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3.20.10.040. Library Cards.

3.20.10.010. Borrower Rules.

A. Borrowers must present a valid library card to check out library materials. There is a charge for a replacement or duplicate card. New resident accounts are restricted to 10 total items for checkout for a period of two months; two of these items may be video/DVD, and two may be audio. If the account is in good standing after the two month time period it will then be changed to allow for check out of up to fifty items. Accounts requesting changes sooner than the two month time period may submit their request for review by the Library Director or designee and staff for approval.

B. Of the fifty items that are allowed to be checked out, up to seven may be videos and seven DVDs or blu-rays, ten audio tapes, seven audio CDs, twenty-five periodicals, eight music CDs, two CD-ROMS, and two literacy backpacks.

C. Borrowers shall be held responsible for all materials checked out on their library accounts and for all fines accruing on those items. Damage to material beyond reasonable wear or loss of items will also be the responsibility of the borrower.

D. Patrons may reserve circulating library materials.

E. The Library normally allows up to fifty items to be checked out on each family account. Home school families have found that this does not give them enough items to adequately provide for the education and reading opportunities necessary for their families. The library has made an exception for these families and will, upon request, designate an account as a Home School or Educational account, which will allow up to 75 items to be checked out to that residence.

Persons requesting this account must have established themselves as Library Patrons with an account in good standing. This will not affect the Library's limit of items of selected material such as movies, audio, CD-ROMs, music or periodicals; the normal limitations will still apply to this material; the increased limit is for additional books only.

(Revised: March 23, 2016)

3.20.10.020. Loan Period.

A. Books, books on tape, books on CD, music CDs, Kindle e-readers and periodicals may be checked out for a three week period with one renewal. CD-ROMS and literacy backpacks may be checked out for a one week period with one renewal. DVDs, blu-rays and videos may be checked out for one week with no renewals. Encyclopedias, slide projector, and transparency overhead projectors may be checked out overnight.

B. Special classes of material may be checked out for varying periods of time, as determined by the Library Director or designee.

(Revised: March 23, 2016)

3.20.10.030. Fines and Fees.

A. Fines of ten cents per book per day shall be charged for overdue books and periodicals. Audio material shall accrue fines of twenty-five cents per day. All DVDs, Blu-rays, and videos will accrue a fine of fifty cents per day, CD-ROMS, Kindle e-readers and literacy backpacks will be charged \$1.00 overdue fines per day, overhead projector fifty cents per day, and slide projector \$2.00 per day.

B. Overdue fines shall stop accruing when they reach a maximum of \$8.00 per item. A replacement fee will then be assessed.

C. Patrons shall be assessed a replacement fee for individual items lost or damaged based on the full retail price of the item plus overdue fines accrued with a \$1 cataloging fee included.

D. If lost items are returned in good condition before a three month time frame, the City will refund the amount paid for the item in the form of a check minus a \$2 processing fee for the refund. No refund will be issued on fines accrued. The full retail price of the item shall be refunded if patron chooses a credit on their account instead of a refund.

E. Replacement costs of rare, valuable, or out-of-print material shall be determined on an individual basis by the library director.

F. Patrons with charges on their account of \$10.00 or more shall not be allowed to check out additional material until that amount is paid and all overdue items returned.

G. Delinquent accounts may also be collected pursuant to State Law.

H. Failure to return items may also be turned over for criminal prosecution, as allowed by State law.

(Revised: March 23, 2016)

3.20.10.040. Library Cards.

A. Residents of Spanish Fork City may apply for free library accounts. Non-residents may apply for a library account for a charge as established by the City Council, which may also be paid over a six month period. Accounts will only be issued to persons 18 years of age or older. Photo I.D. and address verification are required.

B. Parents or guardians shall be responsible for all materials checked out on their accounts by minors.

(Revised: March 23, 2016)

3.30. INTERLIBRARY LOAN POLICY.

3.30.10. Inter Library Loan Policy.

3.30.10.010. Inter Library Loan Policy.

A. The Library offers Inter Library loans to provide patrons access to books that are unavailable at our library. Libraries work together to share their resources in order to meet the needs of the community. The Spanish Fork Public Library will submit these requests to the Utah State Library.

B. When a book is requested, all requests are reviewed to determine if they can be added to the library collection. When submitting a book request, patrons have the option of choosing whether or not they want the book through Inter Library loan if we are unable to purchase it. If they choose Inter Library loan, we then have the option of submitting the request to the Utah State Library online after determining that it is not a book that meets our collection development criteria. The State Library then locates a library that has that particular book available and requests to have it sent to us on loan.

C. The State Library offers this service for all the libraries in Utah and has access to a large database in order to provide materials that may otherwise be inaccessible. When we receive the book, we will notify the patron by phone. There is a charge to the patron for use of the book, which is applied towards the shipping costs. Borrowers will be

responsible for the charge whether they check out the requested item or not. The charge is to be paid when the book is checked out. Patrons will not be allowed to request any additional ILL material until this is paid.

D. ILL books need to be returned to the Spanish Fork Library two days before the date they are due at the lending library, allowing time for mailing. The typical loan period for ILL books shall be three weeks; however, each lending library has their own checkout policy which must be adhered to, that will override the Spanish Fork Library checkout time if that time frame is shorter.

E. Please do not return ILL books to any other library or loan them to friends. Any lost or damaged items will be billed by the lending library and the patron is responsible for these charges.

3.40. COLLECTION DEVELOPMENT POLICY.

3.40.10. Collection Development Policy.

3.40.10.010. Collection Development Policy.

3.40.10.020. Donations.

3.40.10.010. Collection Development Policy.

A. It is the goal of the Library to maintain an inviting, up-to-date collection of materials for public use. The Library staff orders new material on a regular basis, providing accessibility to new and current material, bestsellers, standard classics, and a variety of non-fiction topics that meet the needs of our patrons. In purchasing material for the collection we take into consideration public demand, quality of content, and suitability of format, cost, and the value of the subject matter to our collection.

B. Requests are taken and if the requested item meets the above criteria, the Library will purchase the item if it is within our budget to do so. If the requested item is obsolete, dated, or unique in need with probable limited public interest, or does not fit in with our over-all collection, we offer Interlibrary loans to provide what we are unable to purchase.

C. The American Library Association recommends that annual withdrawals from the basic collection shall average approximately 5% of the total collection. Books and other material are withdrawn from the Library collection for the following reasons:

- 1 Condition.
- 2 Outdated or inaccurate information.
- 3 Unnecessary second or third copies.
- 4 Low circulation.
- 5 Space availability.

D. Withdrawn items are offered to the public on our sale table. Items that are damaged or worn beyond reasonable use shall be discarded. Withdrawn materials are not automatically replaced. Replacement is considered by public demand, availability of current or better titles, and suitability according to this selection policy.

3.40.10.020. Donations.

Donations of books and other material from individuals or groups to the Library are welcome. They must meet the above criteria to be added to the collection, meeting the same standards that govern material selection; otherwise they are put with the sale

items. The Library does not appraise gifts for tax purposes but will give a receipt upon request stating that the item or items were given.

3.50. INTERNET POLICY.

3.50.10. Internet Policy.

3.50.10.010. General Introductory Statements.

3.50.10.020. Legal Requirements.

3.50.10.030. Implementation Requirements.

3.50.10.010. General Introductory Statements.

A. Public access to the Internet and online services is an integral part of the Library's programs and services. The intent of this policy is to meet the provisions of Sections 9-7-213, 9-7-215, and 9-7-216 UCA, and Administrative Rule R458-2, as well as provide guidelines for patrons and staff regarding Internet accessible and online computer use.

B. This Policy document will be reviewed by the Spanish Fork Library Board at least every three years, and a copy of the new policy will be sent to the Utah State Library Division as required by Administrative Rule R458-2.

3.50.10.020. Legal Requirements.

A. The Library's Internet Access Policy complies with Section 9-7-215 Internet and online access policy required, and Section 9-7-216 Process and content standards for policy UCA, as well as reporting procedures established by Utah Administrative Rule R458-2.

B. The Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are child pornography, materials harmful to minors, or obscene. The filtering software will be enforced to provide Internet safety during any use of a computer by a minor.

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

Internet. However, an authorized library representative may disable a technology protection measure at the request of an adult patron to enable Internet access for research or other lawful purposes.

D. This policy disapproves the use of public access Internet computers for online gambling and any illegal purposes in an effort to protect patrons and the library against materials other than the materials specified in Utah law.

E. While we strive to prevent objectionable material from being accessible on the Internet through the use of filtering software, there is no system that is guaranteed completely safe; therefore, parents of minors need to accept responsibility for their children using the Internet and for the content of the sites that they access.

3.50.10.030. Implementation Requirements.

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

B. The Library will not be responsible for damage to any user's personal computer or property, or for the loss of data, damage, or liability that may occur from patron use of the Library's Internet connection or malfunctioning Library software or hardware, including information downloaded at the Library and used on a patron's personal home computer; including but not limited to computer viruses. Internet users should be aware that some sites do not provide a secure medium for transmitting personal information.

C. Internet users must respect copyright laws and licensing agreements. Materials obtained from the Internet may be subject to copyright law, which prohibits the unauthorized reproduction or distribution of copyrighted materials. Any responsibility for consequences arising from copyright infringement or any other illegal use lies with the user. Illegal acts involving Library computing resources will subject the user to prosecution by local, state, or federal authorities, and will result in a loss of computer and/or Library privileges.

D. Procedures and guidelines are hereby established to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of Sections 9-7-215 and 9-7-216 UCA. Internet and Online Access Policy for the Spanish Fork Library allows individuals to have access to Internet use for 60 minute time increments. During this time, the Policy must

be complied with. Violations of the policy will result in loss of Internet privileges. A library card is necessary to use the Internet computers and library accounts must be in good standing with no fines over \$10. Guest passes are available for non-card holders for a fee.

E. The Spanish Fork Library Staff reserves the right to monitor Internet usage if there is a complaint or a violation of policy; at this time, the Internet user will be given a warning. If continued violation persists, Internet usage will be terminated. Repeated offenders will not be allowed to access the Internet for a specified amount of time. If a Library patron observes inappropriate Internet usage by another patron, they should report it directly to a staff member in order for the staff to take immediate and effective action. *(Revised: June 25, 2013, June 28, 2016)*

3.60. MISCELLANEOUS LIBRARY POLICIES.

3.60.10. Miscellaneous Library Policies.

3.60.10.010. Bulletin Board Policy.

3.60.10.020. Meeting Room Policy.

3.60.10.010. Bulletin Board Policy.

A. All postings on the bulletin board must meet with the approval of the librarians. Space limitations will be a consideration. Larger notices will be posted if space is available. Library notices and display information are given priority. The library does not distribute commercial periodicals, want ads, items or services for sale by individuals, personal messages or opinions, or distribute commercial periodicals.

B. Notices will be posted and material displayed if they announce or promote civic, educational, or cultural events or services provided by governmental or other non-commercial agencies.

C. Dated notices and materials will be removed promptly and disposed of once the date of the event has passed. Undated notices and materials will be removed after being posted or displayed for 30 days as space is needed.

D. All items displayed in the library will fall within the bounds of visual appropriateness, based on prevalent community standards and practices, for an institution serving both adults and minors.

(Revised: January 29, 2008)

3.20.020. Meeting Room Policy.

A. The Library has meeting rooms available for public use which may be used during library hours. Arrangements must be made in advance of room use to ensure availability. A rental room agreement, provided by the library, must be completed prior to use of a room. Non-refundable fees for room use will be charged as established by the City Council.

B. Groups using the meeting rooms are required to vacate the rooms promptly if another group is scheduled for use of the room following the specified time frame; also at a reasonable amount of time prior to closing.

Meeting rooms shall not be used by groups or individuals for illegal purposes or for purposes that would interfere with the operation of the library. Groups or individuals wishing to show copyrighted films or use of similar materials must first secure and present to the library written permission to do so from the holder of the copyright, or must submit evidence that public performance rights for the materials have otherwise been granted.

C. The library does not provide storage for the property of groups or individuals using meeting rooms. The library will not be responsible for any loss or damage to property, including equipment, personal belongings, decoration, or other items owned by the groups or individuals using meeting rooms. Rulings of the City Fire Code as to room capacity, aisle space and other matters will be observed.

D. Neither the name nor the address of the library may be used as the official mailing address or headquarters of any individual or group using meeting rooms.

E. The individual who applies for the use of a meeting room will be responsible for discipline of those in attendance and for care of the room, furnishings, and equipment. The library will hold the applicant financially liable for any damage to library property which occurs during the meeting or program. The applicant is also responsible to leave the meeting area in a clean, orderly condition. Failure to comply may result in denial of future use of meeting rooms for the applicant and group using meeting rooms.

F. Study rooms may also be used at no cost. These may be reserved as scheduling allows or used if available. It is recommended to check with the library for prior reservations before using a study room.

G. The library's back patio may also be reserved for community or group events. Reserving the patio in advance will allow use of the electrical outlets and prevent other groups from claiming the space prior to your arrival. Reservation of the patio will be charged the same as above for meeting rooms.

(Revised: October 27, 2009)