunteers for the Davis County Library will be managed in accordance with procedures established by Davis County and the Library Director, and will include the following processes for:
 - a. Distributing and approving volunteer job descriptions, application, and approval.
 - b. Onboarding volunteers including required reading and signatures, with particular consideration given to
 - i. County and/or Library volunteer requirements and code(s) of conduct.
 - ii. County and Library volunteer guidelines.
 - c. Conforming to the dress standards established for Library staff.
 - d. Addressing volunteer performance and removing a volunteer from service.
- 16. Before submitting paperwork all volunteer applicants will read and agree to adhere to all volunteer guidelines. Volunteer applicants will be notified if and when the application is approved.

Approved by the Davis County Library Board February 25, 1992; revised May 29, 1997; revised September 17, 2002; revised July 27, 2004; revised January 19, 2010; revised February 16, 2010; revised May 12th, 2022; revised June 8th, 2023

220 COMPLIANCE WITH COUNTY POLICIES

Confirms Davis County Library's compliance with Davis County policy and procedures and details the process for considering variations based on specific circumstances.

1. The Davis County Library complies with the established financial, personnel and administrative policies and procedures of Davis County.
2. Variations in policies necessitated by the particular circumstances of the Library will be approved by both the Library Board of Directors and the Davis County Commission.
3. Variations in procedures necessitated by the particular circumstances of the Library will be negotiated between the Library Director and the appropriate County departments.

Approved by Davis County Library Board February 25, 1992; revised August 20, 2002; revised June 8th, 2023

230 DONATION AND DISPOSAL OF PUBLIC PROPERTY

Outlines Davis County Library process for donation and disposal of library materials and works of art, including booksales.

1. The Davis County Library accepts donations and disposes of public property in accordance with relevant Davis County ordinances, policies and procedures.
2. Upon acceptance of any donation, it is understood that the donor relinquishes ownership and control and the donated artwork becomes the property of the Davis County Library.
 - a. The Library has no obligation to repair, replace, or compensate the donor in any way in the event of damage or destruction of the donation.
 - b. The Board of Directors may use or dispose of the gift as it deems appropriate, subject only to such terms as are expressly agreed to in a donation agreement, created as indicated Library and County policy and practice.
 - c. Tax receipts shall be provided to the donor upon request. However, it shall be the responsibility of the donor to keep records necessary and to pay for and additional requirements to document donation values for the Internal Revenue Service.
3. Any donation with a value of \$50.00 or more must be taken to the County Commission as per the County's donation policies and Utah State Code 67-16-5.
4. The Library does not sell its materials or property currently in use to individuals or organizations; payment for "lost" materials is considered payment of a library fee (see #120 Circulation).

Donations of Artwork and Materials

5. The Davis County Library does not actively solicit, or routinely accept, donations of artwork for permanent display in the Library. Such donations are accepted only when warranted by
 - a. a clear and specific need of the Library.
 - b. Circumstances related to a given work which make it of particular long-term interest or value to the Library.
 - c. All donations of art work must be accepted by both the Library Board of Directors and the County Commission.
 - i. The Board of Directors reserves the right to appoint an independent advisory committee of qualified individuals to evaluate, and make recommendations regarding potential donations in terms of:
 1. the appropriateness and security of display space in the Library;

- 2. the appropriateness of the work for the available space;
 - 3. the costs of installation; and,
 - 4. the artistic merit and long-term value of the work to the Library.
- d. Donations of artwork are managed by the Library Director, who brings them to the Board's attention based on the above criteria.
 - e. Once the artwork is approved by the Library Board, the Director will work with the Davis County Civil Attorney's Office and the donor to create an appropriate agreement, then approved by the Davis County Commission, based on Library and County policies and practices.
 - f. Donated artwork and other items for display are subject to the Library's Display Policy (see #260 Bulletin Boards and Public Displays)

6. The Library accepts gifts and donations of books and other types of materials which support its collections from the public.

- a. Not all donations of materials will be added to the Library's collections.
- b. Items may be added to collections if they meet the selection standards of the Library (as established in the Collection Development Policy of the Davis County Library).
- c. Donations of equipment will be handled on a case by case basis, in accordance with Davis County policy and practice.
- d. The library does not generally accept public donations of craft materials, stuffed animals, toys or magazines. Exceptions may be made by the Library Director or a Deputy Director as appropriate, based on this policy.

Disposal of Public Property

7. The Library may dispose of art according to applicable Library and County policies, and state law, except as indicated in the donation contracts discussed in this policy.

8. The Library may, at the determination of the Director, dispose of discarded materials by; placing them in a Library-sponsored sale or donating them to other government agencies and non-profit organizations.

- a. Materials are withdrawn from the Davis County Library collection based on the Library's Collection Development policy.
- b. Upon withdrawal, all markings indicating ownership by the Davis County Library are defaced or removed, and items are marked to indicate they are discarded.
- c. Due to condition, some items will be immediately discarded rather than placed in the book sale.
- d. Withdrawal of items in equipment collections will be handled on a case by case basis, in accordance with Davis County policy and practice.

9. The Library may dispose of discarded issues of magazines by making them available to the public on an equitable basis and in accordance with written procedures.

- a. When the Library exercises this option, the magazines will be made available for a specified period of time before final disposal.
- b. The titles and dates of magazines being discarded at a branch will be posted at that branch at least two weeks before the first day of availability for the public.

Library Book Sales

10. Book sales are usually held on Library property, but may be held elsewhere as approved by the Library Director or a Deputy Director.

11. Book sales are advertised to the public in the branch libraries and on social media; larger book sales may also be advertised in local and regional newspapers.

12. The public is admitted to book sales at a specified time, with sales on a “first come, first served” basis.

13. Book sales are staffed by Library employees, except as approved by the Library Director.

14. Materials may be priced and sold at the book sale in a variety of methods which may vary by type of material and throughout the duration of the sale. These may include:

- a. A list of standard book sale prices, initially approved by the Board; thereafter, the Director may make adjustments to pricing/quantities as warranted.
- b. Pricing guidelines may include:
 - i. type of item e.g., paperback, hardback, video discs, etc.
 - ii. quantity pricing will include pre-determined specifications, e.g., a bundle of a maximum of 5 “like” items, or a mid-size box, with dimensions no larger than 24” by 24”.
 - iii. item sets priced individually.

15. Book sale proceeds are considered “sundry revenue” and their use complies with applicable state county laws, policies and procedures.

- a. Receipts from the book sale are deposited in the Library’s “Sundry Revenue” budget line.
- b. Sales tax is paid on all book sale revenue in accordance with Utah State law.

16. Methods of disposal for unsold book sale materials will be in accordance with Davis County policies and procedures, and may include but are not limited to:

- a. donation to government or nonprofit organizations willing to remove the materials from the Library with the intent to use them as part of their services or to sell them through retail operations.
- b. local landfills and waste reclamation centers.

Approved by Davis County Library Board October 17, 1991; revised September 19, 1995; revised May 29, 1997; revised January 15, 2002; revised August 20, 2002; revised September 17, 2002; revised April 16, 2013; revised August 19, 2014; revised May 16, 2017; revised August 25, 2021; June 8, 2023

260 BULLETIN BOARDS AND DISPLAY POLICY

Defines the purpose and scope of Davis County's public bulletin boards and public display spaces; provides a process for their maintenance.

1. The Davis County Library makes bulletin board and display areas available primarily for public benefit by providing information about educational, cultural, and civic events. Consequently,
 - a. Notices will be posted and materials displayed if they announce or promote civic, educational, or cultural events, or services provided by governmental or other non-commercial agencies.
 - b. Notices will not be posted or materials displayed if they announce or promote businesses or business activities, activities that are primarily social in nature, or if they convey personal messages or opinions.
2. Notices will be posted and materials displayed only in designated areas and with the approval of the Branch Managers.
 - a. Library notices and display materials are given priority.
 - b. Space limitations generally require that notices be 8 ½ inches x 11 inches or smaller. Larger notices may be posted if space is available.
 - c. Items such as brochures and booklists will be displayed as space permits, provided they meet the criteria of these policies.
 - d. The Library does not distribute commercial periodicals, apartment listings, want ads, organizational newsletters or similar publications.
3. Dated notices and materials will be removed promptly and disposed of once the date of the event has passed. Undated notices and materials will be removed after being posted or displayed for sixty (60) days as space is needed.
4. Display areas not designated for public use are used to promote the use of the Library, library services, and library materials.
 - a. These areas include, but are not limited to, encased spaces in foyers, book display units, and counter, desk and shelf surfaces.
 - b. Artwork and other displays within library buildings will be owned by the Library or other governmental agencies.
 - c. Upon the request of the Davis County Art Advisory Committee, the Director may approve the temporary display of artwork that is part of an ongoing exhibit sponsored by that Committee.
 - d. Rare additional exceptions may be made by the Library Director for artwork or displays that pose significant public benefit and are made available from reputable organizations.
5. All items displayed in the Library will fall within the bounds of best management practices, and standards of visual appropriateness set by applicable federal, state, and local laws for an institution serving both adults and minors.

Approved by Davis County Library Board September 29, 1992; revised November 28, 2000; revised January 23, 2001; revised September 17, 2002, revised September 14, 2023

**COOPERATIVE AGREEMENTS, PARTNERSHIPS
AND ALLIANCES 270**

1. The Davis County Library enters into cooperative agreements, partnerships and alliances with other organizations, associations and government agencies when, in the judgment of the Board of Directors, the following conditions exist:
 - A. The missions and goals of the organization, association or government agency are consistent with those of the Davis County Library;
 - B. The arrangement results in a net gain in the quality or scope of service for the citizens served by the Library, while at the same time not having a significantly adverse impact on service to any clear segment of the Library's community;
 - C. The cost to the Library does not cause significant resources to be diverted from other programs and services critical to the Library's mission and goals; and,
 - D. The Library retains adequate flexibility to restructure or remove itself from the arrangement should the situation so dictate.
2. These standards apply to both the initial consideration of an arrangement and consideration for renewal of an arrangement.
3. Formal documents establishing cooperative agreements, partnerships and alliances will be reviewed by the Office of the Davis County Attorney, who will approve, disapprove or suggest modifications to the arrangements, and will determine those which need to be advanced to the Davis County Commission for their formal approval.

Approved by Davis County Library Board October 1996; revised September 17, 2002

HAZARD COMMUNICATION PLAN 280

1. The Davis County Library complies with the “OSHA Written Hazard Communication Program” adopted by Davis County.
2. In accordance with the requirements of the “OSHA Written Hazard Communication Program,” the Davis County Library will:
 - A. Purchase hazardous materials only from vendors who supply Material Safety Data Sheets (MSDS);
 - B. Designate an employee to be responsible for compliance with the program;
 - C. Follow all requirements for establishing and maintaining a Written Hazard Communication Program;
 - D. Provide access to the Written Hazard Communication Program for all employees upon request; and,
 - E. Comply with the requirements for employee information and training on an annual basis.
3. A copy of the “OSHA Written Hazard Communication Program” of Davis County will be kept in the office of the Branch Manager in the branch libraries of the system, and in the Director’s Office of the Headquarters Library. It will be made available to employees upon request.
4. A copy of the MSDS file for each library will be kept in the office of the Branch Manager in the branch libraries of the system, and in the Director’s Office of the Headquarters Library. It will be available to all employees. All MSDS files will be maintained in compliance with requirements of the “OSHA Written Hazard Communication Program” of Davis County.
5. A list of current compliance officers for each branch library is attached as Appendix A to this policy.

Approved by the Davis County Library Board August 1994; revised September 17, 2002

290 **MEETING ROOMS**

Defines the nature and location of public meeting spaces in the Library and details the process and fees for reserving and using auditoriums and other meeting rooms, including compliance with local fire codes.

General

1. Davis County Library maintains the following types of rooms for public use. Seating and participant capacity varies by location.
 - a. Multi-purpose meeting rooms, sometimes referred to as auditoriums, have a seating capacity greater than 20 individuals. For the purposes of this policy, auditoriums are considered multi-purpose meeting rooms.
 - b. Conference rooms are meeting room spaces intended for groups. Seating varies, generally between 4-10 individuals. Conference rooms are considered an extension of the Library's public space.
 - c. Study rooms contain spaces intended for individual study with a capacity unique to each location. Study rooms are also considered an extension of the Library's public space, but are not considered meeting rooms.
2. The Library makes meeting rooms available for public use to advance the public benefit which occurs when information, ideas, culture, and community events are shared. Consequently,
 - a. the Library encourages the use of its meeting rooms for public meetings of an informational, educational, cultural or civic nature.
 - b. public benefit, rather than private, is the primary value which guides the interpretation and application of this policy and regulations. Examples of inappropriate meetings are included below in the Multipurpose Meeting Rooms section of this policy.
3. In an effort to promote an environment conducive to personal study, leisure reading, and the search for information the Library has adopted the following guidelines to maintain a sense of neutrality.
 - a. Meeting rooms are available to individuals or groups on an equitable basis, regardless of their beliefs or affiliations.
 - b. Meeting rooms of the Library shall not be used for illegal activities, social or religious ceremonial functions, or purposes which interfere with the operation of the Library.
 - i. Social and religious ceremonial functions which may not be permitted include but are not limited to, reunions, services of worship or marriage ceremonies.
 - ii. Other ceremonial functions, such as graduations and installation of organizational officers, may be permitted when they are incidental to and a minor portion of a program which otherwise fully complies with the purposes and requirements of this policy.
 - iii. Individuals or groups wishing to show copyrighted audio-visual materials in the Library's meeting rooms must first secure and present to the Library written permission to do so from the holder of the copyright, or must submit evidence that public-performance rights for the material have otherwise been granted.
 1. Permission is required regardless of who owns the equipment.

2. The Library Director or a Deputy Director may deny permission if he or she is not satisfied that appropriate authorization or evidence has been submitted.
 - c. Those wishing to distribute literature, solicit signatures, or undertake similar activities are encouraged to do so in the Library's meeting rooms and conference rooms, in accordance with Library Policy regarding such activities. (*Policy 310 Solicitation, Distribution of Literature, solicitation of Signatures and other uses of Library Property*)
 - d. No admission fees, or fees for participating in any meeting or program in the Library shall be charged. No fees or charges for services or products provided by the meeting's sponsors or any other participants in the meeting shall be charged. These rules are waived for events sponsored by the Library.
 - e. No charge shall be levied during, previous to, or after any meeting for materials integral to participation in the meeting. These rules do not apply to events sponsored by the Library.
 - i. Notwithstanding the above, state or local government agencies may seek reimbursement of costs for materials when:
 1. the sponsoring agency is a unit of government;
 2. the meeting in all other aspects complies with the purposes and policies set forth for use of Library meeting rooms;
 3. the sponsoring governmental agency verifies that the reimbursements costs of the materials is set only to cover those costs that would otherwise have to be paid for from tax revenues;
 4. and the costs for the materials is collected directly by and processed through the financial records of the sponsoring Governmental agency.
 - ii. It is recognized that allowing the reimbursement costs for materials in these limited circumstances also implies that pre-registration for participation, and accordingly limitation on the number of participants may be necessary, as determined by the sponsoring governmental entity.
 - iii. This limited exception applies only to reimbursement of materials necessary for participation in a meeting and not to any direct fees or charges for attendance.
 - f. No donations shall be solicited or contributions taken on Library premises during, previous to, or after any meeting.
 - g. The granting of permission by the Library for the use of its meeting rooms does not constitute endorsement by the Library of any points of view expressed by participants in any meeting, program, or promotional literature. Advertisement or announcement claiming or implying such endorsement is prohibited.
 - h. Neither the name nor the address of the Library may be used as the official address, mailing address, contact or headquarters of any individual or groups using meeting rooms.
4. These policies are intended to balance the need of individuals and groups to hold regularly scheduled meetings, the reasonable expectation of other individuals and groups in the community to have fair access to, and the need for safe and orderly use of Library meeting rooms.

- a. The individual who applies for the use of a meeting room will be responsible for discipline of those in attendance and care of the room, furnishings and equipment. The applicant is also responsible for ensuring the meeting room is clean and undamaged.
 - i. The applicant is financially liable for any damage to Library property which occurs during the meeting or program. In the event that damage occurs, Library staff will
 - 1. work with the Davis County Facilities Department and Civil Attorney's departments as appropriate to determine costs associated with the damage.
 - 2. contact the responsible party to discuss recovery of costs and payment.
 - ii. The applicant is responsible for returning chairs and tables to an orderly arrangement, picking up and disposing of papers, and cleaning away any clutter.
 - iii. Failure to comply may result in denial of future meeting room use for both the applicant and/or group using the room for a period of one year, and in cases of property damage, may also result in legal action.
 - iv. In no instance will an individual or group be allowed use of meeting rooms if the individual or group has failed to pay for past damage to the premises, furnishings or equipment.
- b. The Library will not be responsible for
 - i. any loss or damage to property, including equipment, personal belongings, decorations, or other items, owned by individuals or groups using meeting rooms.
 - ii. care, security, or storage of any equipment provided by individuals or groups using meeting rooms.
- c. The Library reserves the right to either substitute facilities or cancel permission to use the meeting rooms if the scheduled room is needed for Library purposes.
- d. Rulings of the City Fire Department as to room capacity, aisle space and other matters will be observed.
- e. Smoking in the Library is not permitted. The use of alcoholic beverages and the unlawful use of drugs is not permitted in the Library or on any Library property.

Multi-Purpose Meeting Rooms

- 5. All meetings and programs not related to Library business will be open to the public within the provisions established in these policies and regulations.
- 6. Individuals and groups shall not use Library meeting rooms to:
 - a. solicit business(es) directly or indirectly, nor to encourage attendance at future meetings where solicitation will occur;
 - b. recruit or train staff members or others for work in or on behalf of a commercial enterprise;

- c. promote or advertise their business, services, or products in any way except as may occur incidentally, such as identifying their business or employment to establish credentials related to the topic of the meeting.
- 7. Meeting rooms will be reserved only upon receipt of a completed application form by the branch Library location where the meeting will occur, and the reservation will be made final only upon approval of the application.
 - a. Meeting rooms may only be reserved by:
 - i. a resident of the Library's service area, as defined in the policy on "Residency", or
 - ii. a patron who has purchased a currently valid non-resident Library card.
 - iii. duly constituted local, state and federal governmental agencies, only if approved by the Library Director.
 - b. Meeting rooms may be reserved up to six months in advance of the meeting date.
 - c. Meetings may be scheduled beginning fifteen minutes after the Library opens and must be scheduled to close thirty minutes before the Library closes.
 - i. Groups are expected to vacate the meeting rooms promptly to allow the next group to enter the rooms, or to allow the Library staff to complete its closing procedures.
 - ii. After the second time a group fails to vacate the meeting rooms promptly at the designated closing time, the Library may deny the group meeting room privileges for six months.
 - d. Except in limited circumstances, individuals will not be allowed to reserve a meeting room if they have unpaid fees for previous meeting room use.
 - e. Individuals and groups needing to schedule a meeting room on a regular basis may do so according to the following guidelines.
 - i. Weekly or monthly recurring meetings may be scheduled for up to 6 consecutive months.
 - ii. Meetings for an individual or group may not be scheduled more frequently than once per week.
 - 1. Up to a 3-day exception may be granted when the nature of an event requires special arrangement. For example, a workshop or conference.
 - 2. Any extension beyond the three-day limitation may only be granted by the Library Director upon submission of a written request.
 - f. Applications and other reservation requirements do not apply to Library sponsored programs.
- 8. Decorations in the meeting rooms must be approved in advance by the Branch Manager. Nothing may be fastened or affixed to the walls, ceilings, or floors, in any manner.
- 9. The responsible individual will be given the option on the application to permit or to not permit his or her name to be released upon request to the public as a contact person for the group or organization reserving the room.

Conference Rooms

10. Rules for use of conference rooms are included in the agreement form and posted inside the rooms at each location. Both groups and individuals will follow established guidelines when using the spaces provided
11. Patrons must complete an agreement form to use a conference room.
12. Groups may reserve rooms in person or over the phone up to one week in advance of their requested time.
13. Occasionally, when a conference or study room is unavailable, the Library may permit a group or individual to use a meeting room provided that:
 - a. it is clear that such use is consistent with conference rooms, not multipurpose rooms, based on this policy and the conference room agreement and meeting room application forms currently in use.
 - b. such use does not interfere with previously scheduled use.
 - c. one participant in the group signs a multipurpose meeting room form accepting responsibility for the condition of the multipurpose room given that meeting rooms cannot be monitored for security by staff members.

Equipment, Fees and Refreshments

14. Permission to use a meeting or conference room may include the use of chairs, tables, piano, and audio-visual equipment. Groups and individuals using large meeting rooms have additional opportunities and responsibilities.
15. Piano Use
 - a. A \$5 fee per use will be assessed for ongoing piano maintenance and replacement.
 - i. The Library makes pianos available as a convenience for citizens wishing to use them during programs held in the Library meeting rooms.
 - ii. The Board of Directors does not consider the provision of a piano to be a standard Library service and believes that it is appropriate to place a small portion of the long-term burden of costs on each user of this service.
 - iii. Over time, the revenue from the fees collected will compensate for a substantial portion of the costs of repair or replacement, rather than using funds which should be spent on standard Library services.
 - b. The fee for piano use will be collected for each block of meeting room time signed up for by an individual for up to 3 hours. Time beyond 3 hours will be considered a second “use” and will be subject to an additional fee assessment.
 - c. Individuals who have signed up to use the piano as part of a meeting room reservation may schedule a 90 minute practice session without an additional use charge. This is to allow participants in the program to become familiar with the piano, how it plays and sounds.
 - d. Pianos are provided to support the purpose of the meeting rooms to advance the sharing of information, ideas, culture and community events. Consequently, they are not available for private lessons or private practice except as related to an approved meeting room application in accordance with this policy.
16. Audio-Visual Equipment Use

- a. Groups wishing to use the Library's audio-visual equipment during a meeting must make arrangements to have an adult member of the group instructed in equipment use by a staff member.
 - b. Groups requiring such instruction for equipment use must notify the Library a minimum of two days before the meeting to allow ample time to make arrangements.
 - c. Groups may bring their own audio-visual equipment to use during meetings, if:
 - i. they make arrangements in advance to ensure compatibility with the Library's equipment, floor space and utilities, and
 - ii. the group provides a qualified operator.
 - d. Library staff cannot assist in the operation of equipment not owned by the Library.
 - e. Audio-visual equipment and other property owned by a group
 - i. may be brought in no earlier than one hour before the scheduled start of the meeting
 - ii. must be removed immediately after the meeting ends.
17. Light refreshments and beverages are allowed in Library multi-purpose rooms according to the following guidelines and fees. The Library recommends that applicants discuss questions about serving food and beverages in advance.
- a. Light refreshments
 - i. may include simple finger foods and similar prepackaged items
 - ii. do not include sauces, frostings, luncheons, plated dinners, or any other part or practice which may damage library meeting rooms.
 - b. The following beverages are not permitted in Library meeting rooms.
 - i. alcoholic beverages;
 - ii. beverages that contain dye or food coloring, specifically: Kool Aid and other similar powdered products, fruit juice, cranberry juice, and tomato juice.
 - iii. any other drinks which pose similar risks to the carpet but which are not listed here.
 - c. A non refundable fee of \$10 shall be paid before each meeting at which any refreshments are consumed or distributed. This fee covers
 - i. use of Library supplies and equipment to clean the area after the meeting, and
 - ii. staff time to verify that the area has been appropriately cleaned.
 - d. Library sponsored events are exempt from these guidelines and fees.
 - e. Kitchen facilities are not available for public use.

Approved by Library Board August 18, 1992; Piano use effective January 1995 (approved by the Library Board August 1994); revised November 25, 1997; revised March 28, 2000; revised & Piano use combined into Meeting Room document June 25, 2002; revised August 22, 2006; revised March 20, 2007; revised 10/20/2009; revised June 21, 2011; revised November 20, 2012; revised November 17, 2015, revised January 21, 2020; revised 6/5/21, revised January 12th, 2023

300 Access to Internet and Electronic Information

Details acceptable uses of public Internet access provided by Davis County Library, and regulates conformity with applicable state and national laws and the Children's Internet Protection Act (CIPA); guides management of the public space by balancing patron rights with necessary legal and practical limitations.

Overview

1. The Davis County Library promotes the right of adults to access information with as few limitations as possible consistent with the Library's mission and operation as a public space.
2. The Library is committed to providing equitable access to Internet and electronic information to as many library users as possible within the law, while still operating as an agency of Davis County and securing County and Library property and computer systems and equipment.
3. The Library must respond to issues related to Internet and electronic information because they flow into the public space through publicly owned equipment frequented by minors. Limits placed on Internet and electronic information are based on legal requirements, the limits of available technology, administrative capacity, and the Library's mission, policies, procedures, and practices.
4. The Library receives discounted Internet access available through the federal E-Rate program. This program requires compliance with the Children's Internet Protection Act (CIPA); *Policy #301 Internet Safety for Minors* is an appendage to this policy.
5. Enforcement of this policy is consistent with Utah Code sections [9-7-215](#) and [9-7-216](#); methods of enforcement include but are not limited to:
 - a. patron education regarding policies.
 - b. appropriate notification of patrons when violations occur.
 - c. limitation and/or suspension of privileges when violations are persistent.
 - d. involvement of local law enforcement, as necessary.
6. Consistent with Utah Code section [9-7-216](#) and State Administrative Code [R458-2](#),
 - a. this policy includes administrative procedures and guidelines for staff enforcement as well as procedures for handling complaints regarding the policy.
 - b. this policy is reviewed in its entirety every three years, and was most recently reviewed and approved by the Library Board on May 12, 2022 in an open meeting, following normal public notice and comment.
 - c. the next formal review and readoption for all sections of this policy will occur no later than July 1, 2025; notations at the end of this document will reflect actions taken for all sections of this policy.
7. The Library Director will post this policy in a conspicuous place for all patrons to observe and make related policies available for public review at all library locations including signage clearly indicating they are available upon request.
8. Patrons are presumed to have read and agreed to abide by these policies because the Library has made them available to the public for review.

9. A patron may have Internet privileges suspended temporarily for persistent violation of this policy after being provided information concerning appropriate use and given the opportunity to comply; the Library's process for suspension is:
 - a. The Library Director sends an initial letter explaining the nature of the problem, requesting compliance with library policies, indicating further actions may be taken if compliance is not forthcoming, and providing an opportunity for the patron to share his or her perspective.
 - b. Following further violation, the Library Director sends a letter notifying the patron that his or her Internet privileges have been suspended and providing an opportunity to appeal the decision to the Director and the Library Board; the length of suspension will not exceed 6 months.
 - c. The Library Director will implement remedies for further violations of this policy, in consultation with the Davis County Attorney's Office; the Library Director will send a letter notifying the patron of such remedies, and offering the option to appeal the decision to the Director and the Library Board.
10. Patrons with concerns about this policy, or its enforcement may direct them to library staff members, the Branch Manager, the Director or the Board of Directors verbally or in writing; response to public concerns may be made verbally or in a letter from the Library Director or Library Board, depending on the nature of the problem being addressed.

Internet Access and Electronic Resources

11. All members of the public have access to the Internet whether or not they hold a Davis County Library card.
12. The Library has no direct control over information or resources accessed through the Internet; each individual is responsible for the content of the searches he or she conducts.
13. In addition to informational resources, the library also permits some uses which have become common options for Internet users, including but not limited to word processing and email.
14. Patrons may not use equipment owned by or Internet access provided by the Library or Davis County for illegal purposes, including but not limited to:
 - i. Gambling.
 - ii. Accessing obscene materials.
 - iii. Displaying materials which may be harmful to minors due to sexual content.
15. The Library has established the following limits for use of public Internet PCs:
 - a. Patrons are limited to a maximum of 3 hours of Internet per day.
 - i. This limit is user-specific and applies to all use whether at one or multiple locations.
 - ii. Patrons may not use multiple library cards or any other means to secure additional time beyond the 3-hour limit.
 - iii. Patrons are expected to abide by the established time limits and end their use of PCs once their allotted time has expired.

- b. Patrons have no expectation for personal ownership or private use of public computers at the Library; users may not engage in the following behaviors when using Library-owned computers in accordance with Davis County policies:
 - i. Act or behave in ways that harm others or are inimical to the public services provided by the Library or Davis County.
 - ii. Download or install programs and software on library computers that have not been approved by appropriate Davis County employees according to applicable Library and County policies.
 - iii. Use software, hardware, or websites which bypass Library or Davis County Internet management software, filters, firewalls, and/or related software or processes.
 - iv. Alter the defaults, passwords, settings or equipment setup of Public Internet; altering this setup for use with personal devices or equipment is prohibited.
 - v. Long-term file storage on Library computer equipment is not permitted.
 - 1. Reasonable, temporary storage of working documents is permitted.
 - 2. Files should be moved to a personal storage device before their allotted time expires.
- c. Patrons may use additional equipment and software provided by the Library on Library-owned computer equipment as an enhancement to computer use . Examples may include, but are not limited to:
 - i. Trackball mice
 - ii. Microfilm readers
 - iii. Camera or recording equipment

16. PCs provided by the Library for access to Internet and electronic information will be labeled by signage that clearly informs the public concerning

- a. the PCs designated use.
- b. the fact that content limiting software is engaged.
- c. the option for adults to request that staff override the content limiting software.
- d. the fact that Library policies are in effect at all times.
- e. the fact that a complete copy of this policy is available for review upon request.
- f. safe Internet practices and encouraging the public to inform Library staff when information harmful to minors is displayed.

17. The Library has established the following limits for wireless internet on personal devices:

- a. Filtering software will not be disabled for users of personal electronic devices; adult patrons may use Library-owned PCs to access filtered sites in accordance with this policy.
- b. Patrons may not download files containing illegal content.

- c. Patrons may not download or install content which bypasses or interferes with Library or Davis County filters, firewalls, or related software or processes.
18. The Library may limit bandwidth in order to assure adequate Internet response time throughout the system; this decision will be made in consultation with the Davis County Information Services Department.
19. Costs, guidelines and limitations related to printing, damage and patron use of library technology and equipment are discussed in *Policy 305 Library Technology and Other Equipment*.

Internet Filtering and Management

20. To the extent practical, and consistent with Utah Code sections [9-7-215](#) and [9-7-216](#), the Library uses reasonable technology protection measures to
- a. Restrict access to Internet sites or electronic information that contains visual depictions considered to be:
 - i. Child Pornography (as defined in Utah Code [76-5b-103](#)).
 - ii. Harmful to minors (as defined in Utah Code [76-10-1201](#)).
 - iii. Obscene (as defined in [20 United States Code Section 9101](#)).
 - iv. Sexually Explicit Conduct (as defined in Utah Code [76-5b-103](#)).
 - b. Prevent inappropriate network usage such as:
 - i. Unauthorized access, including “hacking” and related illegal activities.
 - ii. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
 - iii. Illegal acts, including but not limited to:
 - 1. Gambling (as defined in Utah Code [76-10-1101](#)).
 - 2. Downloading or duplicating copyrighted material.
 - 3. Other illegal activities detailed in Library and Davis County policy.
 - c. Promote the safety and security of users of the Library’s online computer network when using direct electronic communications including, but not limited to email, instant messaging, and chat rooms.
21. Protection measures include Internet filtering software; such software is used to protect all Internet provided by the Library to the public, including wireless access on personal devices.
22. The Library reserves the right to employ software tools to assist in the orderly management of Internet access and protection of Library and County property; however staff will manage access based on this policy, regardless of software limitations and allowances.
23. Library staff will immediately disable or override content-limiting software on any Library-owned PCs upon request by a user 18 years or older without further investigation as to the purpose or intention of the user or preemptive statements about potential violations of library policies, with the following exceptions:

- a. Patrons using personal devices.
 - b. PCs in areas dedicated primarily to children.
24. A legal guardian may request that staff disable or override content limiting software on Library-owned PCs for the use with a minor in their charge, if all of the following apply:
- a. The request is made by the adult.
 - b. The legal guardian intends to use the PC with the minor.
 - c. The PC is primarily used by the adult, not the minor.
 - d. The patron is made aware that library policy still applies to unfiltered use of the PC.
 - e. The PC is not located in an area dedicated primarily to children.
25. Staff members will ensure that content-limiting software is re-engaged as soon as possible after use of the PC is completed by the patron who requested it be disabled.

Library Staff Response

26. The Library acknowledges that staff interventions described below are difficult and uncomfortable for both patrons and staff members; when intervening, staff should use best judgment and limit verbal discussion of the situation in public areas.
27. If staff members believe a patron is accessing illegal information or engaging in other illegal activity in the Library (including but not limited to child pornography or online gambling),
- a. Staff will verify that the patron has violated the law; if the situation permits, violations should be documented by at least two staff members and discussed with a supervisor.
 - b. Staff will immediately contact local law enforcement, inform them that a potential violation of laws has occurred, and state the nature of the violation.
 - c. Staff will document the time, participants, and particulars of the situation, and monitor the situation until law enforcement arrives.
 - d. Staff will notify the Library Director or another member of the administrative team as soon as time permits and send copies of documentation to the Library Director.
 - e. The Library Director will consult with other Davis County departments and personnel as the situation requires.
28. If staff members believe a patron has violated Library policy, they will intervene using
- a. approach which narrowly targets access to information that is contrary to policy and/or is harmful to minors and is therefore unacceptable for display in a public space.
 - b. Methods which are minimally intrusive, educative, and non-punitive, but also progressively firm and decisive.
 - c. Enforcement based on a fair process and practices, including:
 - i. Verifying that patron behavior is in violation of this policy.
 - ii. Informing the patron of the behavior necessary to achieve compliance.

- iii. Informing the patron of the consequences of non-compliance.
 - iv. Limiting privileges in response to non-compliance as appropriate.
 - v. Defining the process for review and appeal for the patron.
29. If a patron accesses information or visual depictions which may violate this policy, staff will keep in mind that this is a violation of policy, not of law, and
- a. verify that the patron has violated this policy; if the situation permits, violations should be documented by at least two staff members and discussed with a supervisor.
 - b. educate the patron about behavior that is in violation of Library policy, behavior necessary to comply with policy, and provide patrons with a printed statement approved by the Library Director, which contains the following:
 - i. a brief explanation of why limits have been placed on patron access to the Internet and electronic information.
 - ii. instructions for how to obtain a copy of this policy.
 - iii. instructions for how to contact library administration with questions about the policy or its enforcement.
 - c. inform Library administrators and document what occurred during the interaction with the patron; this may include, but is not limited to names, descriptions, and copies of information concerning people and activities, or images accessed in violation of policy.
30. The Library hopes the patron, once educated and informed, will comply. If the patron continues to violate this policy, staff will
- a. remind the patron of the previous conversation, including the behavior violating Library policy, and make a final request for the patron to comply.
 - b. if the patron continues to violate policy or asks what staff will do if the patron refuses to comply, provide the patron with a printed statement approved by the Library Director, which contains the consequences for continued violation of this policy listed below.
 - c. contact the Library Director or designated administrator and continue to document the situation.
31. If the patron continues to violate policy, becomes abusive or a threat to public safety
- a. staff will contact local law enforcement, who will determine a course of action to follow.
 - b. staff will contact the Library Director or designated administrator as soon as possible and continue to document the situation.
 - c. the Library Director will determine, in consultation with the Davis County Attorney's Office, whether to suspend the patron's Internet privileges and/or pursue additional legal actions.
32. Patrons may appeal the staff action to the Library Director, verbally or in writing, up to 5 days after the action; the Director will determine whether or not the site or resource in question is acceptable based on this policy and respond within 3 business days after receiving an appeal.

- a. If the site is determined to be within the scope of this policy, the Director will discuss with the staff involved the basis for the initial action and inform them of the reasons for reversal.
- b. If the site is determined to be outside the scope of this policy, the patron will be informed in writing.
- c. If a patron is not satisfied with the decision of the Director, a written appeal may be made to the Library Board of Directors at its next regularly scheduled business meeting.

Sexual Harassment and Related Behaviors

34. Patrons are expected to abide by the Code of Conduct adopted by the Library Board of Directors while accessing the internet and electronic resources; behavior involving Internet and electronic resources that is abusive, harassing, intimidating or disrespectful is in violation of the Library Code of Conduct and Davis County Policies.

35. Staff members will deal with harassing and related violations as outlined in the Library Code of Conduct and consistent with Davis County Policies.

Approved by Davis County Library Board March 31, 1992; revised April 28, 1999; revised August 28, 2001; revised January 11, 2001; Approved by Davis County Library Board, February 25, 1997; revised May 27, 1999; revised March 20, 2001; revised December 11, 2001; revised September 17, 2002; revised March 20, 2007; revised April 15, 2008; revised June 17, 2008; revised April 28, 2009; revised November 24, 2009; revised June 15, 2010; revised April 16, 2013; revised April 19, 2016; revised April 16, 2019; this policy revised and combined with Guidelines for Appropriate Use of Electronic Information Sources May 12, 2022.

301 Internet Safety for Minors

Describes policy and process for protecting minors from viewing harmful information or disclosing personal information via the Internet in public library spaces; confirms Davis County Library's compliance with the Children's Internet Protection Act (CIPA), state and national laws; this policy is regularly reviewed and readopted by the Library Board.

Introduction & Purpose

1. The Library provides computer access to minors, including filtered access to the Internet.
2. This policy is an appendage to *Policy #300 Access to Internet & Electronic Information*; all criteria established in other Library policies regarding use of public Internet also apply to use by minors except as described in this policy.
3. Parents are responsible for the use of the Internet by their minor children. The Library encourages parents to:
 - a. supervise and monitor Internet use by minor children because filtering software may not be able to filter all information considered harmful to minors.
 - b. discuss use of the Internet with their own minor children in relation to individual family values and boundaries; some parents may deem certain unfiltered materials unsuitable for their own minor children.
4. Davis County Library has instituted reasonable measures to:
 - a. prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
 - b. prevent unauthorized access and other unlawful online activity;
 - c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
 - d. comply with the Children's Internet Protection Act ("CIPA").
5. The Davis County Library participates in the federal E-Rate program. This program makes certain communications technology more affordable for eligible schools and libraries that are complying with the requirements of CIPA.
6. Consistent with Utah Code section [9-7-216](#) and State Administrative Code [R458-2](#),
 - a. a public meeting for the purpose of discussing the proposed policy, following normal public notice and comment, was held on May 24, 2011; this policy was approved by the Davis County Library Board on June 21, 2011.
 - b. this policy is reviewed in its entirety every three years, and was most recently reviewed and approved by the Library Board on May 12, 2022 in an open meeting, following normal public notice and comment.
 - c. the next formal review and readoption for all sections of this policy will occur no later than July 1, 2025; notations at the end of this document will reflect actions taken for all sections of this policy.

Internet Filtering and Management

7. The library uses the following measures to comply with CIPA and protect minors:
 - a. Implements reasonable technology protection measures to restrict access to Internet sites or electronic information that contain depictions considered to be child pornography, harmful to minors, obscene or containing Sexually Explicit Conduct, and to prevent inappropriate network usage; definitions of these terms are provided below, and under the heading "Internet Filtering and Management in *Policy 300 Access to Internet & Electronic Information*.
 - b. Makes reasonable efforts, to the extent practical, to supervise and monitor usage of the online computer network and access to the Internet.
 - c. Posts signs in library locations informing patrons and minors of safe Internet practices and encouraging all users to inform staff members or parents of inappropriate material encountered while accessing Internet and electronic information at the Library.
 - d. Posts a Code of Conduct approved by the Library Board, which informs patrons of reasonable expectations for behavior when using Library spaces.
8. This policy makes frequent reference to many specific legal definitions; portions of these legal definitions are provided below, for ease of reference.
 - a. Child Pornography (Utah Code [76-5b-103](#)): any visual depiction, including any live performance, photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
 - i. the production of the visual depiction involves the use of a minor engaging in sexually explicit conduct;
 - ii. the visual depiction is of a minor engaging in sexually explicit conduct; or
 - iii. the visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
 - b. Harmful to Minors (Utah Code [76-10-1201](#)): that quality of and description or representation, in whatsoever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse when it:
 - i. taken as a whole, appeals to the prurient interest in sex of minors;
 - ii. is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and
 - iii. taken as a whole, does not have serious value for minors; serious value includes only serious literary, artistic, political or scientific value for minors
 - c. Nudity (Utah Code [76-10-1201](#)):
 - i. the showing of the human male or female genitals, pubic area, or buttocks, with less than an opaque covering;
 - ii. the showing of a female breast with less than an opaque covering, or any portion of the female breast below the top of the areola; or

- iii. the depiction of covered male genitals in a discernibly turgid state.
- d. Sexually Explicit Conduct (as defined in Utah Code [76-5b-103](#)): actual or simulated:
 - i. sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
 - ii. masturbation;
 - iii. bestiality;
 - iv. sadistic or masochistic activities;
 - v. lascivious exhibition of the genitals, pubic region, buttocks, or female breast of any person;
 - vi. the visual depiction of nudity or partial nudity for the purpose of causing sexual arousal of any person;
 - vii. the fondling or touching of the genitals, pubic region, buttocks, or female breast;
 - viii. the explicit representation of the defecation or urination functions.
- e. Sexual Excitement (Utah Code [76-10-1201](#)): a condition of human male or female genitals when in a state of sexual stimulation or arousal, or the sensual experiences of humans engaging in or witnessing sexual conduct or nudity.
- f. Sadomasochistic Abuse (Utah Code [76-10-1201](#)): (a) flagellation or torture by or upon a person who is nude or clad in undergarments, a mask, or in a revealing or bizarre costume, or (b) the condition of being fettered, bound, or otherwise physically restrained on the part of one so clothed.
- g. Obscene (as defined in [20 United States Code Section 9101](#)) means that:
 - i. the average person, applying contemporary community standards, would find that such project, when taken as a whole, appeals to the prurient interest;
 - ii. such project depicts or describes sexual conduct in a patently offensive way; and
 - iii. such project, when taken as a whole, lacks serious literary, artistic, political, or scientific value.

Library Staff Response to Minors

- 9. Limitations on content accessed through the Internet and electronic resources in these spaces are also governed by the boundaries established in the Library's Collection Development policy because the Library's Collection Development policy establishes broad boundaries of what visual depictions parents may anticipate minors will encounter in library spaces intended for use by minors.
- 10. When interacting with minors, library staff will apply the same concepts, approach, and methods as described in Policy #300 Access to Internet & Electronic Information; exceptions when working with minors may include:
 - a. Staff intervention with minors will take into account the most appropriate methods based on the age of the individual, the nature of the material being accessed, and the

opportunities the staff member sense for providing information that will deter future difficulties; as necessary, staff will devise a strategy involving a progressive level of response in consultation with the Branch Manager or Library Director. Such strategies may include:

- i. Conversations and verbal warnings to the minor.
 - ii. A letter to the minor's parent or legal guardian.
 - iii. Suspension of Internet privileges for a period of time.
- b. Staff will not allow minors and other patrons to access visual images which meet the requirements for nudity included above, except when they have "serious literary, artistic, political or scientific value for minors."
 - i. In its effort to comply with statutory requirements for intent concerning "literary, artistic, political, or scientific value," the Library relies on the judgment, commitment and purpose of other organizations with recognized competence and expertise.
 - ii. Images will be permitted if they are provided by organizations with recognized competence and expertise or clearly labeled as owned by them because they are considered authoritative to establish "serious value." Examples of such organizations include, but are not limited to:
 1. Bona fide museums.
 2. Governmental agencies.
 3. Universities.
 4. National health associations.
 - iii. Images will not be permitted if they do not meet the above criteria, including but not limited to:
 1. Sites selling posters or art prints without attribution of museum ownership.
 2. commercial periodicals.
 3. private galleries
 4. personal websites or blogs
 - iv. The presence of an image on a site without reference to an organization authoritative enough to assign "serious value" is not sufficient to permit display under these conditions.

Approved by the Davis County Library Board, June 21, 2011; revised April 16, 2013; revised April 19, 2016; revised April 16, 2019; this policy revised and combined with Guidelines for Appropriate Use of Electronic Information Sources May 12, 2022.

305 Library Technology and Other Equipment

Outlines the reasoning behind and requirements for use of electronic and related equipment made available through the Davis County Library.

Overview

1. Davis County Library recognizes that access to technological advancements can and do increase the public's ability to understand, participate in, and contribute to society and their community.
2. Because access to technology can be costly, equipment provided by the Library is intended to allow members of the public opportunities to create, pursue individual research and interests, and become proficient using current technology which they might otherwise be unable to access.
3. Equipment is intended to fit with the Library's mission to serve the general public, as such Library equipment is
 - a. Intended for a general audience.
 - b. Balances useful function with simplicity of interface.
 - c. Strikes a balance between durability and wise use of public funds.
 - d. Supports education and entertainment, rather than financial and/or business efforts.
4. The library may, on occasion, temporarily reserve technology equipment and suspend print queues to accommodate Library business.
5. This policy applies to all library equipment available for patron use; items available as part of circulating collections are also subject to related circulation and collection development policies (see Policy #120 Circulation and Patron Accounts).

Specific Costs & Limitations

6. The Library has established the following costs for equipment use.
 - a. \$0.05 per copy for black & white copies
 - b. \$0.10 per copy for color copies
 - c. \$0.20 per gram, rounded to the nearest gram, for 3D Prints
 - d. \$10.00 fee for circulating equipment returned using the outside book return.
7. The Library has established the following limits on equipment use.
 - a. 3D Printer
 - i. Only designated Library staff are permitted to print projects with the 3D printer.
 - ii. Projects are added to printing and related queues in the order they are received.
 - iii. 6 hour maximum print time for 3D prints.
 - iv. Limits to maximum and minimum dimensions and weight of 3D prints are dependent on current printing equipment.305 (Page 1 of 3)
 - b. One Button Studio
 - i. Groups/Individuals limited to a single, 1-hour session per day to ensure equitable access.
 - c. Overhead Scanner

- i. Individuals are limited to three, 1-hour sessions per day to ensure equitable access. Sessions may be combined if equipment is available.

General Equipment Use

- 8. Library equipment is made available on a first come, first served basis to the public during regular business hours. Patrons may not place items in equipment collections on hold.
- 9. Requirements, procedures, and instructions required for using Library equipment will be provided by library staff upon request at the location that houses the equipment.
- 10. Equipment items may not be returned in after-hours book returns; because they are not designed for this purpose, and significant damage may result, a non-refundable fee will be charged.
- 11. Patrons use Library equipment at their own risk, the Library is not responsible for illegal activity or damage to personal property resulting from use or misuse of Library equipment. In addition:
 - a. Patrons are responsible for their online conduct and interactions with others while using library equipment. For additional information regarding access to electronic information on Library-owned equipment, please see *Policy #300 Access to Electronic Information, #301 Internet Safety for Minors, and Guidelines for Appropriate Use of Electronic Resources*.
 - b. Attempting to alter, copy, or otherwise modify equipment hardware, software, or any other piece or part of equipment without library permission may result in loss of borrowing privileges or fees.
 - c. Patrons are financially and legally responsible for their actions when using or attempting modification as described above.
- 12. Patrons are financially liable for any damage caused to library equipment or facilities during use of library equipment. In such cases, Library staff will
 - a. Work with relevant Davis County departments to determine costs associated with the damage.
 - b. Contact the responsible party to discuss recovery of costs and payment.
- 13. The Library reserves the right to limit public access to equipment. This includes, but is not limited to, the following reasons:
 - a. Limit risk of injury to staff or patrons.
 - b. Make use of equipment more efficient or fair for the public.
 - c. Reduce waste material.
- 14. The Library reserves the right to review, assess, and refuse or stop printing, rendering, or otherwise generating any project. Reasons may include, but are not limited to:
 - a. Submission of files in incompatible formats.
 - b. Excessive cost to complete the project or process.
 - c. Excessive space, time, or materials requirements.
 - d. Potential risk or liability to staff, patrons, or Davis County property.
- 15. Patrons are not permitted to use Library equipment to create objects, other material, programs, or content which:

- a. Violate or are prohibited by local, state, or federal law, including intellectual property rights such as a copyright, patent, or trademark.
 - b. Are unsafe, harmful, dangerous, or pose a threat to the well-being of others.
 - c. Violates the terms of use of the manufacturer of the equipment.
 - d. Are considered obscene, sexually explicit, or inappropriate for a public space frequented by minors.
16. Staff will notify patrons when projects produced by the Library are finished and ready for pickup, including any fees accrued.
- a. Finished projects printed for patrons by library staff must be picked up within one week from the date they are notified.
 - b. After one week, projects unclaimed by patrons become property of the Library.
 - c. Patrons are responsible for fees accrued, even if the item was not picked up.

Approved by Davis County Library Board 8/25/2021, revised September 8, 2022

310 Solicitation, Distribution of Literature, Solicitation of Signatures and other Uses of Library Property

Defines the nature of library property and outlines the process for distributing literature and soliciting signatures.

1. The Library strives to promote an environment conducive to personal study, leisure reading, and the search for information, to maintain a sense of the library's neutrality, and to maintain a safe and convenient flow of traffic into and throughout the library buildings.
2. The Library prohibits solicitation for commercial purposes in all public service areas of the library and on library grounds, including the distribution of literature promoting a particular product or service as well as the actual selling of products or services, whether to library staff members or to patrons. An exception to this policy may be made for promotional materials distributed by the Library in conjunction with other entities or initiatives that align closely with the library's mission.
3. The Library is mandated by federal and state law to permit individuals to use outdoor spaces on Library property to gather signatures, display hand-held signs, pass out fliers, and engage in other expressive activities protected by the First Amendment of the U. S. Constitution so long as the passage of library users to and from the facility is not impeded. Accordingly, the Library prohibits the distribution of literature, the solicitation of signatures, and other similar activities in the following areas:
 - a. Public service areas of the library
 - b. Foyers and the entrance ways of the library
 - c. All walkways immediately adjacent to the library
 - d. All library parking areas
4. Available spaces, based upon the physical configuration of each library location's entrance and the need to maintain unimpeded patron access and egress, will be made available to the public for the purposes described in this policy. Maps of locations will be designated for each branch along with a written physical description of those designated areas. The Library will not provide tables and chairs although groups or individuals are welcome to do so as long as they remain in designated spaces.
5. Those wishing to distribute literature, solicit signatures, or undertake similar activities are encouraged to do so in the Library's meeting rooms and conference rooms, which are made available for civic, educational, informational and cultural purposes upon application and in accordance with the Library's "Meeting Room Policy." Those engaged in the above activities may not stand outside library meeting rooms. An exception to this policy may be made for voter registration conducted by Davis County officials or for local, state or federal voting activities.
6. Individuals wishing to distribute literature, solicit signatures or engage in similar activities are asked to register with library staff (Associate Librarian and higher) prior to beginning activities.

7. Registration includes the completion of a form with the following information:
 - a. Name of sponsoring organization
 - b. Name and contact information (current phone number or email address) of a contact person in the event complaints are received
 - c. Type of activity
8. Registration does not guarantee space for this activity and will be available for use as other groups or individuals may already be using it.
9. Failure to register will not preclude an organization from conducting its free speech activity, provided it does not create a public safety issue or interfere with a previously scheduled free speech activity and meets all other requirements of this policy.
10. Use of Property
 - a. Signage promoting petitions or activities may not be placed on or affixed to library property, which includes the library's buildings and grounds. Temporary signage is permitted in designated outdoor areas and within meeting and conference rooms.
 - b. Petitioners must in no way affiliate themselves with the Library either through written policy, signage, or verbal statements.
 - c. In the event individuals or organizations fail to limit their activities to designated spaces, library staff will first request that the individual or members of the organization comply with remaining in designated spaces, as indicated on the map and physical descriptions for that location.
 - d. Failure to comply may result in the staff asking the individuals to leave the library's property. Staff will inform a Deputy Director or the Library Director, who will confer with the County Attorney's office regarding possible further action.
 - e. Those whose activities have been limited as a consequence of their failure to remain within designated spaces, may appeal the decision to the Davis County Library Board of Directors either in writing through the Library Director or in person at the next regularly scheduled meeting of the Library Board.

DESIGNATED SPACES AT THE BRANCH LIBRARIES FOR THE PURPOSE OF DISTRIBUTION OF LITERATURE SOLICITATION OF SIGNATURES OR DEMONSTRATION

11. In accordance with the Davis County Library's policy on "Distribution of Literature, Solicitation and Other Uses of Library Property," the following spaces at the branch libraries are designated as available for the purposes defined in the policy. These spaces are determined to be consistent with the criteria established in the policy. Spaces other than those designated are not available for the purposes established in the policy.
12. **Headquarters Library (Farmington)**
 - a. The 6 ft by 10 ft area beginning at the north edge of the west side planter. This area is approximately 39 feet west of the main entrance to the library.

13. Bountiful Branch

- a. The lawn directly west of the library.
- b. The island separating the parking lot directly east of the library from the parking lot directly west of the Golden Years Center.
- c. The 5 ft x 10 ft concrete area in front of bench located approximately 35 feet from the east entrance of the library.
- d. The lawn directly south of the parking stalls south of the library.

14. Clearfield Branch

- a. The three squares of concrete west from the library's auditorium doors, adjacent to the library's west rockbed, bordered by the rockbed on the west and concrete joints on the north, south, and east.
- b. The two squares of concrete south and east of the library's southeast entrance, east of the bike rack, adjacent to the green electrical box, bordered by the fire hydrant, and the northwest corner of the rockbed on the south and concrete joints on the east, north, and west.

15. Layton Branch

- a. The lawn north and northwest of the branch, adjacent to Hawthorne Street.
- b. The lawn east of the branch, facing Wasatch Drive.
- c. The 6 ft by 10 ft concrete area beginning 2 feet from east edge of planter located on the south side of library, directly adjacent (right) of the library entrance. This area is approximately 26 feet from the library entrance and does not include the actual entrance "approach" to the library.

16. Syracuse Branch

- a. The 12 ft by 25 ft concrete area north of the branch, east of the approach to the library entrance, adjacent to and bordered by parking, and bordered by, but not to include the sidewalks allowing access to the Library's north entrance.
- b. The 7 ft by 20 ft concrete area at the southeast corner of the branch by the children's courtyard, east of the sidewalk planter, and adjacent to the park strip in the southeast corner, but not to include the sidewalks allowing access to the Library's south entrance.

17. Centerville Branch

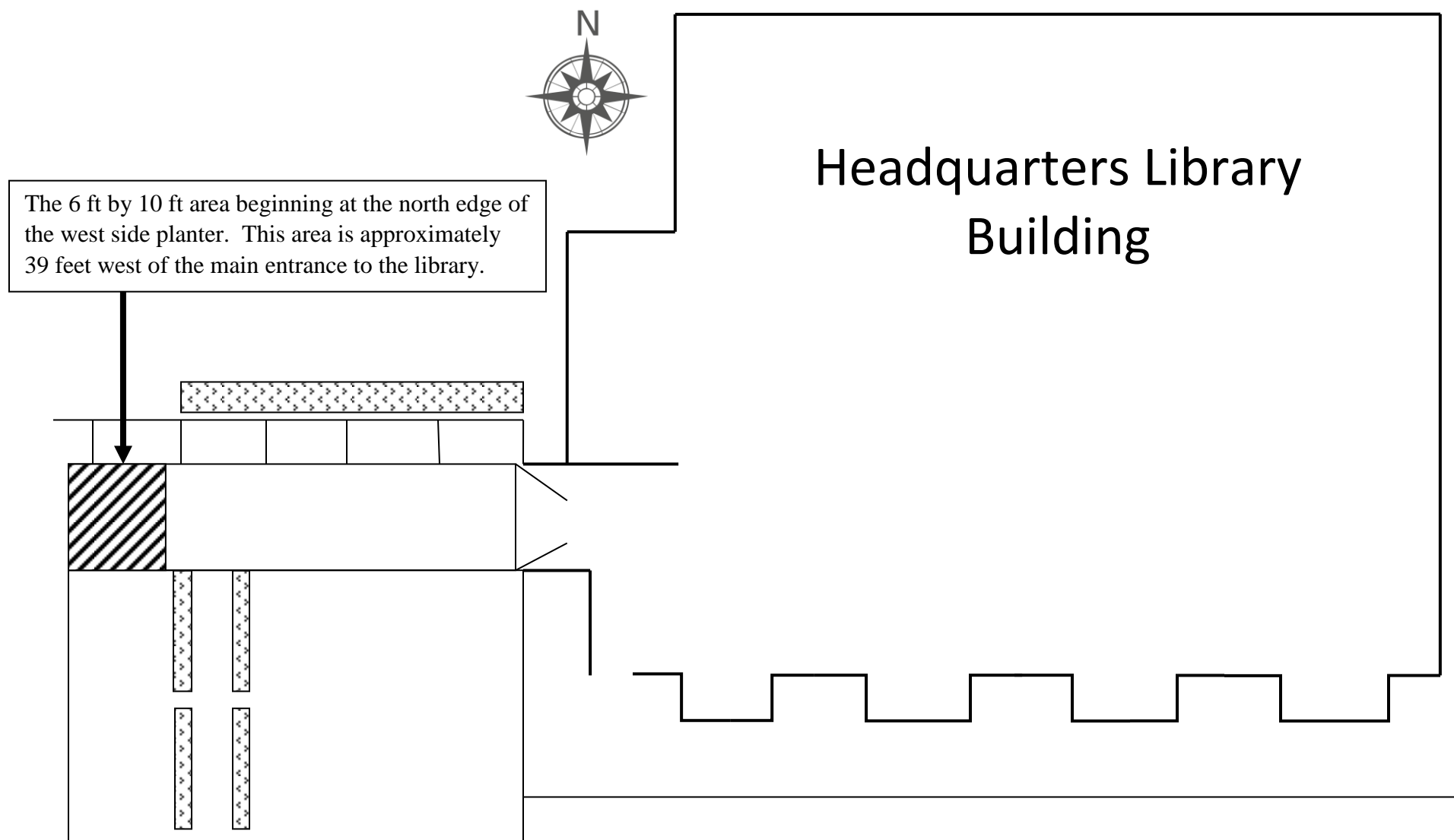
- a. The bench on the west side of the building. This area extends 25 feet to the north and south along the sidewalk.
- b. 6 ft x 11 ft grass area south of flagpole. It is approximately 26 feet from front doors of the library.
- c. 5 ft x 12 ft concrete area between sidewalk and landscaping, south side of library. It is approximately 30 feet from the front entrance of the library.

18. Kaysville Branch

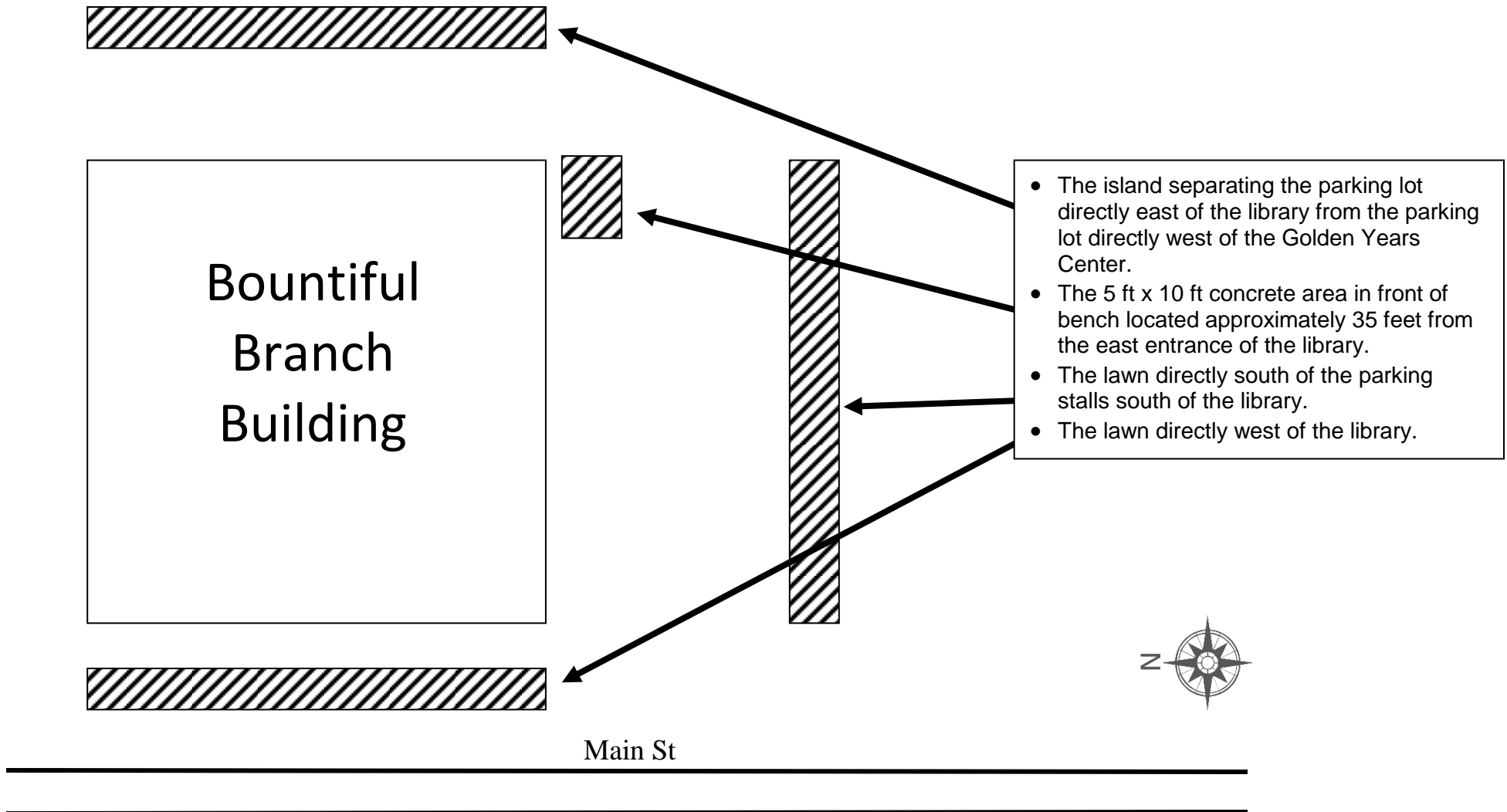
- a. Grass area east of the library from 2nd North to the parking lot entrance located on Fairfield Road.
- b. 10 ft x 2 ft area between the curved drive up approach to the bookdrop and the entrance “approach” to the library. It is approximately 30 feet from the main entrance of the library.
- c. 10 ft x 8 ft area near east corner of bookdrop approach. It is more than 30 feet from the main entrance of the library.

Revised January 18, 2011, revised March 19, 2013; revised November 17, 2015; revised August 15, 2017; revised March 20, 2018; revised January 21, 2020; revised May 12th, 2022.

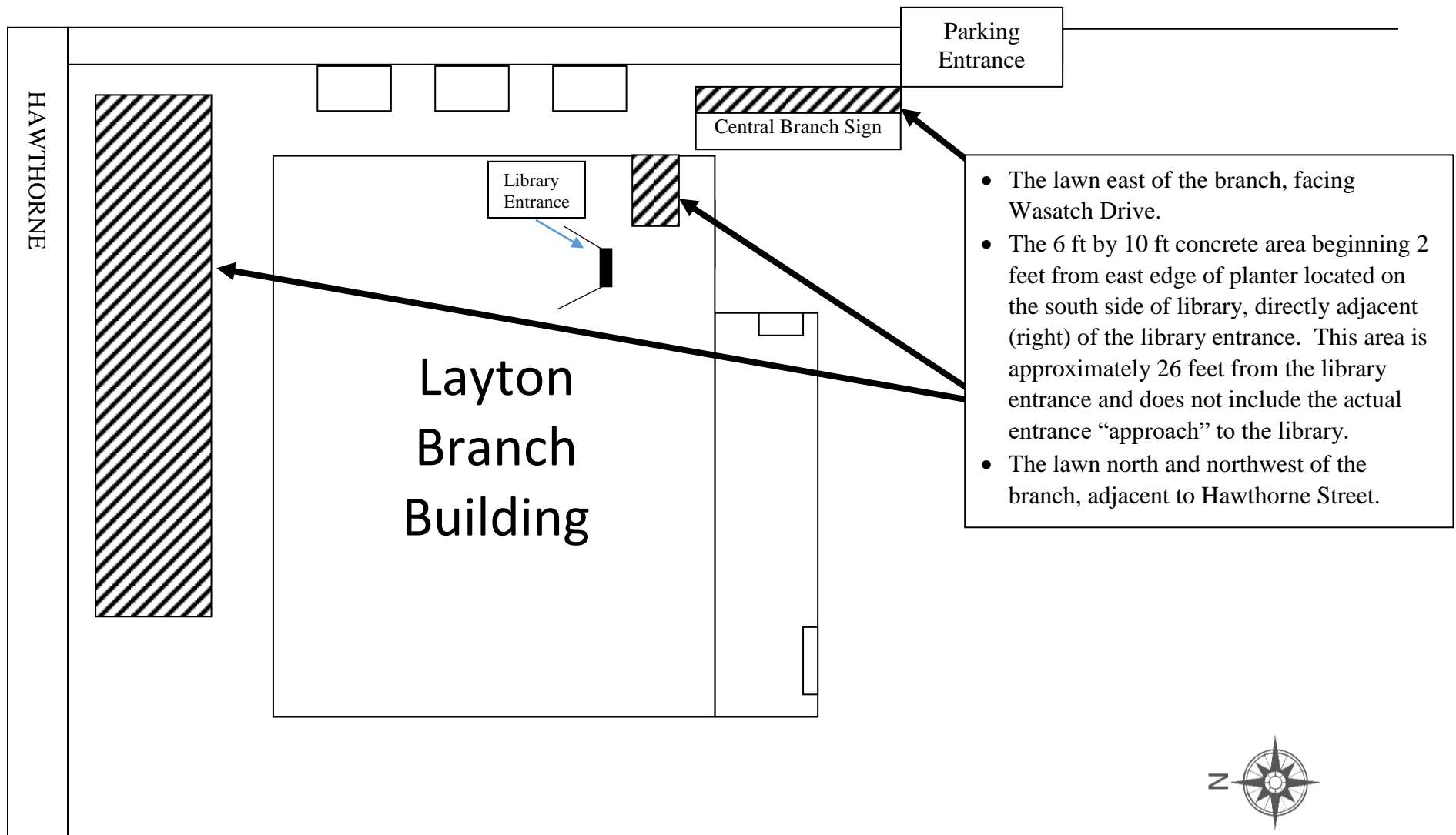
Headquarters Library - Designated Areas for Distribution of Literature & Solicitation



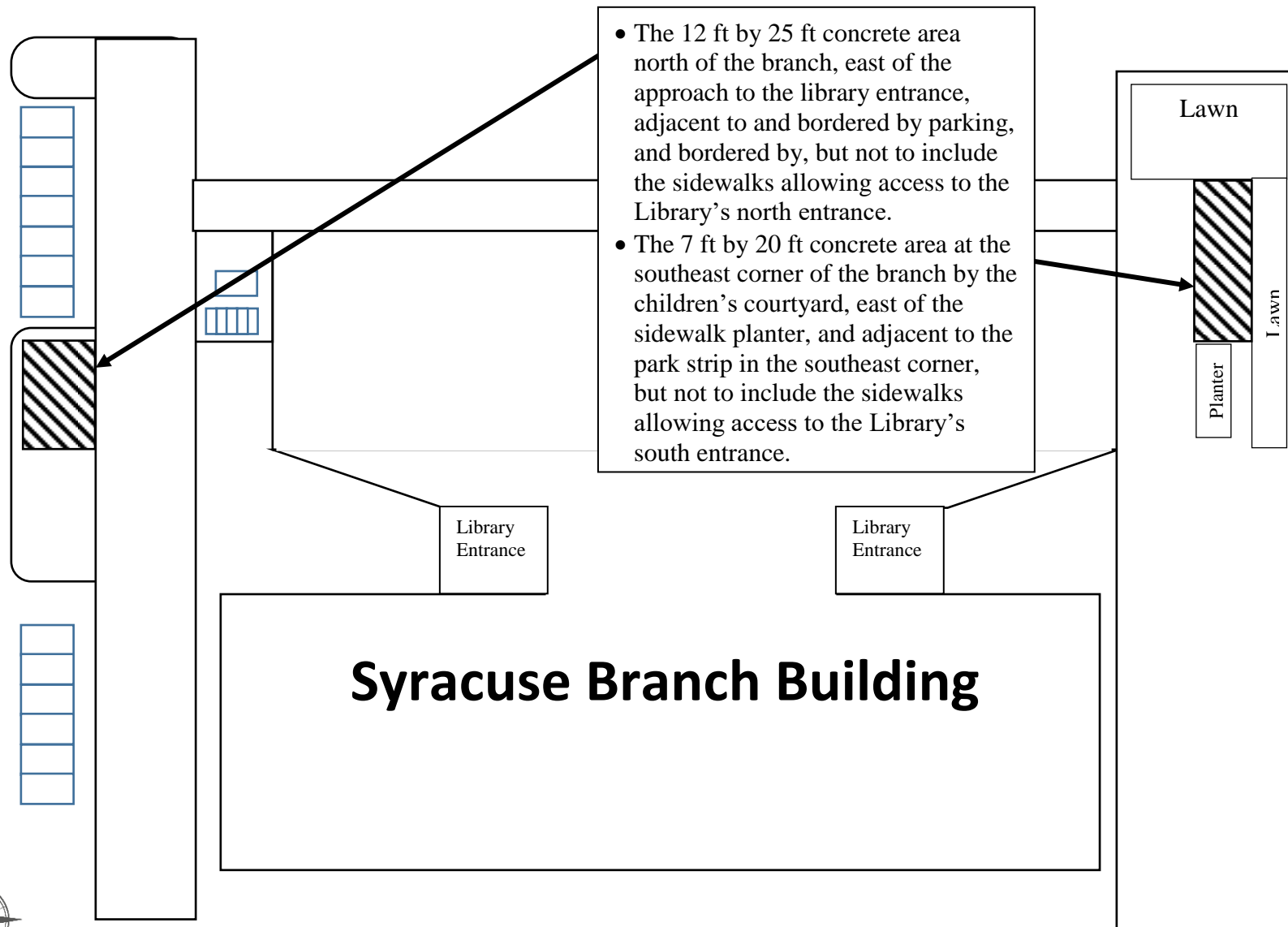
Bountiful Branch - Designated Areas for Distribution of Literature & Solicitation



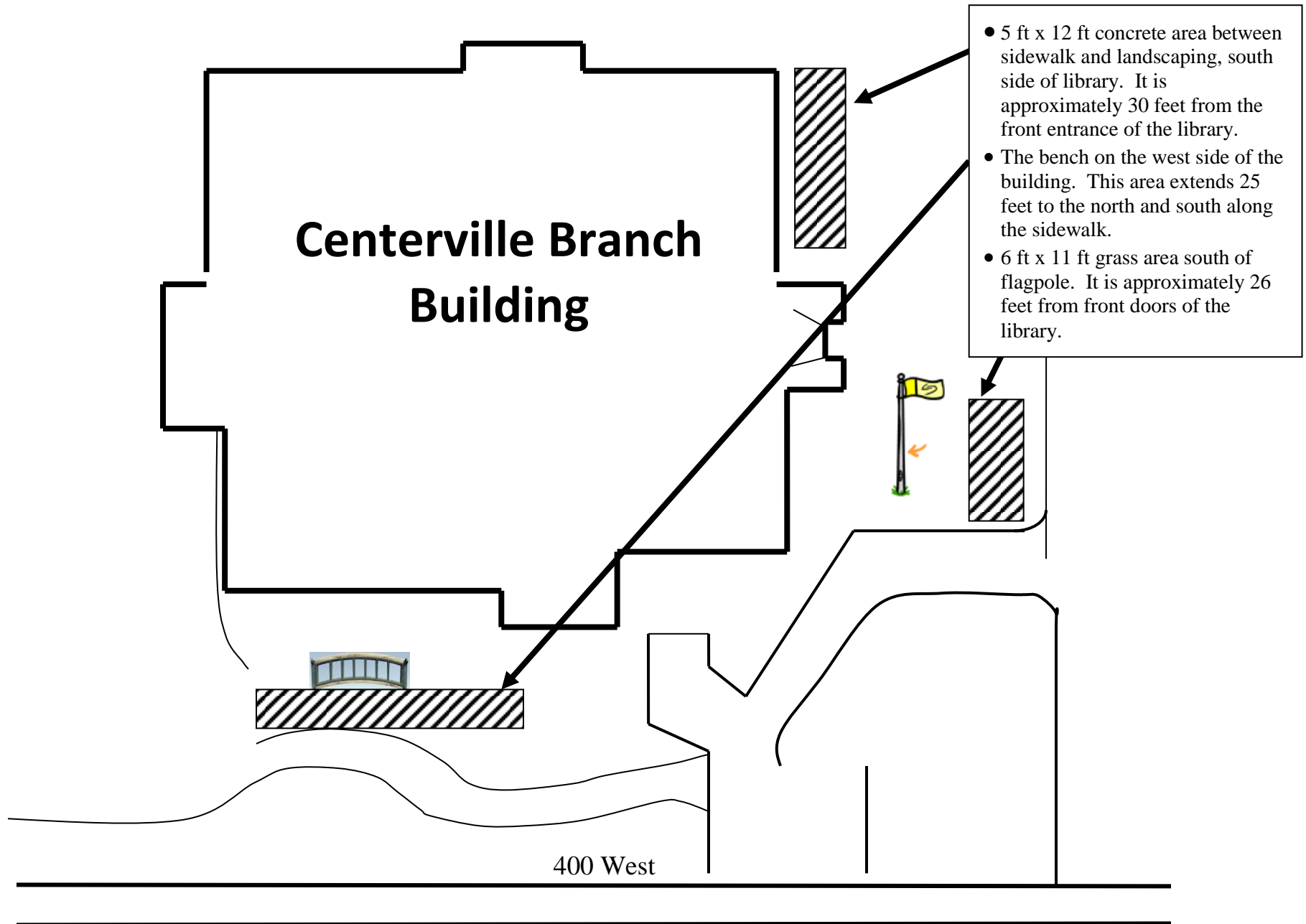
Layton Branch - Designated Areas for Distribution of Literature & Solicitation



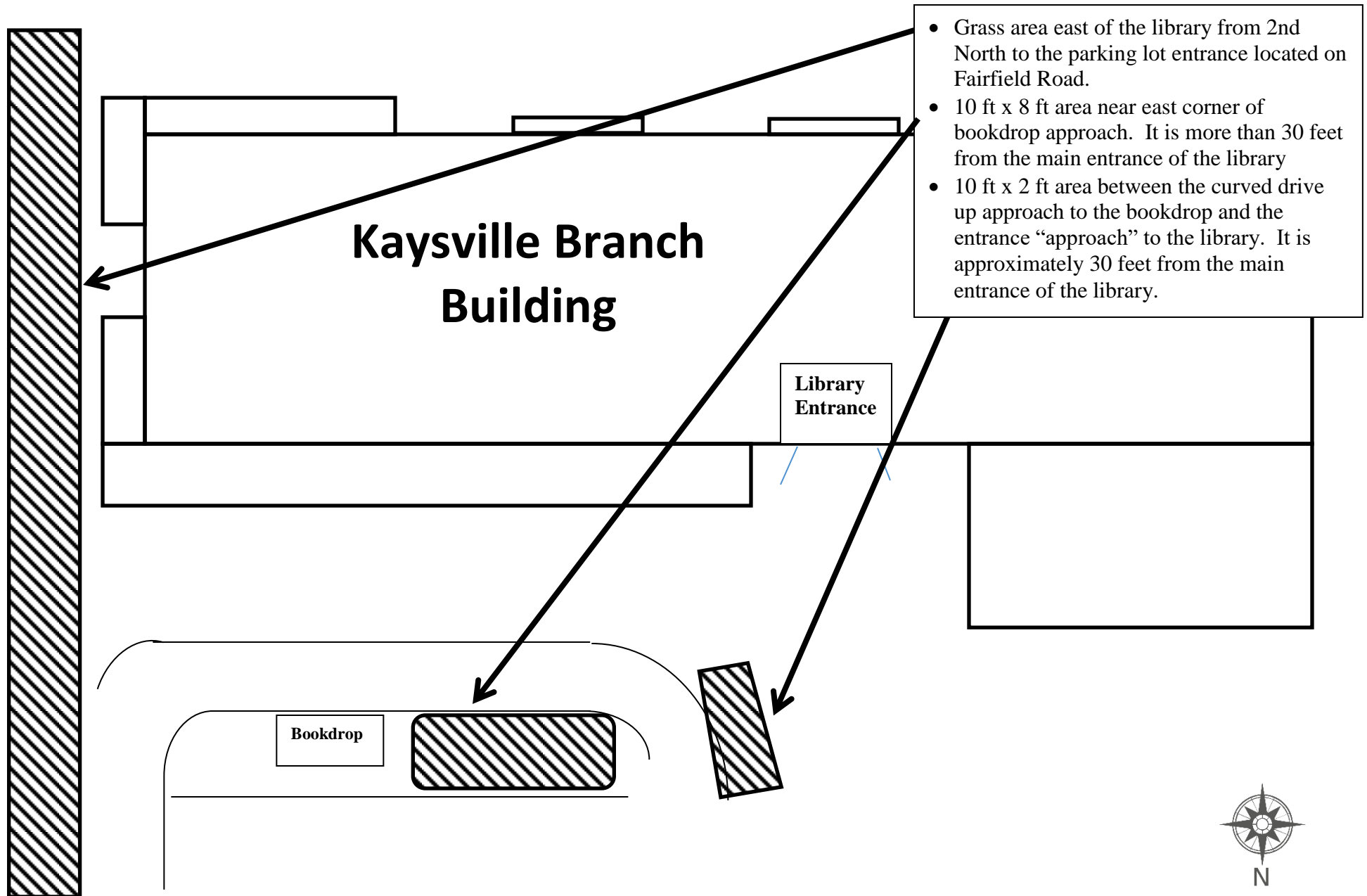
Syracuse Branch - Designated Areas for Distribution of Literature & Solicitation



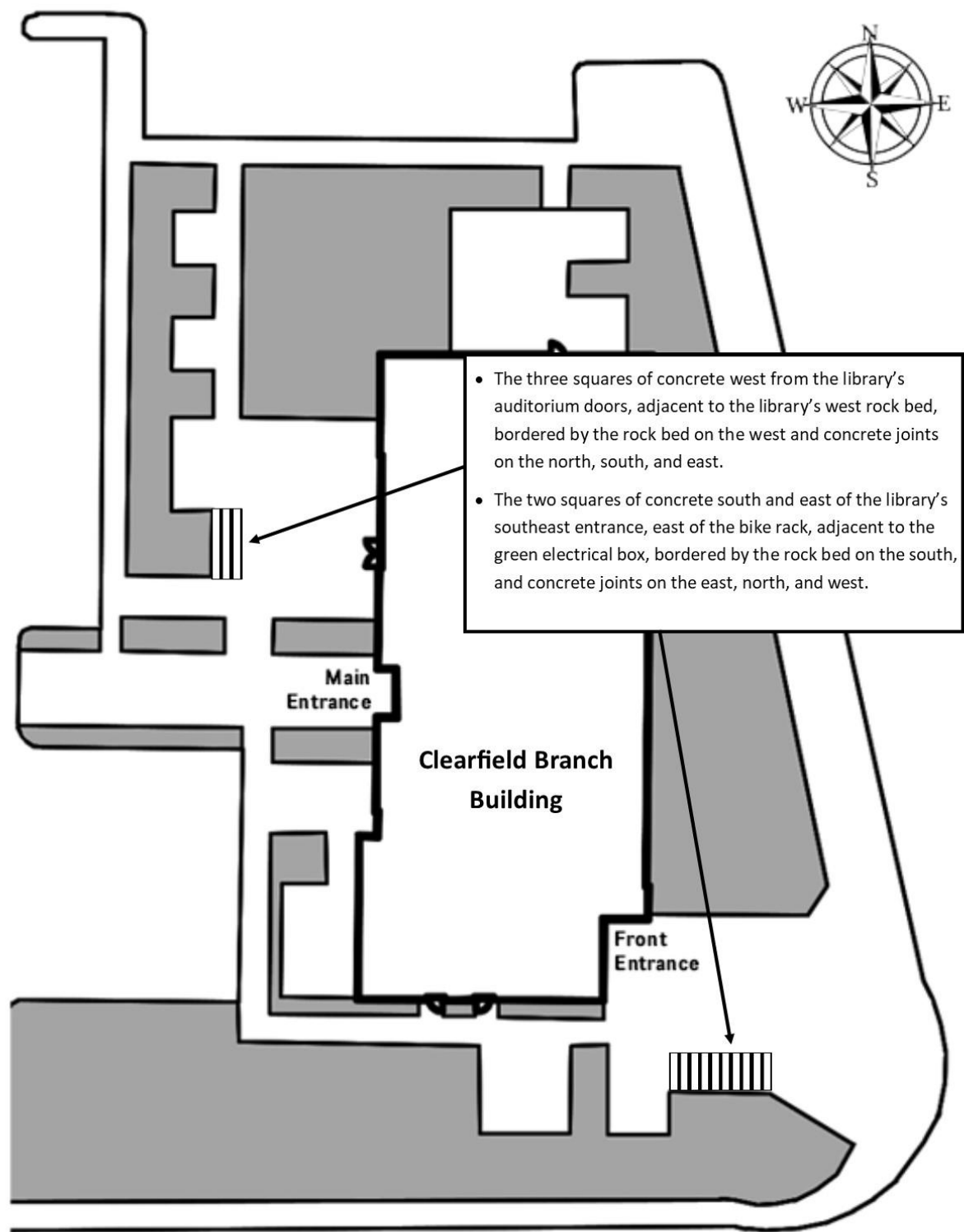
Centerville Branch - Designated Areas for Distribution of Literature & Solicitation



Kaysville Branch - Designated Areas for Distribution of Literature & Solicitation



Clearfield Branch - Designated Areas for Distribution of Literature & Solicitation



311 PHOTOGRAPHY AND FILMING GUIDELINES

Provides for Davis County Library's use of photos and videos taken during public library programs and events; details the process for photo permissions, filming, and photography on library property.

1. The Library may utilize photos or videos of patrons and staff, which are regularly taken during public programs and events in Library facilities and in Library spaces, in print and electronic marketing materials. Others may be posted on the Library's website, and on the Library's various social media accounts.
2. Attendance at Library sponsored events or programs constitutes the consent of attendees to be photographed or filmed for the uses described above. Patrons who do not wish the Library to use a photo or video of them or of their child, must inform a Library staff member prior to the beginning of the event. This policy extends to the Library's outreach efforts, including community and public events. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the guardian on a form provided by the Library.
3. Casual amateur photography, filming or video recording is permitted in Library locations for patrons, visitors and staff, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission.
4. Permission to be included in a photograph or film must be granted by the subject and is the responsibility of the individual or group filming or talking photographs to obtain.
5. The Library permits use of Library property for non-commercial photography or filming purposes, such as educational projects, and for filming in conjunction with news reporting in accordance with direction provided by the Library staff in regards to the privacy rights of patrons, the safety of Library patrons and staff, and maintenance of an environment and traffic flow conducive to the provision of Library services.
 - a. In the case of news reporting and press-related activities, library staff will allow the activity, after providing direction as described above, and inform a library administrator, who will inform the Library Director. Staff are not required to inform library administration of this activity prior to its occurrence.
 - b. All others wishing to use Library property for non-commercial filming and photography may contact any Branch Manager, the Director or a Deputy Director for permission.
6. Patrons wishing to use interior and/or exterior Library property for commercial photography, filming purposes, or portraiture including, but not limited to, weddings and engagement photos, family or graduations portraits, etc., must

receive prior approval and permission by submitting a written request to the Library Director or a Deputy Director, and may be required to enter into a written agreement with Davis County.
7. In considering whether or not to approve requests, and depending upon the extent of the request, the Library Director or Deputy Director will consult with the Davis County Facilities Director or Deputy Director and the Davis County Civil Attorney's office to evaluate the request based on the following criteria:
 - a. The impact of the photography or filming project on Library and Davis County services and staffing;
 - b. Safety of Library and Davis County staff members, patrons and those taking photos or filming to undertake the project.
 - c. The impact of the use on Library property; and
 - d. The financial impact to the Library and Davis County.
8. For purposes of this policy, use of the Library for commercial photography or filming purposes is viewed as a business transaction between Davis County and a commercial venture and not as a Library service to which any individual or group is entitled.

