

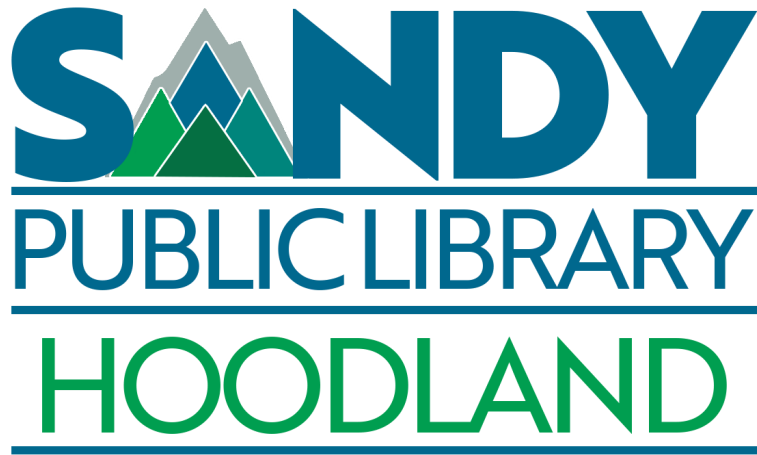


SANDY

PUBLIC LIBRARY

Mission Statement

The Sandy and Hoodland Libraries support the community in their endeavors to create lifelong readers, learn to read and write, develop the ability to find accurate information, and connect to the online world.



Library Policies

I. ALA Pronouncements

- A. Library Bill of Rights
- B. Summary of The Freedom to Read Statement
- C. Freedom to View Statement
- D. Free Access to Libraries for Minors
- E. Code of Ethics

II. General Library Policies

- A. Bulletin Board and Exhibits
- B. Programming
- C. Materials Selection
- D. First Aid, Blood Borne Pathogen, Narcan
- E. Unattended Child
- F. Mandatory Reporting of Suspected Child Abuse
- G. Internet and Computer Use
- H. Use of Equipment
- I. Member Privacy
- J. Member Conduct
- K. Gift and Donation
- L. Fines / Fees
- M. Library Card
- N. Library Community Room
- O. Proctoring
- P. Volunteers

Appendix A Request for reconsideration of library material

Appendix B Member Complaint Form

Appendix C Special Library Cards

Appendix D Background Check policy and form

I. ALA Pronouncements

The following statements are endorsed by the American Library Association. They state clearly the principles upon which Sandy and Hoodland Public Libraries serves all of its members regardless of race, religion, sex, age or handicapped status. ***All policies adopted by the Sandy / Hoodland Library Advisory Board (2013-2018).***

A. Library Bill of Rights¹

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

¹ ALA website <http://www.ala.org/advocacy/intfreedom/librarybill>

- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

B. Summary of The Freedom to Read Statement²

We therefore affirm these propositions:

- It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
- Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
- It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
- There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
- It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
- It is the responsibility of publishers and librarians as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
- It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression.

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

C. Freedom to View Statement³

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the

² <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

³ <http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

⁴ <http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8639>

content.

- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

D. Free Access to Libraries for Minors⁴

An Interpretation of the Library Bill of Rights

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

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

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.⁵ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services" Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.⁴

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

E. Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

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

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. 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.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January

⁴ See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See *Tinker v. Des Moines School Dist.*, *supra*. Cf. *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943)."

22, 2008.

II. General Library Policies

A. Bulletin Board and Exhibit

The Sandy and Hoodland Libraries support the community in their endeavors to create lifelong readers, learn to read and write, develop the ability to find accurate information, and connect to the online world.

- 1) Community Bulletin Board postings will follow these priorities, as space allows.
 - a) Library sponsored events and groups
 - Priority will always be given to library sponsored events and groups, such as Library Programs and Friends of the Library.
 - b) Government agency information
 - Federal, State, County and City government information. This includes informational meetings, health screenings, and housing assistance programs.
 - c) Educational
 - Events and announcements for public, private, and homeschool groups. Non-profit groups supporting education will also be permitted.
 - d) Nonprofit
 - We will post information from nonprofits regarding events, fundraising, and membership recruitment. Political information must remain nonpartisan.
 - d) Cultural
 - Events and information that promote the arts and humanities.

The library will accept submissions for events that have fees; however, one of the above criteria must also be met. The event cannot be for a commercial enterprise and cannot be for-profit.

If possible, all submissions should be accompanied by the name, address, and telephone number of a contact person should the Library need to follow up with questions.

All postings and pamphlets must be submitted for review to Staff at the Circulation Desk. Library staff reserve the right to determine which priority area a submission falls under. Library staff will date and post submissions as soon as possible, as space allows. Submissions will remain posted for one month, or until the date of the event advertised has passed.

Submission of materials for review does not guarantee posting.

2) Library Exhibit Program

The Sandy Public Library welcomes the opportunity to allow groups, organizations, or individuals to use the Gallery area at our library for art exhibits. Space is provided for educational, cultural, civic or recreational exhibits, particularly of local and regional interest.

Space is not available for strictly commercial purposes.

A group or individual that is not associated with the Library must apply in advance to use the library display space by completing an application form. Photographs of the pieces to be displayed must be included with the application. Selection will be based on artistic merit, quality of execution and interest to the community. Library staff will consider a wide range of artistic expression; however, the Library is mindful that all segments of the community and all age groups use the display areas. The final decision for selection of exhibits rests with the Library Director and the Library Board.

Use of space for exhibits/displays does not constitute an endorsement of the organization's beliefs by the Library. Public libraries have traditionally encouraged and provided opportunities for free expression and free access to ideas for members of their communities by presenting points of view of subjects through various formats.

Regulations

Library use of exhibit spaces takes precedence over use by other groups or individuals. Exhibits shall be informational, educational, cultural or historical and coordinated by the library's staff.

Displays/exhibitions are considered for presentation based on the following criteria:

1. Relevance to broad-based and diverse community needs and usefulness to a general audience; or suitable for and of interest to the Youth Services audience;
2. Timeliness;
3. Originality of content or approach;
4. Relationship to Library collections.

Exclusions for exhibits include but are not limited to:

1. Available space.
2. Campaign materials of a partisan nature urging people to vote for or against a person or issue.
3. Advertising designed for individual or commercial profit or gain.
4. Inappropriate for our audience.

When staff is not certain about the appropriateness of a proposed exhibit, concerns should be referred to library management. Use of library exhibit space may be denied or canceled if any library regulation or applicable law is violated.

Artwork Sales

Sales of exhibited artworks are permitted and encouraged. Although increased public exposure of artwork can and sometimes does result in sales, art sales can neither be guaranteed nor assumed to be an outcome of any exhibit.

All sales inquiries will be referred directly to the artist, who is responsible for any and all sales agreements. Artists retain 100% of sales revenues generated during and after the exhibition;

While no fee is collected by the library for the purchase of artwork, the library does recommend making a donation to the Friends of Sandy Library. The Friends of Sandy Library support library services with donations of cash, books, DVDs, CDs, computers, furniture and hours of volunteer work doing whatever is needed.

The Sandy Public Library does not collect jury or exhibit fees. Participation in the Library Exhibit Program is absolutely FREE. All sold artworks must remain on display for the full duration of an exhibit.

Insurance

Artists will provide the library an electronic list of the work being exhibited, and a cost of each item for insurance purposes. This list must be received by the date the exhibit is hung. Photos are helpful in identifying specific works of art. The library will insure these items for the length of the exhibit. Library staff will exert all reasonable efforts to protect artwork from theft, vandalism or other harm.

Timeline

Call for artists: Deadline for applications is November 30 of each calendar year. The selection committee will pull from these applicants to schedule the following year.

Exhibits to be switched the week of Library Coffeehouse (the first week of each month). Length of exhibits may vary, but should last approximately one month.

B. Programming

Definition of Program: Group activities to further the Library's mission, values, and strategic goals.

Programming is offered that furthers the Library's mission, values, and strategic goals and that meets the cultural, informational and educational needs and interests of the community. Programs may be offered in Library facilities or offsite.

Among the purposes that programs may fulfill are:

- To provide information,
- To promote social skills and language development,
- To encourage curiosity and creativity,
- To contribute to knowledge of self and the world,
- To draw target audiences into the Library,
- To provide opportunities that allow the Library to engage with residents,
- To promote and make accessible the Library's services and resources and
- To give residents opportunities for engagement, community involvement, collaboration, and learning.

Access

All programs are open to the public.

Attendance may be limited due to space, or when safety or the success of a program requires it. Limits will be accomplished on a first come, first served basis either with advance registration or at the door.

The Library will not charge admission fees to library programs. When partnering with other organizations, there may be some fee involved. The library will do its best to make sure that any fees are as low as possible.

Donations or sales

At the discretion of the Library Director, donations to benefit the Library may be permitted.

At the discretion of the Library Director, sale of books, CDs, or other small items by authors, performers, or presenters may be permitted as part of a library program. Books or CDs do not need to be specifically approved. Anything else needs to be presented to the Library Director one week in advance of the program for approval. All proceeds from sales go to the author, performer, or presenter. The Library encourages authors, performers, or presenters to donate a percentage of sales or flat amount to the Library or Friends of the Library.

Variety of Viewpoints

The Library will strive to include a wide spectrum of opinions and viewpoints in Library-sponsored programs, as well as offer programs that appeal to a range of ages, interests and information needs in order to engage the community

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

Partners and Community Collaboration

The Library encourages partnerships with non-profit and civic organizations, governments, commercial entities and other groups in order to support and enrich our communities, to reach new audiences and to create opportunities to meet the goals of programming.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their *race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, or marital status*. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

Responsibility for Programs

Responsibility for all Library programs rests with the Library Director.

Adopted by the Sandy / Hoodland Library Advisory Board 12/6/2017

C. Materials Selection

It is the function of Sandy and Hoodland Public Libraries to provide library materials to our communities; recognizing the varied backgrounds and needs reflective of all citizens, regardless of race, sex, age, social, religious or political persuasion. This policy endorses the library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association. This policy also conceives that censorship is a purely individual matter and declares that while a person is free to reject for themselves material found to be objectionable, they cannot exercise this right of censorship to restrict or suppress other citizens in their choices. Responsibility for a child's choices must rest with the child, parent, or guardian, not with the library.

For the purposes of this part of the policy, "materials" may include, but are not limited to: books, magazines, newspapers, music, video, and other information in both physical and electronic formats. Materials acquired shall be selected for quality of content, expression, form and popular need. Other factors to be considered are sincerity and responsibility of opinions, factual accuracy, timeliness or current high interest in subjects or titles. Libraries should provide materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

While it is our goal to have and maintain the best collection possible, both space limitations and budget restrictions limit our ability to do so. It will be our object, under these circumstances, to build the broadest collection to serve the majority of our users.

This policy addresses the need of maintaining a balance of both juvenile and adult materials. If either member or circulation statistics indicate a discrepancy in this ratio, restitution shall be made.

Consideration of our integral part of a larger county and state library network will affect our selection policy. We will, when possible, avoid duplication of titles of little popular interest. We will also lend our materials to other reciprocal libraries when they request it.

When items are lost to the collection, they will be replaced if circulation figures indicate a general need and the item is still available. This policy also directs its attention to the need to maintain selections in specific fields and media types, including current high interest, contemporary authors, local historical materials, periodicals, general recreational media and classics.

Gifts may be accepted with the understanding that they will be subjected to the same evaluation and selection standards as prospective purchase materials. Gifts accepted by the library become the property of the library and will be handled and/or disposed of as the library sees fit.

The library's collection will include some materials which are impermanent and transitory in nature. The library director will regularly discard these materials which no longer meet the requirements and selection standards of the library. Torn, dirty, unattractive, outdated and outmoded materials are subject to discard.

Library of Things

The Library of Things is a special collection that speaks to sustainability. Many people purchase items that they rarely use, or decide that they don't enjoy. We aim to help people make wise decisions with their purchasing power by stocking items for them to use occasionally or try out. Among others, this collection includes items such as musical instruments, board games, small kitchen appliances, technology, and items for early learning. Donations to this collection must meet the goals for the collection, and be of a size to be housed in the Library of Things area.

Request for Reconsideration

Members finding material that they object to in the library's collection are requested to state their objections on the Request for Reconsideration form found in **Appendix A**. A maximum of 5 items can be submitted on Request for Reconsideration forms by an individual within a one year period, with the understanding that each request will be dealt with separately. On receiving a Request for Reconsideration of library material, the librarian will review the material in its entirety; and write a formal response to the complainant within one month. If the complainant is not satisfied, they may appeal to the library board. The board will review the appeal and render a decision. The board decision shall be considered final. An item can be requested for reconsideration every three years. If further Request for Reconsideration forms are submitted within the three year period, a notice will be sent to the submitter with the original response to the material.

Adopted by the Sandy / Hoodland Library Advisory Board 9/6/2023

D. First Aid, Bloodborne Pathogen, Narcan

First Aid/CPR/

An accident or sudden illness of staff or patron may cause an emergency that necessitates immediate first aid/CPR, and subsequent medical attention. One employee should stay with the person experiencing the emergency until Emergency Services arrive. In the case of a medical emergency, another staff member should contact Emergency Services immediately; dialing 911 from any phone. Inform Circulation Staff on duty that you have called 911 as they may get a callback, and will need to direct Emergency Services to your location. The person calling should be ready to describe the situation and give the location of the emergency. If possible, determine the nature of the illness or complaint from the person. At least ten Library employees are encouraged to maintain certification in both CPR and First Aid.

I. Treatment of injuries

Only qualified personnel should treat someone during a medical emergency. Take appropriate first aid action only to the degree you are trained. Protect yourself, if necessary, by using personal protective equipment

(gloves, mouth shield, etc.). Help the ill or injured person to remain calm by assuring them that help is on the way. First Aid equipment will be kept in staff areas, staff need to make themselves aware of these locations.

There is an AED available at the Sandy Public Library. An automated external defibrillator (AED) is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can potentially stop an irregular heartbeat (arrhythmia) and allow a normal rhythm to resume following sudden cardiac arrest (SCA). SCA occurs when the heart malfunctions and stops beating unexpectedly. If not treated within minutes, it quickly leads to death. This system speaks to the staff person once it is activated, and gives specific instruction.

When help arrives, listen to the instructions provided by the Emergency Services personnel and be ready to assist if asked.

II. Reporting Injuries/Accidents

After qualified personnel have addressed the emergency situation, the witnessing staff member(s) shall fill out a Library Incident/Accident Report. The report will include all the pertinent details of the event, including names of those involved. Completed forms will be given to the Library Director before the end of the staff member's work shift. Incident/Accident forms are located on the City Intranet [here](#). The Library Director will distribute this form to the appropriate City personnel.

Bloodborne Pathogen

I. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Sandy and Hoodland Public Library complies with the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens.

Exposure Determination: No particular job classification of the library has occupational exposure (meaning "reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"); however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

Universal Precautions: All potential circumstances of exposure must be taken into account by the library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: At any time within the library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. adhesive bandages (BAND-AIDS), gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted

and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Handwashing facilities are provided by the library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Training and Immunizations: The library shall provide directly or through Library System, State, or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

II. Reporting Injuries/Accidents

After qualified personnel have addressed the emergency situation, the witnessing staff member(s) shall fill out a Library Incident/Accident Report. The report will include all the pertinent details of the event, including names of those involved. Completed forms will be given to the Library Director before the end of the staff member's work shift. Incident/Accident forms are located on the City Intranet. The Library Director will distribute this form to the appropriate City personnel.

Narcan

In an effort to ensure the health and safety of its service population, the Sandy and Hoodland Public Libraries will maintain and administer an opioid antagonist, specifically Naloxone, otherwise known by its brand name Narcan, for use during emergencies to any member experiencing a known or suspected opioid overdose regardless of a previous history of opioid abuse.

A staff person may, in his/her individual discretion, and in collaboration with management of the library, choose to administer the Naloxone. The library director is responsible for having policies in place for re-ordering Naloxone in the event it is administered and to ensure that an adequate supply is continuously available in the buildings for use.

The library will store its supply of Naloxone in a staff only area near other life-saving and/or first aid supplies. When grabbing the Naloxone, make sure to also grab gloves and a CPR barrier.

I. Signs and symptoms of opiate overdose

The signs and symptoms of opiate overdose include:

- Unresponsiveness to yelling or stimulation, like rubbing your knuckles up and down the person's sternum, or breastbone (also called a sternum rub) [This symptom effectively draws the line between overdosing and being really high but not overdosing.]
- Slow, shallow, or no breathing
- Pulse (heartbeat) is slow, erratic, or not there at all
- Turning pale, blue or gray (especially lips and fingernails)
- Snoring/gurgling/choking sounds
- Body very limp
- Vomiting

II. Opiate overdose treatment overview

1. Check for a response.

2. Call 911.
3. Start chest compressions.
4. Administer naloxone.
5. Resume chest compressions with rescue breathing if the person has not yet started breathing.
6. If naloxone is administered, provide details to emergency medical services.

III. Responding to an opiate overdose

1. Check for responsiveness
 - a. Yell.
 - b. Give a sternum rub. Make a fist and rake your knuckles hard up and down the front of the person's sternum (breast bone). This is sometimes enough to wake the person up.
 - c. Check for breathing. See if the person's chest rises and falls and put your ear near the person's face to listen and feel for breaths.
 - d. If the person does not respond or is not breathing, proceed with the steps listed below.

2. Call 911. If you have to leave the person, put the person in the **recovery position**.*
 - a. State that someone is unconscious due to suspected overdose and indicate if the person is not breathing. (If you call police or 911 to get help for someone having a drug overdose, Oregon's Good Samaritan Law protects you from being arrested or prosecuted for drug-related charges or probation or parole violations based on information provided to emergency responders.)
 - b. Give the address and location.
 - c. Be aware that complications may arise in overdose cases. Naloxone only works on opiates, and the person may have overdosed on something else, e.g., alcohol or benzodiazepines. Emergency medical services are critical.
 - a. *Recovery position:
 - b. Roll the person over slightly on the person's side.
 - c. Bend the top knee.
 - d. Put the person's top hand under the person's head to support it.
 - e. This position should keep the person from rolling onto his/her stomach or back, so the person does not choke if he/she vomits.

3. (A) Start chest compressions with rescue breathing (CPR)
 - a. Place heel of one hand over center of person's chest.
 - b. Place other hand on top of first hand, keeping elbows straight with shoulders directly above hands.
 - c. Use body weight to push straight down, at least 2 inches, at rate of 100 compressions per minute.
 - d. Give 2 breaths for every 30 compressions.
 - e. CPR should be performed for 5 rounds (2 breaths for every 30 compressions), or for approximately 2 minutes, before reassessing.

OR

- (B) If overdose is witnessed, i.e., you see the person stop breathing, or you are sure it is overdose due to personal knowledge of the person or situation, you have the option to start rescue breathing. Be aware when you call 911 that they may instruct you to perform CPR as well.
- a. Check the person's airway for obstructions and remove any obstructions that can be seen
 - b. Tilt the person's forehead back and lift chin

- c. Pinch the person's nose and give normal breaths – not quick and not overly powerful breaths
- d. Give one breath every five seconds
- e. Continue rescue breathing for approximately 30 seconds

4. Administer naloxone

If the patient has been receiving opioids, giving them naloxone may result in temporary withdrawal symptoms. This response can include abrupt waking up, vomiting, diarrhea, sweating, and agitated behavior. While these symptoms can be dramatic and unpleasant, they are not life threatening and will only last until the naloxone has worn off. For NARCAN® Nasal Spray:

- a. Peel back the package to remove the device
- b. Hold the nozzle between two fingers.
- c. Place the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose.
- d. Press the plunger firmly with thumb to release the dose into the patient's nose.

5. Resume chest compressions with rescue breathing (or chest compressions only) if the person has not yet started breathing.

Brain damage can occur after 3-5 minutes without oxygen. The naloxone may not kick in that quickly. You may have to perform CPR for the person until the naloxone takes effect or until emergency medical services arrive.

6. Conduct follow-up.

Naloxone takes several minutes to kick in and wears off in 30-45 minutes. The person may go back into overdose after the naloxone wears off.

It is recommended that you watch the person for at least an hour or until emergency medical services arrive, in case the person goes back into overdose.

If an overdose victim revives, keep the person calm. Tell the person that drugs are still in his/her system and that the naloxone wears off in 30-45 minutes. Tell the person that medical attention is on the way and assist him/her if necessary.

Do not let the person use more opiates. The naloxone will block them and the person could overdose again after the naloxone wears off.

IV. Reporting Injuries/Accidents

After qualified personnel have addressed the emergency situation, the witnessing staff member(s) shall fill out a Library Incident/Accident Report. The report will include all the pertinent details of the event, including names of those involved. Completed forms will be given to the Library Director before the end of the staff member's work shift. Incident/Accident forms are located on the City Intranet [here](#). The Library Director will distribute this form to the appropriate City personnel.

E. Unattended Child

It is unlawful for a child under the age of 15 to be abandoned by a parent or guardian⁵. If a child is left at the library and it appears that parents or guardians are not returning to pick them up, staff will:

- Notify supervisor
- Attempt to notify parent or guardian

⁵ ORS 163.535 <https://www.oregonlaws.org/ors/163.535>

- Fill out incident report
- If responsible party is not located in ½ hour, or it is ½ hour before closing, staff will notify the police, and stay in the building making every effort to comfort the child.
- Police will determine appropriate action when they arrive.

F. Mandatory Reporting of Suspected Child Abuse

Oregon state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters and they are a crucial link in the system to protect Oregon's most vulnerable citizens.

Library staff will report suspected abuse to police, and will provide names and addresses of suspected victims and families.

Adopted 11/14/2012

G. Internet and Computer Use

The Internet, as an information resource, enables the Sandy and Hoodland Public Libraries to provide access to materials beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the globe. However, the Internet is an unregulated medium. As such, it offers access to material that is personally, professionally, and culturally enriching to individuals of all ages. It also enables access to some material that may be inaccurate, incomplete, offensive, disturbing and / or illegal. We urge our patrons to use good judgment in evaluating the validity of information accessed via the Internet. If you have questions regarding the quality of a site, librarians are available to assist you.

The Sandy and Hoodland Public Libraries uphold and affirm the rights of each individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents to determine and monitor their child's use of library materials and resources. The library cannot control or monitor material that may be available from internet resources. Parents are encouraged to work closely with children in selecting material and Internet sites that are consistent with personal and family values and boundaries. Children are encouraged to talk with their parents about using the Internet.

Computers at the Sandy and Hoodland Public Libraries are not filtered. Library users, whether children or adults, are the final selectors in using the Internet and are responsible for their individual choices. Parents can monitor and control their child's use of the library by keeping their child's library card in their own possession.

Persons using the Internet at the Sandy and Hoodland Libraries agree to the following:

Internet and Computer use Guidelines

1. Users should login with their own library barcode number and PIN number. Time on library computer stations is limited to 60 minutes per day.
2. Monitors on library computers are in a public area and visible to minors. Users may not display any picture, or image of a person, or portion of a human body that depicts nudity, sexual conduct or other image as prohibited by ORS 167.080 et seq.
3. Printed material must be paid for at the rate of 10 cents per side for black & white and 25 cents per side for color.
4. Users are expected to respect the intellectual property rights of the owners of information posted on the Internet. Violation of copyright law or software licensing agreements will not be tolerated.
5. Attempts to alter or install software, change configurations or settings, or damage computer

hardware is prohibited.

Tips for effective Internet and computer use

- Any document saved to a computer at the Sandy and Hoodland Public Libraries is available to others until a session is logged off. To make sure that others cannot access your work, log off completely when you are done.
- Library staff can provide limited assistance on computers as time allows. For in-depth research or more time consuming help, talk to library staff about booking an appointment.
- The library does not offer e-mail accounts for patrons. E-mail accounts are available at various Internet sites.
- Discs, flash drives, earbuds may be purchased at the Check-out desk. Failure to use Internet and computer services responsibly, harassing behavior, or violations in local, state or federal law will result in termination of privileges. Offenders may be asked to leave the library.

Adopted by the Sandy / Hoodland Library Advisory Board 11/2014

H. Use of Equipment

The Sandy and Hoodland Libraries have computers, photocopy machines, thumb drives, and a projector/screen for public use. When using library equipment and equipment malfunctions, please see a library staff person at the information desk. Any damage incurred while a member is using equipment may be charged to the member.

Check out for In-Library Use

Patrons of the Sandy and Hoodland Libraries may check out library equipment under the following terms.

Patrons use equipment at their own risk. Patrons must:

- Have a valid (not expired) Library card
- Use equipment in designated areas in the library
- Remain in the library
- Inform staff when finished with the equipment
- Leave the equipment in the same condition as when borrowed
- Patron will be responsible for repairs/replacement if equipment is returned damaged

Equipment for check-out:

- Laptop Computer
- Headphones
- Computer Mouse
- Thumb drive
- iPads for Kids

Adopted by the Sandy / Hoodland Library Advisory Board 11/1/2017

I. Member Privacy

The following policy, as quoted from the ALA website, is adopted by Sandy Library:

“Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.”⁶

⁶ American Library Association: “Policy on Confidentiality of Library Records”,

Protecting member privacy includes, but is not limited to:

- Staff will not give out member name in conjunction with their phone and/or address to anyone
- Staff will not give out circulation information (including hold information) to others
- Staff will not discuss a member's material use habits outside of a business context.
- Staff will checkout held items only to member, or to a person who has been given permission to use member's account.⁷

The Oregon State Statutes exempts libraries from disclosing library records⁸. In regards to the USA Patriot Act, staff will refer all inquiries to the Library Director, who will in turn contact the city's legal resource. The Oregon Consumer Identity Theft Protection Act - passed by the 2007 legislature - gives consumers more tools to protect themselves against identity theft, and Oregon businesses and government must ensure the safety of the personal identifying information they maintain. Personal information includes a consumer's name in combination with a Social Security number, Oregon drivers license number or Oregon identification card, financial, credit or debit card number along with a security or access code or password that would allow someone access to a consumer's financial account.

In addition to the right to privacy as outlined above, members have the right to:

- Equal treatment regardless of age, race, gender, or national origin
- Reasonable accommodation based on disability
- Be treated politely
- Expect a safe environment
- Request reasonable research assistance
- Expect confidentiality when asking for assistance
- Submit suggestions and complaint forms (Complaint form is found in **Appendix B**)

J. Member Conduct

The mission of the Sandy and Hoodland Libraries is to support the community in their endeavors to create lifelong readers, learn to read and write, develop the ability to find accurate information, and connect to the online world in a pleasant, orderly and safe place.

The staff is responsible for maintaining this atmosphere. If it is determined that a member's behavior does not comply with this mission, he/she may be asked to leave the premises, library privileges may be suspended, and if necessary, police will be alerted. Library staff must report all incidents to the Director. The Library Director will take further action if needed. In some cases, the Director will trespass the member from the library. If a trespassed member attempts to enter the library, the police will be called.

The initial trespass period will be determined by the Library Director. The member may apply in writing to have the trespass revoked after one year. If the Director decides that the individual may return to the library, he/she must agree to and sign off on all library behavior policies.

In general, anything that disrupts or interferes with another members ability to use the library or its resources is in violation of this behavior policy.

<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconfidentiality>

⁷ We assume that a person with the members card in possession, or who knows the members number has permission to access that account

⁸ Oregon Revised Statutes, Chapter 192.355. <https://www.oregonlaws.org/ors/192.355>

Other public records exempt from disclosure. The records of a library, including: (a)Circulation records, showing use of specific library material by a named person;(b)The name of a library patron together with the address or telephone number of the patron; and(c)The electronic mail address of a patron.

Disruptive behavior includes, but is not limited to:

- Any activity causing damage to library property, materials, or equipment
- Theft of library materials or equipment
- Criminal Activity
- Smoking, using tobacco, or vaping (Sandy-not allowed in front or on the west side of building by City Ordinance 2013-04, Hoodland-not allowed in front of the building)
- Intoxication (alcohol or illicit drug use or distribution)
- Engaging in sexual conduct
- Eating in the library outside of approved events
- Loud or inappropriate behavior
- Harassing members or staff
- Disobeying the direction of a library staff member
- Not observing Computer and Internet use policies
- Excessive odor
- Not wearing a shirt or shoes
- Littering
- Soliciting
- Running
- Any behavior as determined by library staff that is contrary to the mission of the library

Adopted by the Sandy / Hoodland Library Advisory Board 9/6/2017

K. Gifts and Donations

The Sandy and Hoodland Public Libraries appreciate donations from individuals, businesses, and organizations.

Gifts of Books and Other Library Materials

All items donated to the Library become the property of the Friends of Sandy Library or the Friends of Hoodland Library (501c3 organizations). The Friends of the Library accept items in good condition. This includes, but is not limited to, books, audiobooks, CDs, DVDs, and Blu-Rays.

All items accepted as donations will be evaluated in accordance with the Sandy and Hoodland Public Libraries needs. The Friends of the Library graciously offer items to the library to be added as new or replacement items.

Items not added to the Library collections will be for sale by the Friends of the Library. Money raised by the Friends of the Library is used to benefit programs and services of the Sandy and Hoodland Public Libraries.

Donations of any other types will be considered by the library director on a case-by-case basis.

Memorials

A memorial is created when money or materials is donated to add items to the collection, usually in memory or honor of an individual or group. Sandy and Hoodland Public Libraries welcome suggestions for purchases but reserve the right to the final decision regarding all materials. Sandy and Hoodland Public Libraries will place a bookplate inside memorial items and a thank you letter will be sent to donors. Press releases announcing gifts may be sent to local newspapers.

Receipts

The Sandy and Hoodland Public Libraries can provide receipts for all donations.

* Cash or check donations: A receipt will be sent in the form of a letter stating the amount donated.

* Donated items: A donation receipt will be given. The donor is responsible for assigning and documenting monetary value for tax purposes.

Gifts to Library Staff

Individual library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the library as a whole or provide a gift that all staff can enjoy equally.

Adopted by the Sandy / Hoodland Library Advisory Board 11/1/2017

L. Fines / Fees

We collect fees for:

- Printing
- Copies
- Overdue fines
- Replacement parts
- Lost and damaged materials

Fines are automatically applied to a member's record when an item is overdue. If an item is due on Monday, but not returned until Tuesday, the member will be charged for 1 day overdue. All materials at Sandy and Hoodland libraries accrue fines at a rate of 25 cents per day. The amount owed for overdue fines, per item, per renewal, maxes out at \$5.00.

Fees are assessed if items are damaged or incomplete, and items that are damaged beyond repair or lost must be paid for. In these cases, overdue fines may be applied, but are often waived⁹.

If a member owes more than \$25.00 on his account, his card will be blocked. Items cannot be checked out and holds cannot be placed.

M. Library Card Policy

Library cards are free and available to all district residents. Everyone is free to enter the library and use the library materials on the premises, whether they have a library card or not. In order to take home any part of our circulating collection or to use our subscription databases off site, a library card is required.

Individuals wishing to sign up for a card must provide proof of identification and proof of residence. All minors (under age 18) must have a parental (or guardian) signature on the application. Sixteen year old children with proper ID may get a card and bring in the signed form later.

Special library cards are available to members meeting certain criteria. See **Appendix C** for descriptions.

N. Library Community Room

The Sandy and Hoodland Library community rooms are available for use by groups for educational, social,

⁹ Waiving overdue fines for items that are being paid for can be seen as a helpful compromise, and go far in promoting good will.

cultural, intellectual, or charitable activities benefiting residents of the Sandy and Hoodland Libraries service areas.

I. RESTRICTIONS

A. Library or City of Sandy programs and sponsored events have priority in the use of meeting room space. The Library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events. Though highly unlikely, cancellations by the Library can be made 48 hours in advance of scheduled meetings.

B. No admission fees may be charged or solicited

C. No donations of money or other property may be solicited or collected from the audience

D. No promotions or sales of services, products, merchandise, materials or other items are allowed. However, at a library-sponsored program or event, or on behalf of the Friends of the Sandy Library, Friends of the Hoodland Library, or The Library Foundation, authorized sales of services, products, merchandise, materials or items or solicitations for donations are permitted.

E. An adult age 18 or older must complete the Community Room application form, and at least one adult age 18 or older must be present when youth groups use the meeting rooms.

II. RESERVATION RULES AND FEES

Important: Reservation requirements vary depending on the renter's status as nonprofit, government agency, for-profit, or individual. Certain entities (see below) must pay \$25/hour for use of the room; All are subject to cleaning fees if the cleaning duties (see Section III) are not met.

NONPROFIT : A nonprofit organization (NPO, also known as a non-business entity).

A. Reservations by NPOs for the meeting room may be made no more than one month in advance. Use is granted on a first-come, first-served basis. Use of the meeting room may be limited to once per month for each renter, due to limited meeting room space.

B. There is no hourly fee for use of the room. However, credit card information must be provided as security in the event that the room is left damaged or untidy by the renter. The credit card will be charged a penalty fee of \$25.00 if the community room is not left in good order (See IV. CLEANING DUTIES FOR ALL RENTERS). Additional cleaning fees may apply. If the credit card information and signed contract are not submitted to the library at least one week before the date of the reservation, the reservation will be cancelled.

C. Cancellations must be made at least 48 hours prior to the date of the reservation or a cancellation fee of \$25.00 will be applied to the credit card.

GOVERNMENT: A government covers city, county, state, federal, and entities authorized by them.

A. Reservations for the meeting room may be made three months in advance. Use is granted on a first-come, first-served basis. Use of the meeting room may be limited to once per month for each renter, due to limited meeting room space.

B. There is no hourly fee for use of the room. However, credit card information must be provided as security in the event that the room is left damaged or untidy by the renter. The credit card will be charged a penalty fee of \$25.00 if the Community Room is not left in good order (See IV. CLEANING DUTIES FOR ALL RENTERS). Additional cleaning fees may apply. If the credit card information and signed contract are not submitted to the library at least one week before the date of the reservation, the reservation will be cancelled.

C. Cancellations must be made at least 48 hours prior to the date of the reservation or a cancellation fee of \$25.00 will be applied to the credit card.

FOR-PROFIT : A for-profit entity or business operates in the private sector , with aims to benefit itself.

A. Reservations for the meeting room may be made one month in advance. Use is granted on a first-come, first-served basis. Use of the meeting room may be limited to once per month for each renter, due to limited meeting room space.

B. For-profit entities must pay a fee of \$25.00 per hour for use of the Community Room. Credit card information and signed contract must be submitted to the library at least one week before the date of the reservation unless other arrangements have been made with library staff. The credit card will be charged a penalty fee of \$25.00 if the Community Room is not left in good order (See IV. CLEANING DUTIES FOR ALL RENTERS). Additional cleaning fees may apply. If the credit card information, payment, and signed contract are not submitted to the library at least one week before the date of the reservation, the reservation will be cancelled.

C. Cancellations must be made at least 48 hours prior to the date of the reservation to receive a refund.

INDIVIDUALS: Those not associated with a non-profit, government agency, or for-profit.

A. Reservations for the meeting room may be made one month in advance. Use is granted on a first-come, first-served basis. Use of the meeting room may be limited to once per month for each group, due to limited meeting room space.

B. Individuals must pay a fee of \$25.00 for use of the Community Room. Credit card information and signed contract must be submitted to the library at least one week before the date of the reservation unless other arrangements have been made with library staff. Additional fees for cleaning may be applied if the community room is not left in good order (See Cleaning Duties for All Renters for more information). If the credit card information and signed contract are not submitted to the library at least one week before the date of the reservation, the reservation will be cancelled.

C. Cancellations must be made at least 48 hours prior to the date of the reservation to receive a refund.

III. USE OF COMMUNITY ROOM

A. The renter may use the computer and/or projector with prior arrangement by selecting the option for computer/projector on the application form. Library staff will be available to assist with setup and troubleshooting only during library hours.

B. Light refreshments may be served, but renters may not prepare food on library property.

C. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Renters must not imply library sponsorship of their program or organization in their publicity. Implied sponsorship of the Sandy or Hoodland Library may result in cancellation of the reservation.

D. The Hoodland Library Community Room is only available for use during the Hoodland Library's hours of operation. The Sandy Library Community Room is available for use both before and after the Sandy Library's hours of operation. For reservations that begin before the library is open, prior arrangements will be made to let the renter into the library. For reservations that extend after the library's hours of operation, the renter must arrive and check in at the front desk before the library is closed. It is the renter's responsibility to direct others attending the reservation to enter through the doors on the west side of the building if the library is closed.

E. The Library is not responsible for answering questions from the public regarding a reservation. The renter must provide contact information to those attending the event and direct questions to this contact instead of the Library.

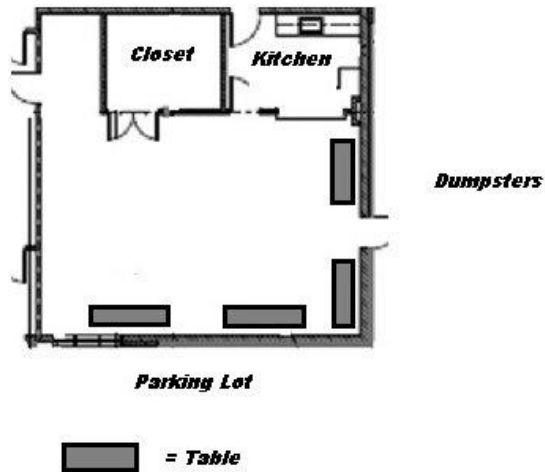
- F. With prior approval from library management, the renter may post signs in designated library locations.
- G. The Library is not responsible for theft of or damage to property brought into a library meeting room.
- H. The individual who signs the contract as the renter must be present throughout the reservation period.
- I. Each renter is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy (76 at Sandy Library, 24 at Hoodland Library) for the meeting room as set by the Fire Marshall.
- J. A laptop and projector are available for use with the rental of the community room. Any works shown in the Community Room are considered a public performance. Copyright and Fair Use rules must be followed. Any showing of copyrighted work where the renter does not own the copyright and where Fair Use does not apply requires a public performance license purchased and provided by the renter for use at the library. Proof of purchase of a public performance license must be presented to library staff prior to the reservation date.

IV. CLEANING DUTIES FOR ALL RENTERS

Renters are responsible for general cleanup and returning furniture to the way it was found.

Cleaning fees will be applied to the renter's credit card if the following tasks are not completed and/or the room is left dirty or damaged.

- A. Vacuum the main room. The vacuum is located in the closet.
- B. Clean the counters and sink with disinfectant spray. Dishcloths are in the cupboard above the sink. Disinfectant spray is under the sink.
- C. Place all soiled dishcloths in small white container on the counter by the kitchen sink.
- D. Empty garbage into dumpsters.
 - a. At Sandy: dumpsters are located on the southwest corner of the building. Use the flashlight plugged into the outlet in the kitchen if garbage is taken out after dark.
 - b. At Hoodland: dumpsters are located in the enclosure at the apartment complex next door.
- E. Reline garbage cans. Liners are available under the sink or at the bottom of the garbage can.
- F. Wipe off all tables with disinfectant spray.
 - a. At Sandy: stack tables in the closet.
 - b. At Hoodland: fold tops up and push next to the cabinets.
- G. Stack all chairs on dollies
 - a. At Sandy: return dollies to closet.
 - b. At Hoodland: return dollies to the corner of the room.
- H. **In addition, at Sandy Library:**
 1. Remove all food from the refrigerator.
 2. Sweep the kitchen floor, cleaning up any sticky spots or spills.
 3. Put all dirty dishes in the dishwasher – Do not run the dishwasher - Library staff will run the dishwasher.
 4. Leave four tables out, arranged in the configuration below:



V. APPLICATION PROCESS AND PROCEDURES

1. All reservation requests must be submitted by completing the online application form.
2. The renter will be notified by email if / when the use of the meeting room has been authorized.
3. Upon authorization, a contract will be emailed for the renter to sign. Credit card information and signed contract must be received at the Library at least one week before the date of the reservation. The reservation is not confirmed until both the credit card information and signed contract have been submitted to the Library.

Approved by Sandy / Hoodland Library Advisory Board 7/5/2023

O. Proctoring

Proctoring is offered at the Sandy Public Library when space and staff time are available.

Procedure

- Scheduling is dependent upon when a staff member responsible for administering the exams is on duty. Arrangements must be made ahead of time, so that there is adequate time for delivery of the exam to the Library. Library staff will determine whether they have the available resources to proctor an exam and may decline, at any time, if they do not have the staff available or the exam does not meet the guidelines listed here.
- To schedule a time to have your exam proctored, send an email to libraryassistants@ci.sandy.or.us.
- We require at least *one (1) week* notice prior to the desired testing date; more lead time is preferred.

The student must:

- Have a LINCC library card to receive proctoring services.
- Make all arrangements with the institution giving the exam.
- Contact his/her institution to be sure that Library staff proctoring exams meet criteria set by the institution.
- Arrange for delivery of the exam. Library staff cannot make these arrangements for you.
- Contact the Library to verify exam information has been received and to make final arrangements for the exam date.

The Library Staff member will:

- Ensure that the person taking the exam meets all requirements, such as verifying ID and whether the student has any accompanying materials. Exams may be written on paper or taken online.
- Provide a computer to use for online testing. Personal laptops are permitted, depending upon the institution's requirements.
- Discard exams not taken by the student within one month..

Other local proctoring options:

- The online service www.ProctorU.com, where you can have tests proctored via webcam

Approved by Sandy / Hoodland Library Advisory Board 7/11/2018

P. Volunteers

The work of volunteers is essential to the libraries' success. Interested individuals are appointed to positions after successfully completing a volunteer interview, background check (**Appendix D**), orientation and training session. All positions are authorized by the Director. In accordance with ORS 244.00, Volunteers do not receive special considerations, and they do not supply direct member services. Volunteers at the Sandy and Hoodland Public Libraries must be at least 12 years of age.

Policy Updated 7/2016

Appendix A Request for reconsideration of library material

Title_____

Author_____

Publisher_____

In this matter you are representing: _____

How did this problem come to your attention?

Have you read / viewed / listened to the entire work?

Specifically, to what do you object? Please provide reference markers if possible.

Do you feel the material is objectionable to all, or just to some segments of the public?

Is there anything positive about this work?

What would you expect to be the outcome of this request?

Signed _____ Date _____
Address _____
Telephone _____ Email _____

Appendix B Member Complaint Form

What is the nature of your concern?

- ___ Library Staff
- ___ Library Materials (Ask for a reconsideration form)
- ___ Library policies

Please describe the situation which raised your concern

(use back of form if needed)

Name (please print) _____ Today's Date _____

How can you be reached?

Phone _____

Email _____

Address _____

Signature _____

Appendix C Special Library Cards

Special cards are available for some out of district residents. Proper ID and proof of address requirements must be met.

The MIX agreement:

The Library District provides service to Clackamas County residents, with the exception of Johnson City. Through MIX, an agreement with Multnomah and Washington Counties, Camas Public Library, Hood River County, and Fort Vancouver Regional Library District residents are eligible for an unrestricted LINCC library card.

Passport Cards:

Persons with a library card from a library participating in the Oregon Library Passport Program may get a passport card at Sandy and Hoodland Libraries. Available services include:

- 5 check outs
- Up to 5 holds
- Cards blocked when 3 items are overdue and when \$25.00 or more is owed in fines and fees
- Online database access is limited to in-library use

Non-Resident and Temporary Cards:

A non-resident (and non-passport) card is available for a fee of \$95.00. ID requirements must be met, and cards are good for 1 year.

At Sandy and Hoodland, temporary full service cards (not to be confused with TEMP cards) are available to non-district (and those not eligible for a Passport Card) users for a 3 month period for a \$25 fee.

***Appendix D* BACKGROUND CHECK POLICY**

In an attempt to provide the best possible experience for the patrons of the Sandy and Hoodland Public Libraries, the Library Advisory Board has determined it necessary to conduct a criminal background check on all future library volunteers.

The results of the background checks will be reviewed by the City of Sandy's Library Director and/or Assistant to the Library Director ONLY. All forms will be destroyed following review and the results will be kept confidential.

Prior arrests and convictions do not automatically mean exclusion from volunteering.

The library will deny volunteer privileges to anyone convicted of certain felonies and misdemeanors listed in ORS 342.143. In addition the library reserves the right to deny volunteer privileges to persons based on the nature and recentness of crimes and overall criminal record. The Library Director may revoke a volunteer's privileges at any time if the volunteer's presence is considered disruptive or unsafe to the library environment. If a person has been denied the opportunity to volunteer because of an unresolved arrest, and the case is subsequently dismissed or the person acquitted, the person may reapply to become a volunteer.

If you have questions regarding this policy, please call Sarah McIntyre at 503-489-2168.

DATE _____

BACKGROUND REVIEW WAIVER AUTHORIZATION

To Whom It May Concern:

I am an applicant for a volunteer position with the Sandy and Hoodland Public Libraries.

I authorize and direct the Sandy Police Department to conduct a criminal history background check via the Law Enforcement Data System (L.E.D.S.). All information will be kept strictly confidential.

I hereby exonerate, release and discharge you, your organization, its officers, agents, all references and employees from any liability or damages, whether in law or in equity, now and in the future, for complying with this request and for furnishing the information request by the bearer of this authorization form.

_____	_____	_____	____/____/____
NAME: LAST	FIRST	MIDDLE	DATE OF BIRTH

(AKA) Also known as (i.e.; maiden name, etc.)

_____	_____	_____	_____
STREET ADDRESS	CITY	STATE	ZIPCODE

MAILING ADDRESS CITY STATE ZIPCODE

HOME PHONE

OTHER PHONE

LAST 4 OF SOCIAL SECURITY NUMBER

DRIVER'S LICENSE # AND STATE

APPLICANT'S SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE
(if applicant under 18 years of age)

DATE