

Loomis Library & Community Learning Center Policy Manual

Inspiring Ideas, Enriching Lives, Creating Community

Loomis Library & Community Learning Center 2018

Policies in this manual will be reviewed and revised as needed by Library Staff and subject to approval of the Library Board.

Introduction

Approved by Library Board: July, 2018

Latest update: July, 2018

Mission statement

Inspiring Ideas, Enriching Lives, Creating Community

History

According to the “Loomis Basin Recorder,” the Newsletter of the Loomis Basin Historical Society, the first recorded public library in Loomis was established in January of 1899. It boasted 500 volumes, as well as magazines, journals, and newspapers. While it is unclear how long this library and the association the ran it served Loomis, the next attempt to provide library services to the area happened around 1910. It was privately sponsored and housed in a local business. As the demand for books rose, it became apparent that a more permanent library was needed in Loomis. The Placer County Library in Auburn was contacted and the Loomis Library was officially opened in April of 1937. From 1899 forward, the library has had many locations, but in August of 1980 the current building on Library Drive was opened.

In March of 2015 the Placer County Library Director recommended the closure of the Loomis Branch and in July of 2016 the branch was closed. Shortly thereafter, the Town of Loomis leased the building from Placer County and the library was re-opened with community support and diligent work of dedicated volunteers. In 2016 the Town of Loomis voted to fund the operations of the library by passing ballot Measures F & G – a ¼ cent transaction and use tax. At that time, it was renamed the Loomis Library & Community Learning Center. Since then it has continued to grow and serve the changing needs of the Loomis community in a variety of ways.

Description

The Loomis Library & Community Learning Center is a municipal library in the Town of Loomis that serves all people who live, work, attend school, or own property in Loomis or the state of California.

Several information providers serve the people of Loomis, including the Placer County Library System, Sierra College, the Lincoln Public Library, and the Roseville Public Library System. The Loomis Library & Community Learning Center seeks not to compete with these institutions but to complement their services and materials, thereby offering citizens a broad array of information choices.

General Objectives

The general goals of the Loomis Library & Community Learning Center shall be:

- To serve all residents of the community and the surrounding region
- To acquire and make available to all residents of the above area with books, periodicals, pamphlets, internet access, and other services to address their needs to:
 - Become well informed
 - Locate answers to important questions
 - Cultivate the imagination and creative expression
 - Develop skills for career and vocational advancement
 - Enjoy leisure by means of reading and other media services
- To acquire the means to provide the most frequently requested materials locally and upon demand.
- To maintain a program of service which locates information, guides reading, and organizes material for people of various backgrounds and stimulates thinking and intellectual development in individuals of all ages.
- To strive to discover new methods and improvements for better service for the library's patrons.
- To review regularly the goals of the Loomis Library & Community Learning Center and, if necessary, revise them in the light of new developments.

Circulation

Approved by Library Board: July, 2018

Latest Update: August, 2021

Purpose

The library will set policies for circulating items in order to ensure that adequate records are kept of circulating library materials, to generate circulation statistics, and to ensure fair and equal access to library materials for all patrons.

Issues

Confidentiality

The Loomis Library & Community Learning Center has the responsibility, under the California Public Records Act, to establish a policy that all registration and circulation records of the Loomis Library & Community Learning Center are confidential. This includes patron registration, circulation, computer usage, and material requests in any form.

Section 6267 of the California State Government Code reads:

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- *By a person acting within the scope of his or her duties within the administration of the library*
- *By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records*
- *By order of the appropriate superior court*

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patron borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

Access to a patron record is allowed only by:

- Library staff acting within the scope of their duties
- Written consent of the patron

- Court order or other act of law

To protect confidentiality of the patron the following procedure has been established when someone reports a found library card:

- Only the card is found – Ask them to return it to the library.
- The card is found with other personal items – Ask them to turn it over to the police.
- The card is found by or given to the police or fire officers in the line of duty – The officer should be referred to the Community Engagement Librarian or staff if the Librarian is not available.

Equality

The Loomis Library & Community Learning Center adopts the standard of equal access in accordance with the American Library Association’s Library Bill of Rights, which states in section V:

“A person’s right to use a Library should not be denied or abridged because of origin, age, background, or views,”

and the ALA’s Code of Ethics which states in section I:

“We provide the highest level of service to all Library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.” [See appendices for the full text of each document.]

Library Cards

Residents & Nonresidents

Any resident of California may obtain a new card for free as part of Universal Borrowing outlined in California Education Code 18731. Applicants that live outside of California will be issued a card with a limited check out. The borrower or guardian is responsible for the card’s security, for any material checked out, and for any charges incurred. For protection, patrons are encouraged to report a lost or stolen card as soon as possible.

Minors

Library cards are issued to individuals regardless of age. A parent or legal guardian *must* sign for applicants under the age of 18. The child must be present to receive a card. The parents’ signature on the child’s application indicates that the parent accepts responsibility of supervising the child’s library card use.

Applying

Library cards may be applied for in person. Applicants must present picture identification and one proof of address. Minors (under 18) must have a parent or legal guardian provide picture identification and proof of address from the following list. Temporary or out of state residents must show ID with permanent mailing address.

Examples of acceptable picture identification:

- California driver’s license or identification card

- Passport
- School or Military identification
- Resident Alien card
- Matricula Consular card

Examples of acceptable proof of address:

- California driver's license or identification card
- Utility bill showing address
- Postmarked envelope from a business or professional person
- Checkbook showing local address
- Military ID

Lost and Replacement Cards

The cardholder must report a lost or stolen library card immediately. There is a \$1.00 charge for a replacement card. Picture identification is necessary to replace a lost or stolen library card. Parent or legal guardian must sign an application and provide picture identification to replace the card of children under 18.

Changes to name, mailing address, e-mail, or telephone number should be reported immediately.

Library cards require updating periodically in order to verify information. Cards that are not used for three or more years may be deleted from the system.

Circulation Services

Borrowing Periods

- Items may be checked out for a 21-day period.
- Patrons may have up to 25 items checked out at one time. This limit may be waived for teachers (teachers or homeschooling parents) to allow them to check out materials for classroom use.
- Library materials may be renewed up to two times, either in person, by phone, or via the online catalog providing the item is not on hold for another patron.
- Renewals are made for three weeks.

Reserves/Holds

Patrons may place a "hold" or request for library materials that are checked out or on order either in person, by phone, or via the online catalog. When the material becomes available for checkout the requesting patron will receive a phone call, text, or email. A patron may have 25 holds placed concurrently.

Overdue, Lost, and Damaged Items

- All patrons with an email address or who opt to receive text messages in their records will receive a reminder three days before the item is due.

- Three days past an item's due date, patrons will be notified by email, text, or phone that their items need to be renewed or returned. Additional notifications will be sent at three, seven, and fourteen days past an item's due date.
- When an item is 30 days past due, the item will be declared "lost" and the patron will receive a bill for the replacement cost of the item. Returning or replacing the item will reverse the charge.
- If a patron reports an item as lost, the patron will be charged the replacement-
- Patrons will be charged for damaged items, including packaging (book covers, DVD cases, etc.), based on the extent of the damage. If the item can no longer be used by the library, the full cost will be charged.
- Accounts with lost or damaged item(s) will be blocked, resulting in the loss of library privileges, until the item(s) are replaced or the replacement fee is paid below \$10.00.
- If a patron finds a lost item for which they have already paid, and it is in good condition, they may return it to the library for up to a year for a full refund.
- In the event of theft or other extreme circumstances (e.g. fire, flood) in the loss of an item, patrons must provide a police report or evidence of the event.

Fines

- For items returned to the wrong library, where Loomis Library staff has to retrieve the item from the incorrect library, the patron will be charged a \$5.00 service fee. This fee is per patron, not per item.

Copier/Printer

There is a \$0.15 charge for copies or prints made in black and white and a \$0.30 charge for copies or prints made in color.

Collection Development

Approved by Library Board: July, 2018

Latest Update: February, 2024

Purpose

Selection of library materials is based on the merit of a work in relation to the needs and interests of the community. Literary critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand, and current holdings must also be considered. The library will set policies with regard to selection of materials to guide staff and ensure that these considerations are met as more fully outlined in the policy objectives.

Collection Policy Objectives

A comprehensive and current collection development policy provides a framework for equitable growth and efficient management of library materials. This framework includes these objectives:

- To provide guidance for materials selectors
- To provide the public with information regarding selection principles
- To assure continued growth of the collection
- To provide a means for the library to evaluate its selection process
- To respond to public concerns regarding the content of the library's collection

Criteria for Selection

Each proposed selection is evaluated on its own merit and in relation to the collection as a whole, using some or all of the following criteria:

- Cost
- Popular interest or demand by the public
- Current and future relevance to community needs
- Suitability of subject, style, and format for the intended audience
- Literary quality, artistic value, or importance to its genre
- Availability of the material elsewhere
- Importance of the author or artist
- Sustained interest
- Appropriateness for age
- Availability of the subject in the library
- Currentness of information
- Social significance
- Uniqueness or special features

Some material chosen may be offensive, shocking, or boring to some readers but may be meaningful and significant to others. Material will not be excluded because they may cause concern to some individuals. They will not be excluded solely because they contain views, language, or depictions that may be controversial. Selection of material will not be restricted by the possibility that the material may come into possession of minors. The library subscribes to the principles contained in the Freedom to Read Statement, Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association. [See appendices for the full text of each document]

Selection Tools

Persons responsible for the selection of Library materials will use a variety of tools to choose items that are needed and appropriate for addition to the collection. These tools include but are not limited to:

- Professional journals
- Patron requests
- Newspapers
- Established lists
- Staff recommendations
- Online reviewing sources

Responsibility for selection

Library staff select library materials for purchase and addition. The Library Director has final approval for all staff-selected materials.

Suggestions

The Loomis Library welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a Suggestion for Purchase form. All suggestions will be considered for acquisition in accord with library policy.

Gifts

Donations of material or funds to enrich the library collection are welcome. Gifts of material will be accepted into the library's collection at the discretion of the Community Engagement Librarian or designee according to the selection criteria listed above. Material received but not used by the library is subject to disposition at the library's discretion. See the gift and donation Policy for further information.

Replacements

Material that has been lost or damaged may be replaced using the same criteria as for selection. Other factors considered when deciding on replacements include:

- The number of copies in the library
- Comparable quality of replacement copy
- Availability of newer material on the subject
- Coverage of subject in that area
- Existence of adequate coverage of a field

- Other similar material in the collection
- Demand for and intrinsic value of a specific title

Deselecting/Weeding

Judicious and systematic discarding of library materials is necessary to keep the collection attractive, useful, and current staff may weed the collection due to the following:

- Currentness: Item is no longer current, relevant, or accurate
- Surplus: Too many copies of one title or in subject area
- New edition: Older edition regularly replaced when new edition published
- Infrequent use: Item has low to no recent circulation
- Condition: Item is damaged, missing pages, or worn out
- Space: Shelving space is no longer available.

Material weeded will be donated to the Friends of the Loomis Library, recycled, given away, or discarded.

Organization

Organization and placement of material within the library is generally based upon assigned classification, subject area, genre, format, and appropriate age groupings. The library primarily uses the Dewey Decimal Classification (DDC) system and Library of Congress Subject Headings (LCSH) to determine placement. These tools divide materials by subject or genre. When these factors are absent or lacking, staff will use reviews by professionals in the field or information from the material to determine placement.

Accessibility

The public, regardless of age, has free access to all library material selected and placed in the collection. Placement of material within the library is generally based upon assigned classification and appropriate age groupings. Some items need protection because of rarity, cost, susceptibility to loss or damage, fragility, or format unsuited to heavy use. These items are often available by request only.

Any restriction of a minor's access to material is the responsibility of the parents or guardians, not library staff. The library cannot act in loco parentis, thus staff cannot restrict access of library material to minors.

Library Displays

The library's philosophy of open access to information and ideas extends to library displays. All displays are intended to further the mission of the library. The responsibility for the library displays is held by the Library Director. The library may draw upon other community resources in developing displays, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays. Library staff will use the following criteria in making decisions about library displays and accompanying resources:

- Community needs and/or interest

- Availability of space
- Treatment of content for intended audience
- Presentation quality
- Budget
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library Collections, resources, exhibits, and programs

The library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays, as well as offer displays that appeal to a range of ages, interests, and information needs. Library-initiated displays will not exclude topics, books, media, and other resources solely because they may be considered controversial. Views and opinions expressed in the content on display do not constitute an official endorsement by the library. The library does not accept responsibility for ensuring that all points of view are represented in any single display. Materials are displayed openly and are equally accessible to all users. Materials shall not be proscribed or removed because of partisan or doctrinal disapproval.

Requests for Reconsideration

The library strives to maintain a collection with a broad appeal for all the citizens in Loomis. To this end, the library has adopted the American Library Associations, Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. [See the appendices for the full text of each document]

Patrons and members of the staff may advise the library if they feel that material has been added to the collection or displayed in violation of this policy. The concerned person should contact the Library Director and complete a “Request for Reconsideration of Materials: form available at the front desk. [See appendices for a copy of this form.]

The Community Engagement Librarian will report this information to the Library Board. The Library Board will then determine if the material in question was selected according to this policy. The concerned person or group will be notified by the Community Engagement Librarian of the Board’s decision. Challenged materials will remain in the collection until the Board’s final decision. Under no circumstances will the personal view or taste of either the Library Director or the members of the Library Board concerning the material be criteria in making a ruling. The determination will be made solely on the basis of compliance with the Collection Development Policy.

Community Spaces

Approved by Library Board: July, 2018

Latest Update: July, 2018

Purpose

The library will set policies to provide information for the use, coordination, and rental of community spaces in the library. This includes meeting room spaces, exhibit spaces, and areas for posting and distributing of community materials.

Meeting Room

The Jessie Helms Community Room is available to rent for private individuals, non-profits, and companies looking for a location to provide training or meetings. Programs must support the library's mission to serve the educational, informational, and recreational needs of Loomis.

The Loomis Library & Community Learning Center has adopted the Library Bill of Rights of the American Library Association, which states, "Libraries which make exhibit spaces and meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Granting use of the library facilities does not imply endorsement by the Library of a group, a meeting, or the ideas presented at a meeting.

The Town of Loomis, Loomis Library & Community Learning Center, Library Board of Trustees, Friends of the Loomis Library, Community Engagement Librarian, employees, and volunteers assume no responsibility for loss, theft, or damage of any property of any group or individual using the Jessie Helms Community Room or kitchen facilities and, in addition, assume no responsibility for the personal injury, including death, of any individual using the meeting room or kitchen.

Community groups are permitted and encouraged to use the library's meeting rooms for educational, informational, or recreational activities. Such use shall not conflict with Loomis Library & Community Learning Center programs. The use must be consistent with the rules for eligibility and use as set forth in this policy and comply with the procedures and limitations specified in the Jessie Helms Community Room Use Agreement.

Eligible Organizations

Organizational groups eligible to reserve the Jessie Helms Community Room:

- Library groups – The Loomis Library & Community Learning Center, Library Board of Trustees, and Friends of the Loomis Library. This includes meetings, instruction, orientation, and other functions sponsored by these Library-related organizations. There is no charge.
- Individuals – both resident and non-resident individuals
- Non-profits – Any registered local or non-local non-profit organization
- Other – local and non-local businesses, local and non-local civic and community groups

Ineligible Organizations

Any group that does not meet the above criteria, such as groups, organizations, or individuals:

- Whose purpose in renting the room is sales.
- Whose objectives are unlawful, hazardous, or promote dangerous activities.
- Who fail to comply with this policy, the Jessie Helms Community Room Use Agreement, or any other library or town policies or procedures.

Reservations

Room reservation requests must be submitted in person, by phone, or by email during regular business hours. The completion of the Jessie Helms Community Room Application and submittal of liability insurance requirements confirms reservation. Fees must be submitted prior to event. Reservations are accepted on a first come, first serve basis up to one year in advance of the rental date.

Community Materials Posting

As a community service, the Loomis Library & Community Learning Center offers designated space for items such as posters, notices, and handouts advertising events, services, and programs for the community. Acceptance and posting or distribution of materials is subject to availability of space. Materials, whether posted or left for distribution, may be removed at the discretion of library staff after two weeks (14 days) or after expiration of the event.

Publications for free distribution such as periodicals and newspapers are accepted if they are deemed of interest to the community, space permitting. The content of these publications must be consistent with the library's mission and policies. Periodical publications that serve primarily as sales tools (e.g. real estate, automobile guides) are not permitted.

Space permitting the library will distribute items in the following order of priority:

1. Loomis Library & Community Learning Center
2. Friends of the Loomis Library
3. Town of Loomis
4. Greater Loomis non-profit organizations, community groups, and schools
5. Other California Libraries
6. County, state, and federal government information
7. Cultural, literary or consumer information
8. Educational institutions
9. Community wide interest items not meeting the above criteria

The library will not accept for display or distribution commercial, personal, political campaign or profit-making information. This includes rental advertisements, merchandise for sale, materials advertising or promoting businesses (including fee-based personal services such as tutoring, music lessons, child care, etc.). Petitions and fundraising materials such as donation boxes are also not accepted.

Materials for posting or distribution must be submitted to library staff for review and approval and must meet the following criteria:

- Describes or publicizes and educational, cultural or recreational event or service in keeping with the library's mission
- Is of local interest, occurring in or serving the greater Loomis community
- Is sponsored by or is in support of a library, community, school, social service, or non-profit organization

Any material not reviewed and approved by library staff will be removed and discarded. The library is not responsible for the physical maintenance or return of any material.

Posting or distribution of any non-library material does not imply endorsement by the Loomis Library & Community Learning Center.

Acceptance or refusal and placement of specific materials, posters, and handouts shall be at the discretion of the Community Engagement Librarian.

Patron Behavior

Approved by Library Board: July, 2018

Latest Update: July, 2018

Purpose

The Library will set policies that serve as a guide to recognize and deal with patron behavior and situations that may arise in the day-to-day operations of the Library.

Solicitation

Personal solicitation of library users or staff by individuals or groups who have items to sell is not allowed on library premises.

Approaching library users or staff to request a signature on a petition, to distribute literature, or to conduct a survey is not allowed inside the library. Outside the library such activity cannot impede ingress or egress to and from the building entrance.

Requests for money (panhandling) may not be made to library users or staff anywhere on library property.

Staff-to-staff sales (i.e., fundraisers, Tupperware, etc.) are allowed via indirect solicitation by leaving catalogs, order forms, etc. in the staff only area for staff consideration during their break times.

Library-sponsored events shall be exempted from this policy.

Children in the Library

The Loomis Library & Community Learning Center welcomes and encourages children to visit our library and make use of the library's collections and services. Children are an important part of the services we provide.

Staff are happy to assist children in learning to use the library, including searching the catalog and finding materials.

Staff cannot act "in loco parentis." This means that library staff cannot assume the parental role or take responsibility for children in the library or what children check out or access on the internet. It is not the role or responsibility of library staff members to supervise children while in the library. The library is not a daycare center and should not be used as such. It is not equipped or licensed to provide long or short-term care for children.

Parents, guardians, and caregivers are responsible for their children's behavior and actions while in the Loomis Library & Community Learning Center, whether they are present or not.

Children nine (9) years of age or younger, or children with special emotional and physical needs must be accompanied and directly supervised by a parent, guardian, or caretaker while visiting the library.

Caregivers that are an older sibling or teenage babysitter must possess the maturity and skill level necessary to supervise a child age nine or younger in a public space. Children age 10 and older are permitted to visit the library without adult supervision for short periods.

Parents should provide their children resources to contact a parent, guardian, or caregiver while at the library, such as a cell phone and/or phone numbers. At times, the library must close without prior notice due to unusual or emergency circumstances. In this event or in case of other emergencies, unaccompanied children who cannot transport themselves must be able to reach a parent or responsible adult caregiver for immediate pick-up. Parents, guardians, or caretakers must be aware of library hours and closing times and plan to pick up their children prior to or at closing.

During storytimes and other children's programs, parents, guardians, or caretakers must stay with their children unless otherwise noted in the program agenda.

As with all patrons, children are expected to follow library rules, guidelines, and policies. This includes respecting library property, staff members, and other patrons. Children left unattended can exhibit inappropriate behavior, which can become a safety concern for staff members and other library patrons. Library staff have the right to ask anyone, including children, whose behavior becomes unacceptable to leave the library.

When a problem arises with a child of any age and staff members are unable to locate or contact the parent, guardian, or caretaker, staff members may contact the Placer County Sheriff's Department.

Children Left Unattended in the Library or at Closing

Library employees who notice that a child has been left an excessive length of time in the library may call parents or caregivers and ask them to pick up their child(ren). If a parent cannot be located, staff will call the proper authorities to report an abandoned child.

Library staff members will place calls for any child who has not been picked up at closing time. If a parent, guardian, or caregiver cannot be located within twenty minutes, a staff member will contact the Placer County Sheriff's Office's non-emergency line for assistance. At least two staff members will stay with the child until a parent, caregiver, or police officer arrives. The Community Engagement Librarian shall be notified if the police are contacted. Under no circumstances is a library staff member to transport children in any vehicle or be alone with a child.

Patron Behavior

The Loomis Library & Community Learning Center encourages all people to visit the library. Those using the library and its resources have the right to expect a reasonably quiet, clean, safe, comfortable environment that supports appropriate library services. In order to protect these rights, the users of the Loomis Library & Community Learning Center are expected to comply with the Rules of Conduct listed in this directive.

The Rules of Conduct apply to all library premises, including the interior and exterior of the building and all grounds controlled and operated by the Loomis Library & Community Learning Center. The Rules of Conduct applies to all individuals entering the library or who are on the library premises.

Rules of Conduct

Any person who violates the Rules of Conduct by committing **the offences numbered 1-3** on the list below while on library premises will be required to leave. If the person refuses to leave, he or she will immediately be reported to the appropriate law enforcement agency and will be ejected and excluded from the Loomis Library & Community Learning Center premises. Any person ejected and excluded from the library shall lose all library privileges and is prohibited from the use of all library premises for a period of up to one year. Any person ejected and excluded from the library a second time shall be excluded from and lose all library privileges for period of up to two years. Any person who is ejected and excluded from the library a third time shall be excluded from and lose all privileges for period of up to three years. Any person issued a notice of ejection who then re-enters the Loomis Library & Community Learning Center is subject to arrest.

Any person who violates the Rules of Conduct by committing the **offences numbered 4-14** on the list below while in or on library premises will be given one warning at the discretion of library staff. If the person fails to adhere to the warning, then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from the Loomis Library & Community Learning Center's premises. Any person so excluded shall lose all library privileges for a period of up to one year.

Any person who violates the Rules of Conduct by committing the **offences numbered 15-22** on the list below while in or on library premises will be given up to two warnings at the discretion of library staff, followed by the person being asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from the Loomis Library & Community Learning Center's premises. Any person so excluded shall lose all library privileges for a period of up to six months.

The following are violations of the Library's Rules of Conduct:

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
2. Being under the influence of any controlled substance or intoxicating liquor.
3. Possessing, selling, distributing, or consuming any alcoholic beverage on the premises, except as permitted for community room use outside of the library's hours of operation.
4. Engaging in conduct that disrupts or interferes with the normal operation of the library or that disturbs library staff or individuals. Such conduct includes, but is not limited to, disregard of staff directives, abusive or threatening language or gestures, unreasonably loud or boisterous physical behavior, talking or noise;
5. Intentionally destroying, damaging, or defacing any library or other individual's property;
6. Soliciting, petitioning, distributing written materials or canvassing for political, charitable, or religious purposes in the library building, including the doorway or vestibule of any such library building or on the library premises in a manner that unreasonably interferes with or impedes access to the library;
7. Interfering with the free passage of library staff or patrons in or on the library premises;
8. Failing to maintain control of personal items or by leaving items unattended, allowing items to block access to library materials or equipment, or by allowing items to interfere with a library staff member or individual's use of the library;

9. Using, storing, or parking bicycles, skates, roller blades, skateboards, motorized or non-motorized scooters, and shopping carts (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers) in or on library premises. Bicycles and scooters must be parked in designated areas;
10. Operating roller skates, skateboards, or other similar devices inside library buildings, including , but not limited to, vestibules or covered doorways;
11. Smoking or using tobacco including electronic smoking devices in or on library premises;
12. Bringing animals in or on library premises, other than those assisting customers with disabilities or for the purpose of library approved events or programs;
13. Violating the library's Electronic Services and Internet Safety Policy. Certain violations of the library's Electronic Services and Internet Safety Policy may also fall under #1.
14. Leaving packages, backpacks, luggage, or any personal items unattended. These unattended items are subject to immediate confiscation.
15. Improperly using library restrooms, including but not limited to, washing or drying clothes, bathing or shaving
16. Lying down and sleeping in the restrooms or on any floor, couch, table, or seat in the library;
17. Having feet on furniture or blocking aisles, exits or entrances;
18. Using personal electronic equipment at a volume which disturbs others, including but not limited to, cell phones, laptops, and tablets;
19. Leaving one or more children under the age of nine (9), who reasonably appear to be unsupervised or unattended, anywhere in or on the library premises;
20. Failing to wear shoes or shirt at all times on library premises. Exceptions will be made for children under the age of three (3) years old.
21. Soliciting money, donations, services, or merchandise in or on library premises without prior permission from the library,
22. Soliciting signatures in or on library premises by harassing library patrons or impeding library services;
23. Using photography, film, or television equipment in or on library premises without prior permission from the library.

Procedure for Appeals

Persons may request a review of an ejection notice based on the following procedures. An appeal must be submitted in writing to the Community Engagement Librarian. The written appeal must be received at the following address within 30 days of the date the notice is issued:

Loomis Library & Community Learning Center
PO Box 610
Loomis, CA
95650

This appeal process shall only apply to any ejection/trespass notice issued by a library employee and shall not apply to a criminal trespass notice issued by a police officer.

Telephones

Cell Phone Use

Cell phone use is permitted, however if the use of a cell phone limits the ability of others to enjoy or use the library in reasonable comfort, the cell phone user may be asked to end a call or take his/her conversation outside. Reasons may include incessant ringing, overly loud conversation, and abusive or obscene language.

Public Telephone

A patron may use the library's telephone for short phone calls not exceeding 10 minutes. The patron must remain in the building while on the phone. If the use of the phone limits the ability of others to enjoy or use the library in reasonable comfort, the user may be asked to end the call. Reasons may include overly loud conversation and abusive or obscene language.

Emergencies

In the event of emergency, it is the primary responsibility of the library staff present to do whatever is necessary to insure the safety of the library patrons and the remainder of the staff. The secondary responsibility of the library staff is to minimize the damaging effect of the emergency to property, but only if it poses no threat to anyone's personal safety.

Staff is responsible for calling 9-1-1 and should notify the Community Engagement Librarian of any emergency occurring at the library as soon as possible.

Electronic Services and Internet Safety

Approved by Library Board: July, 2018

Latest Update: July, 2018

Purpose

Electronic resources including the internet, computer software, and databases are made available to the public to assist individuals in their quest for knowledge and information. These policies and guidelines are designed to make these resources available in a fair and reasonable way while maintaining the open family-friendly environment that the library has always strived to achieve. In addition, this policy is in compliance with applicable local, state, and federal laws.

Background

To fulfill our mission, the Loomis Library and Community Learning Center provides access to a variety of information resources that assist our patrons, including those available through the computers in the library and the internet. These computer-based resources and the internet extend the library's collections and services by making available a variety of informational, educational, professional, recreational and cultural enrichment resources. The library provides this access for all cardholders.

Patrons must acknowledge compliance with the library's computer acceptable use policy and rules before they are able to use the computers. [See appendices for document] A library staff member will determine what inappropriate use is and enforce the library policies. The Community Engagement Librarian may refer violations to local law enforcement for further investigation and possible prosecution.

In providing internet access to the public, the library does not endorse or sanction its resources. The library cannot control or be held responsible for its content. Information found on the internet may not be accurate, timely, authoritative, useful, or in good taste.

Intellectual Freedom and Censorship Statement

The Loomis Library & Community Learning Center supports the individual's right to access ideas and information representing all points of view. The Library Board endorses the Library Bill of Rights as well as the Freedom to Read and Freedom to View statements by the American Library Association. [See appendices for full text]

Laws

The following list of laws governs the use of the internet and public computers at the Loomis Library & Community Learning Center. This list is not intended to cover all current or future laws governing the use of the internet at the library's public computers. Law enforcement will be alerted if any of the following laws are violated.

Harmful to minors

All library computers with internet access are located in public areas where minors may be present. California law defines a “harmful to minors” violation as every person who, with knowledge that a person is a minor, knowingly exhibits or offers to distribute or exhibit by any means, matter which is deemed harmful to minors. According to California Penal Code Section 313 “harmful matter” means matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

Child Pornography

California Penal Code Section 311.3 prohibits the sexual exploitation of a child. A person is guilty of sexual exploitation of a child if he or she knowingly duplicates, prints or exchanges any representation of information, data or image that depicts a person under the age of 18 engaged in an act of sexual conduct.

Obscenity

Obscene graphic materials are prohibited from being displayed, printed or downloaded. California Penal Code 311 states “obscene matter” means matter, taken as a whole, that to the average person, applying contemporary statewide standards, appeals to the prurient interest, that, taken as a whole, depicts or describes sexual conduct in a patently offensive way, and that, taken as a whole, lacks serious literary, artistic, political, or scientific value. This criterion was established by U.S. Supreme court’s three-part Miller Test (Miller v. California, 413 U.S. 15). Federal, state or local law does not constitutionally protect obscene materials and images.

Tampering with equipment

According to California Penal Code Section 502, it is illegal for users to physically or electronically modify library computer equipment or to tamper with hardware or software.

Hostile work environment

Displaying explicit, graphic or obscene images on library computers may create a hostile workplace environment for library staff and may constitute a violation of Title VII of the Civil Rights Act of 1964 which prohibits sex discrimination in the workplace.

Copyright

In accordance with federal copyright laws (Title 17, U.S. Code), users of the internet who copy, distribute, or display a copyrighted work publicly without authority of the copyright owner or its agent are liable for copyright infringement. This includes copyrighted material downloaded, saved, or printed using library computers. Users may not copy or distribute electronic materials, including electronic mail, text, images, programs, or data, without the explicit permission of the copyright holder.

Children

As with all library materials, the internet is available to all cardholders including children. A parent or guardian must grant permission and sign the Computer Acceptable Use Policy before a child can use the computers. Parents or guardians are responsible for supervising their children when using the internet at the library. Any restriction of a minor's access to materials on the internet is the responsibility of the parents or guardians, not library staff. The library cannot act in "loco parentis," thus staff cannot monitor use or restrict access of minor children.

Access and Users' Responsibility

The library offers computers with access to the internet, software, databases, and the library catalog. The internet is an unregulated public worldwide connection of computers. Other library resources available on some computers are for searching the library's holdings, using authorized software, and accessing online databases. Users must comply with all federal, state, or local laws, policies, or regulations.

Responsibility

The library expects patrons to act responsibly when using the internet. The user is ultimately responsible for selecting which sites to visit but should be aware that others may be involuntarily exposed to what is displayed. Users are asked to respect the privacy of others.

The user is expected to adhere to the library's Electronic Services and Internet Safety Policy, the Computer Acceptable Use Policy, and the Library Conduct Code. The Library provides these policies and guidelines for use of the computers and library. Failure to comply will result in loss of computer privileges, loss of library privileges, or prosecution.

Filtering

The library provides filtering options for our patrons. Filtering software may help to block access to objectionable internet sites. However, the software cannot block out all objectionable sites and sometimes blocks useful material including sites that are suitable for children, teens, and adults.

Choosing and Evaluating Resources

The library reminds patrons to evaluate the soundness of all information found. Use of internet resources carries with it a responsibility to evaluate the quality of the resources accessed. Be aware that some information may be inaccurate, outdated, or personally offensive.

Assistance

The library provides staff to assist patrons of all ages in locating the information they need on the internet. Staff cannot provide extended training or technical support.

Privacy

The library does not monitor internet access but warns that the internet is not a confidential environment. Be aware that any information sent over the internet, including personal names, addresses, phone numbers, social security numbers, or credit card numbers, cannot be guaranteed secure.

The library does not routinely monitor public computers but reserves the right to do so when a violation of the Library Electronic Services & Internet Safety Policy, The Computer Acceptable Use Policy, the Library Code of Conduct, or the law is suspected. Staff is authorized to take immediate action to protect the security of our patrons, computers, and network. This includes confiscating any removable media, requiring a user to leave a computer or the premises, or contacting law enforcement authorities.

Art Exhibit Policy

Approved by Library Board: Month, Year

Latest Update: Month, Year

Purpose

To provide a quality art display for continuing cultural exposure and to guarantee a place for community artists to display.

As an educational and cultural institution, the Loomis Library & Community Learning Center welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of art, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. Exhibits must support the Library's mission to serve the educational, informational, and recreational needs of its patrons and to reflect the community standards of the Loomis area. Knowing that the library serves people of differing interests, needs, and concerns within the Loomis community, exhibits selected will:

- Reflect a wide range of interests and viewpoints
- Depict cultural, economic, and social diversity
- Support self-education and supplement formal education
- Support recreational, civic, and cultural pursuits of the community
- Represent current and historical interests
- Interest people of differing ages, ethnic groups, and lifestyles

Selection

The Art Curator (staff member) under the direction of the Library Director reserves the right to reject any display or item for exhibit. These include exhibits which in the judgement of the library are illegal or which may interfere with the normal operation of the library. The curatorial staff will be thoughtful and sensitive in choosing exhibits to be displayed, as all display areas are visible to all age groups. Materials to be exhibited must be approved by the Library Director prior to placement. The curatorial staff member will also make decisions regarding placement of exhibits within the designated art display area.

Guidelines

- Artists must live within 10 miles of the Town of Loomis.
- Artists are to submit no more than five representative works with their name, phone number, and address.
- Art must be easily wall-hung, such as paints, photographs, textiles, quilts, and drawings. When exhibited it must be mounted, framed or otherwise ready to hang. (We are not able to show sculpture or other 3-D art.

Gifts

Donations of materials or funds to enrich the library exhibits of art are welcome. Gifts of materials will be accepted at the discretion of the Library Director. Material received but not used by the library is subject to disposition at the library's discretion. See the Gift and Donation Policy for further information.

Accessibility

The public, regardless of age, has free access to all library exhibits selected and displayed in the library.

Placement of exhibits within the library is generally based upon appropriateness for public showing.

Because the Art Display area is accessible to all patrons, work displayed must be appropriate for all ages.

Liability

The Library, the Town of Loomis, its employees, volunteers, or patrons, assume no responsibility for loss, theft, or damage of any property of any group or individual using any of the Library exhibit spaces, and in addition, assume no responsibility for the personal injury, including death, of any individual using the exhibit spaces. All items placed in the Library are done so at the owner's risk.

Requests

Requests for an exhibit must be submitted in person, by phone, or via email during regular business hours. If all requirements are met and the space is available an email is sent confirming the reservation. Regular use of exhibit space cannot be guaranteed.

The following conditions will apply:

The exhibit areas may be reserved for educational, cultural, civic, and governmental displays. All exhibits will be free and open to the general public.

- Any commercial use of the exhibit space is prohibited.
- Each individual or group will be required to complete an Exhibit Request Form [See appendices]
- Requests may be taken up to 12 months in advance, and are booked on a first-come, first-serve basis
- No exhibit will be on display for a period exceeding 90 days.
- Exhibition display period will be at the discretion of library curatorial staff.
- Cancellations must be received in writing one week in advance. All work shall be submitted ready for exhibit.
- Installation process must adhere to library guidelines.
- Library staff is available to provide assistance in setting up or taking down displays at the discretion of the Director or curatorial staff. People and organizations setting up or taking down displays must leave the facility neat, clean, and in orderly condition.
- Exhibitor must set up and remove displays by the agreed upon time.

Social Media Policy

Approved by Library Board: February, 2024

Latest Update: February, 2024

Purpose

The Loomis Library & Community Learning Center (Library) uses social media as an important enhancement to communication and information exchange between staff, library patrons, and the community. Social Media includes, but is not limited to, Facebook, Instagram, X, YouTube, and TikTok. This policy governs the use of the Library's social media accounts, publication of comments, and staff responses.

Use of Library's Accounts:

The Library social media offerings may include information regarding library programs, services, collections, news, and events, as well as useful and entertaining information. Positive interaction with community members may be promoted on the library's social media accounts to foster an atmosphere of education and learning. The Library may repost and/or like content from community partners. The act of liking or following another page does not imply endorsement by the library.

If a concerned individual or group feels that content has been posted to the library social media accounts in violation of this policy, they should contact the library director and complete a "Request for Reconsideration form." [See appendices for a copy of this form.]

Publication of Comments:

The library invites comments, posts, and messages, while recognizing and respecting differences of opinion and upholding the standards delineated in the Rules of Conduct for Library users. Comments expressed on the Library's social media accounts do not reflect the views or positions of the Library, its Trustees, or its employees. The Library reserves the right to monitor content on the Library's social media sites and to remove any comments or postings that contain the following type of negative content:

- Commercial promotions or spam
- Duplicate posts from the same person
- Threatening language or personal attacks
- Private, personal information published without consent
- Obscene or libelous content
- Copyright infringement/plagiarized material
- Political advocacy
- Off-topic and/or disruptive posts
- Posts that violate laws or Library policies

If an individual repeatedly provides content that meets the above criteria, the library may block them from posting any further information to the library's social media sites, but only after said person has received one warning that they are violating library policy. Any social media user who has been banned or had a message/content deleted may appeal this decision, in writing or email, to the library director.

Appendices

ALA Code of Ethics

ALA Library Bill of Rights

Cardholder agreement

Freedom to Read

Freedom to View

Suggestion for Purchase form

Request for Reconsideration of Materials

Jessie Helms Community Room Use Agreement

Exhibit Request Form

Computer Acceptable Use Policy

Chromebook Lending Policy and Borrowing Agreement

Hotspot Lending Policy and Borrowing Agreement